

Enroll RPS Portal Technical Guide

Fall 2021

About this Guide...

Welcome to the Enroll RPS portal technical guide.

The **School Application** portion of this guide will cover:

- High level overview of the open enrollment, specialty school, and governor's school processes
- Info on navigating the Enroll RPS portal as you complete the application process
- Key dates, calendars, and timelines, including links to virtual information nights, recorded webinars, and more
- Information about specific application components and requirements

If you have questions on the overall process or how to use the online application, please email enrollrps@rvaschools.net.

School Application Table of Contents

Click the links below to jump to a specific topic

| | | |
|--|---|---|
| <u>Open Enrollment Overview</u> | <u>Looking Up a Student</u> | <u>Specialty School Recommendations</u> |
| <u>Specialty School Overview</u> | <u>Saving an application</u> | <u>Governor's School Applications</u> |
| <u>Governor's School Overview</u> | <u>Submitting an application</u> | <u>Application Timelines</u> |
| <u>Visiting the Enroll RPS portal</u> | <u>School Selection</u> | |
| <u>Creating an account</u> | <u>Specialty School Application Process</u> | |
| <u>Starting an application</u> | <u>Specialty School Short Answer</u> | |
| <u>Starting an Application for Another Student</u> | <u>Specialty School Essay</u> | |

What is Open Enrollment?

Open Enrollment is Richmond Public Schools' lottery process that offers students the opportunity to enter a random lottery to attend a school outside of their residential zone. Students may apply to up to **three** schools in the open enrollment lottery, and must reside in Richmond City at the time of applying to open enrollment to be eligible for the lottery.

The application the for open enrollment lottery opens on **October 14, 2021** and closes on **February 1, 2022 at 4:30 PM**.

- All RPS elementary schools are open enrollment (OE) schools, including Patrick Henry School of Science and Art
- All RPS middle schools with the exception of Franklin Military are OE schools, including the STEM Academies at Thomas Henderson MS and M.L.K. Jr. MS (Please note that we are not accepting OE applications to River City MS this year)
- Armstrong HS, George Wythe HS, Huguenot HS, John Marshall HS, and Thomas Jefferson HS are OE schools (except for the IB Diploma Program at Thomas Jefferson)

Head Start, Virginia Preschool Initiative, Governor's Schools, and Specialty Schools *are not* OE schools and require individual applications or a separate enrollment process (in the case of preschool).

Visit our [School Applications](#) page for open enrollment Frequently Asked Questions.

What are Specialty Schools?

While all students who attend RPS are provided courses emphasizing challenging and meaningful learning experiences, students who attend RPS specialty schools at the middle and high school levels receive challenging and meaningful learning experiences in smaller, more specialized schools than the comprehensive middle and high schools. It is expected, not just encouraged, that students in these schools enroll in Advanced Placement courses, dual enrollment programs, and earn an advanced studies diploma while engaging in community service to better the world around them.

Students are required to complete a full application and fulfill the requirements set by each school to be offered a seat. The application process for the RPS specialty schools opens on **October 14, 2021** and closes on **December 1, 2021 at 4:30 PM**. All applications and supporting documents must be submitted by December 1, 2021. **No late applications will be accepted.**

Successful completion of a specialty school application does not guarantee a student will receive a seat offer, as the application process is highly competitive and seats are limited.

Visit our [School Applications](#) page for specialty school Frequently Asked Questions.

What are Regional Schools?

Regional Schools are supported by surrounding school districts that purchase slots for their students to attend individualized student focused dynamic and comprehensive programs. These innovative centers inspire creativity, collaboration, and creativity ensuring every student has an opportunity to reach their educational and aspirational goals.

8th students may apply to regional high schools through an application process determined by each school. The applications for **Appomattox Regional Governor's School for Arts and Technology** and **Maggie L. Walker Governor's School for Government and International Studies** must be submitted in the Enroll RPS portal. The application process opens on **October 14, 2021** and closes on **December 1, 2021 at 4:30 PM**. All applications and supporting documents must be submitted by December 1, 2021. **No late applications will be accepted.**

CodeRVA applications are handled separately by that school. CodeRVA applications open on **January 3, 2022** and close **February 18, 2022**.

Visit our [School Applications](#) page for governor's school Frequently Asked Questions.

