

Open Enrollment

Quick Guide

To request to enroll your child in Cincinnati Public Schools, follow these steps to complete the open enrollment application.

1

Create a Parent Account

Visit the Focus Parent Portal:

<https://www.cps-k12.org/parentportal>

Select *Click here to Create an Account*. Enter required information. The entered email address will be used for account access.

[View detailed Create a Parent Account Guide](#)

2

Register a New Child

Click *I would like to REGISTER a new child*. Then, complete necessary form fields throughout various pages. This includes demographics, contacts, addresses and more.

[View detailed Enroll a New Student guide.](#)

3

Complete Open Enrollment Form

Click *I am FINISHED adding students. Please take me to the portal*. From the left side menu, click *Forms*. Then, click *Inter-District Open Enrollment Application*.

Complete form. Click *Submit* or *Submit & Print*

CPS Family Technology Support Center  513-363-0688

