

New Student Enrollment

Quick Guide

These instructions will guide you to enroll a student in Cincinnati Public Schools. Further resources to support this process can be found at <https://www.cps-k12.org/our-district/enrollment>

1

Access Application for New Enrollment

Login to <https://www.cps-k12.org/parentportal>.
Select [*I would like to APPLY FOR ENROLLMENT for a new child.*]

2

Complete Application Form

- Residency
- Demographics
- Prior Schools
- Family information
- Special needs

3

Upload Required Documents

- Proof of address
- Birth document
- Student Records Release
- Identification

4

Submit Application

After your application has been submitted, the newly enrolled student will appear on the left menu.