Using the Online Application Platform (Enroll RPS)

Visiting Enroll RPS

Parent Login Select Language

RPS RICHMOND
PUBLIC SCHOOLS

[Learn More](#) [Find a School](#)

Parent/Guardian Login

If you have already created an account
please login to your account to continue:

Email or Phone:

Password:

[Forgot your password?](#) | [Forgot your email?](#)

OR

If you do NOT have an account
please create an account using the form below (you must provide an email
address, phone number, or both):

*Guardian First Name:

*Guardian Last Name:

Phone Number:

☐ Enable SMS Text Notifications ⓘ

Guardian Email:

Confirm Email:

*Password: ⓘ

*Confirm Password:

Preferred Language: English ⌵

Preferred Communication: ⌵

To begin the application process, visit www.attendrvaschools.com

Creating an Account

The screenshot shows the 'Guardian Login' page for Richmond Public Schools. The header includes the school district name and links for 'Learn More' and 'Find a School'. The page is divided into two main sections. The left section, titled 'Guardian Login', is for existing users and includes fields for email and password, a 'Login' button, and links for 'Forgot your password?' and 'Forgot your email?'. Below this are social media login options for Google, Facebook, LinkedIn, and Twitter. The right section is for new users, titled 'If you do NOT have an account please create an account using the form below (you must provide an email address, phone number, or both):'. This form includes fields for Guardian First Name, Last Name, Phone Number, Guardian Email, and Confirm Email. It also has checkboxes for 'Enable SMS Text Notifications' and 'Strong Password' (with a red asterisk). Below these are fields for 'Preferred Language' and 'Preferred Communication' (with a dropdown menu showing 'Email'). A 'Create Account' button is at the bottom of the form. A footer note states: 'If you do not have an email address, please create one here.'

Families must create an account on Enroll RPS to apply. If you created an account for last year's application cycle or enrollment, please use the same account. Accounts from systems used prior to school year 2019-2020 are not active.

On the right side of the page, provide the information marked with a red asterisk (*) to create an account in Enroll RPS.

While an email address is not required, it is strongly recommended that you create one - Enroll RPS uses email to communicate important updates on your application(s). If you need help creating an email address, click [here](#) (this is just one option).

Remember to save your login information, including your password!

Navigating the Family Dashboard - No Students

Welcome back, Test Family!

School Year: 2022-2023 ▾

There are no students linked to your account. To determine your next step, read the questions below and click the appropriate link(s).


Are you interested in applying to an out-of-zone school via open enrollment, an RPS specialty school, or regional governor's school for SY2022-23?

Click [Begin a New School Application for SY2022-2023](#) to start your school application(s). Each application type (open enrollment, specialty schools, governor's school, etc.) lives within the same form, so you won't need to start multiple applications for a student applying to multiple schools.

When you log in for the first time, you will see the screen above. To begin a school application, click the blue link labeled **Begin a New School Application for SY2022-2023** (outlined by a red box above).

Navigating the Family Dashboard - Starting a New Application

Students linked to your parent account:

 **Test Student**

Have another student not listed above?
[Start a new school application for another student](#)

Test's School Applications Test's Transfer Process Test's Enrollment

You left off on the Specialty School Common Application step.

[Continue with your application.](#)

Some families may already have children attached to account from previous school applications / new enrollments. In order to start a new school application for this year, click **[Child's Name]'s School Applications** and then click **Continue with your application.**

Looking Up a Student

Thank you for your interest in the Richmond Public Schools School Applications.

Before starting your application, we ask you review our [Requirements and Policies](#). Once you start your application, you may save what you have entered and return at a later date to complete the application by clicking the "Save and Exit" button. If you need to go back to any step, use the navigation bar to the left, or the "« Back" button at the bottom of the screen.

School Year

i.1 *School Year Applying For: 2022-2023 ▾

Student Lookup (optional)

i.2 *Is this student currently enrolled in Richmond Public Schools?

☒ Yes ☐ No

i.3 *

Do you have a Richmond Public Schools Student ID? ([Student ID Locator Guide](#))

If continuing with no ID, you will be asked to provide some student information manually.

☒ Yes ☐ No

If when starting a new application, a student is already an RPS student, you will have the opportunity to lookup your child's record using their student ID, first name, last name, and birthdate. If not, you will have the opportunity to input all necessary information in the application itself.

Saving an Application

| | | |
|------|----------------|----------------------|
| 1.21 | Student Phone: | <input type="text"/> |
| 1.22 | Student Email: | <input type="text"/> |

Continue »

Cancel

Save and Exit

If you need to save your application and revisit it, simply scroll to the bottom of the page and select “Save and Exit”. The next time you log-in, you can resume your application at the most recently saved step by clicking the **“Continue with your application”** button.

Submitting an Application

The screenshot shows a web application interface for reviewing and submitting an application. On the left, a vertical sidebar titled 'Application Progress' contains a list of steps: 1. Student Information, 2. Guardian Information, 3. School Selection, 4. Siblings, 5. Open Enrollment Agreement, 6. Optional Opportunities, 7. Signatures, 8. Review & Send (highlighted with a green circle), and 9. Complete. Below this list is a link for 'Requirements & Policies'. At the top right of the main content area, there are three buttons: 'Submit My Application »', « Back, and I Want to Finish Later. The main heading is 'Review & Submit' in green, followed by a subtext: 'Please review the information below. If changes need to be made, please return to the necessary page to make your adjustments.' Below this is a section titled 'Student Information' with an 'Edit' button. The section contains a list of fields: 1.1 First Name: Test, 1.2 Middle Name:, 1.3 Last Name: Student, 1.4 Suffix:, 1.5 Preferred/Chosen Name:, 1.6 Sex:, 1.7 Race: (with a dropdown menu showing 'Prefer Not to Disclose'), 1.8 Is the student Hispanic?: Prefer Not to Disclose, 1.9 Birthdate: 09/01/2016, and 1.10 Is the applicant the child of a Richmond VA Public Schools employee? (with a dropdown menu showing 'No').

Application Progress

- ✓ 1. Student Information
- ✓ 2. Guardian Information
- ✓ 3. School Selection
- ✓ 4. Siblings
- ✓ 5. Open Enrollment Agreement
- ✓ 6. Optional Opportunities
- ✓ 7. Signatures
- ➔ 8. Review & Send
- 9. Complete

[Requirements & Policies](#)

Submit My Application »

« Back I Want to Finish Later

Review & Submit

Please review the information below. If changes need to be made, please return to the necessary page to make your adjustments.

Student Information [Edit](#)

- 1.1 First Name: Test
- 1.2 Middle Name:
- 1.3 Last Name: Student
- 1.4 Suffix:
- 1.5 Preferred/Chosen Name:
- 1.6 Sex:
- 1.7 Race:
Prefer Not to Disclose
- 1.8 Is the student Hispanic?: Prefer Not to Disclose
- 1.9 Birthdate: 09/01/2016
- 1.10 Is the applicant the child of a Richmond VA Public Schools employee?
No

The final step of the application process is a step where you may review all completed information before submitting. Review each step of the application by scrolling the page and clicking the **“Edit”** button to jump to any step where you would like to make updates, or using the menu on the left side of the page. When you are ready to submit, click the **“Submit My Application”** button.


School Selection

In the school selection section, you will be able to select the schools for which your child is eligible based on grade level. Check the box under each program for the schools you select. ***Please note that the order in which you select schools has no bearing on the open enrollment lottery.***

Additionally, you are not able to select your zone school, as the school application form is only for applying to out-of-zone or specialty schools.

Schools mapped in relation to your address:
900 E Broad St, Richmond, VA 23223

Map Satellite



Legend:
 - Your Address
 - Zoned School
 - School

| | |
|--|---|
| Albert Hill Middle 3400 Patterson Avenue • Richmond, VA 23221 3.14 miles • Grades: 6-8 | Binford Middle 1701 Floyd Avenue • Richmond, VA 23220 1.82 miles • Grades: 6-8 |
| M.L. King Jr. Middle STEM 1000 Mosby Street • Richmond, VA 23223 0.56 miles • Grades: 6-8 | T.C. Boushall Middle 3400 Hopkins Road • Richmond, VA 23234 5.14 miles • Grades: 6-8 |

Specialty School Application Process Details

All specialty school applicants must reside in the City of Richmond. Non-RPS students must verify their residency before their application will be considered eligible.

Specialty school applications will use common components for all schools for which a student applies. For example, a student applying to Franklin Military and Open High School will need to complete only one set of teacher recommendations and one set of essays (short response and long response), which will be used for both schools.

The following are required components of specialty school applications:

- ❑ **Two teacher recommendations** (any type of teacher from the student's previous two years of school is acceptable)
- ❑ A **short answer** (maximum 250 words) and **essay** (maximum 500 words or approximately one page)
- ❑ For RPS students, grades and transcripts, attendance, and other school records will be uploaded by RPS school and central staff.
- ❑ RPS staff will collect grades and other information for non-RPS students from their school administrators. Non-RPS students must provide contact information for their school in the application, at the "Student Information" step.

After applications are submitted, specialty schools will proceed with their internal selection processes which use common procedures like interviews and data review.

Specialty School Short Answer

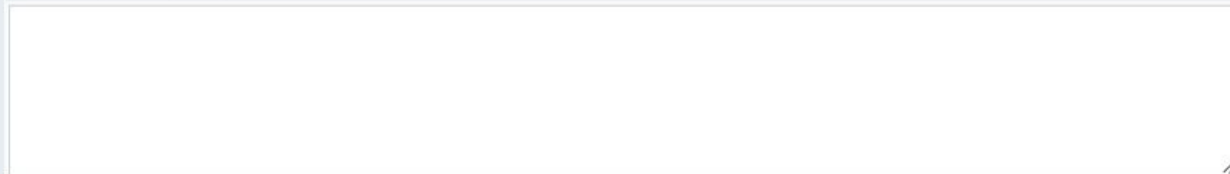
14.2 Short Answer:

Please answer the short answer question below in 250 words or less. The response can either be typed directly or copy and pasted into the box. *Note:*

This short answer must be completed by the student.

Short Answer: What are you hoping to gain from your high school experience?

***Please copy and paste your short answer into the box below.**



The specialty school common application includes one short answer question. Students must type directly or copy and paste their short answer into the text box. Responses should be no more than 250 words.

Specialty School Essay

14.3 Essay:

Please answer **ONE** of the following questions in 250-500 words (about one page). The response can either be typed directly or copy and pasted into the box. *Note: This essay must be completed by the student.*

Essay Choices:

1. Discuss a setback you experienced in some aspect of your life and how you overcame it. What did you learn?
2. Write an essay about an experience in your life that helped shape your values, your intellect, your personality, or your career goals. This could be an event you attended, a trip you took, a book you read, a work of art you saw, a hobby or a passion you have, or any other significant experience in your life.
3. If you had the power to change one thing in your community, or in the world, what would it be and why?

*Which essay topic have you chosen?

- ☐ Discuss a setback you experienced in some aspect of your life and how you overcame it. What did you learn?
- ☐ Write an essay about an experience in your life that helped shape your values, your intellect, your personality, or your career goals. This could be an event you attended, a trip you took, a book you read, a work of art you saw, a hobby or a passion you have, or any other significant experience in your life.
- ☐ If you had the power to change one thing in your community, or in the world, what would it be and why?

*Please copy and paste your essay into the box below.

The specialty school common application also includes one essay question. Students may choose from one of the three choices and must indicate which they picked.

Students must copy and paste their finished essay into the box. The essay should range from 250 - 500 words and must be completed by the student.

Specialty School Recommendations

Students applying to RPS specialty schools must also receive two (2) recommendations. Recommendations should be from teachers from any subject that the student has had in the last two years.

Recommendations must be sent electronically via the Enroll RPS portal by the application deadline of **December 1, 2021 at 4:30 PM**. Recommenders must return recommendations electronically in the Enroll RPS portal by December 15, 2021.

14.4 Recommendations

Students must request two (2) recommendations as part of their application. Please reach out to your recommenders prior to sending them the recommendation to ensure that they are willing to complete the form.

The recommendations should be from teachers from any subject that the applicant has had in the last two years.

Recommendation requests must be sent electronically via the Enroll RPS portal by the application deadline of December 1, 2021 at 4:30 PM.

Recommenders must return recommendations electronically via the Enroll RPS portal by December 15, 2021.

Please click the button below to request a recommendation online. You will need each recommender's email address to send a recommendation request. If you do not know the email address of your chosen recommender(s), please access our [staff directory](#) and search for their name. Once you have sent online recommendation request(s), please click the continue button below.

Please note that recommenders have the right to decline recommendation requests. If this occurs for one / both of your recommenders, please contact us at enrollrps@rvaschools.net to update recommendation information for new requests.

Request Online Recommendation

Online Recommendation Requests

| Requested From | Date Requested | Deadline | Status |
|-------------------------------------|----------------|----------|--------|
| No online recommendations requested | | | |

Specialty School Recommendations Contd.

Whether a family chooses to waive access or not has no impact on the student's application or chances to earn acceptance at a specialty or governor's school. Some teachers may feel uncomfortable with completing a recommendation if family access is not waived. Teachers reserve the right to decline a recommendation request.

We recommend that families choose recommenders that know their student well and have agreed in advance to write an honest recommendation for their student that reflects the strengths and areas of growth for the scholar with compassion and honesty.

Right to Waive Access

13.1 *Applicant's and Parent/Guardian's Waiver of Right to Access Confidential Information

If families choose to waive the right of access to information contained on the recommendation form they forego access to an identified recommendation after admissions decisions are finalized. Please note that this applies to all recommendations for Specialty / Governor's Schools and programs, and your decision will be shared with recommenders.

- ☐ We voluntarily waive the right of access to information contained on recommendation form
- ☐ We do not waive the right of access. (No access is available before the completion of the evaluation process.)

*Student Signature

Date:

10/26/2020

*Parent/Guardian Signature

Other Parent/Guardian Signature

Governor's School Applications

The applications for **Appomattox Regional Governor's School for Arts and Technology** and **Maggie L. Walker Governor's School for Government and International Studies** live in the Enroll RPS portal. If you select one of these schools, a school-specific section of the application will appear.

The **CodeRVA** application is managed by CodeRVA. Visit [CodeRVA's website](#) to learn more about their application / admissions process.

Appomattox Regional Governor's School

16.1 School Overview:

You have selected Appomattox Regional Governor's School as one of your application choices.

The Appomattox Regional Governor's School for the Arts and Technology provides a unique opportunity for a community of learners, students with similar interests and abilities, to pursue excellence in specific focus areas of the arts and technology: Dance, Music (Instrumental Music, Piano, Vocal Music, Music Technology), Literary Arts, Technology, Theatre Arts (Theatre, Musical Theatre, and Technical Theatre), and Visual Arts. To ensure that all qualified students have the opportunity to apply for admission, the criteria and evaluation procedures have been developed using multiple and nontraditional measures designed to identify students gifted in the arts or technology, regardless of cultural background.

Enrollment Policy

Students will only be accepted for enrollment in Appomattox Regional Governor's School for the Arts and Technology through a participating school division. The parent/guardian of a student must have an established residence in a participating school division for the student to apply and be granted admission. Acceptance of an invitation to enroll in the Governor's School is a commitment on the part of the student for a minimum of one year. The student is expected to maintain at least a cumulative 2.0 grade point average and meet the academic standards established by the regional board. The student may remain at the Governor's School for the four-year high school program providing:

Maggie L. Walker Governor's School

17.1 School Overview

You have selected Maggie L. Walker Governor's School as one of your application choices.

The Maggie L. Walker Governor's School for Government and International Studies (MLWGS) is an innovative public high school offering a comprehensive college preparatory program emphasizing government, international studies, science, mathematics, languages, and fine arts. The school serves students selected on the basis of aptitude and interest in its mission.

Application Components

The **Admissions Handbook** gives detailed and specific information about the admissions process for 2022. (Please note that some of the dates listed in the handbook do not align with the dates listed below. **Please follow the dates listed on this application form.**)

- The application. Complete and submit the application in the Enroll RPS portal no later than 4:30 PM on Wednesday, December 1, 2021. Applications will not be accepted after this date.

Key Dates

Application Timeline

This year's school application cycle uses the following timeline:

- **Thursday, October 14, 2021** — Applications opened on Enroll RPS
- **Wednesday, December 1, 2021** — Specialty and governor's school applications due on Enroll RPS by 4:30 PM.
- **Wednesday, December 15, 2021** — Recommendations due by recommenders in Enroll RPS portal.
- **Tuesday, February 1, 2022** — Open enrollment applications due on Enroll RPS by 4:30 PM.
- **Friday March 11, 2022** — Application results posted on Enroll RPS.