How to apply for Open Enrollment

- 1. Complete Online Registration process for next school year.
 - https://www.ccsd.net/parents/online-registration.php
 - Online Registration **application number** is required on the Open Enrollment Application.
 - o All Students must include the **Student Identification number**.
 - Students new to CCSD will be required to visit the zoned school to obtain a Student ID. Requires Birth Certificate, Immunization record, proof of address (utility bill) and parent/guardian identification.
- 2. Apply for Open Enrollment at http://itsyourchoice.ccsd.net/open-enrollment/

OPEN ENROLLMENT APPLICATION

 The link above will redirect you to the https://www.ccsdapps.net/openenrollment



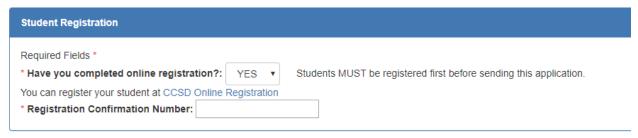
Use the **Public Registration** link to create or update account information.
 (NOTE: CCSD Employees **DO NOT** use Active Director account.)

3. Once Logged in, click Enter App under Open Enrollment.



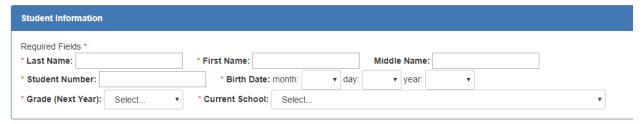


- 4. Click the Add Applicant button at the Right
 - o A separate application must be completed for each child.

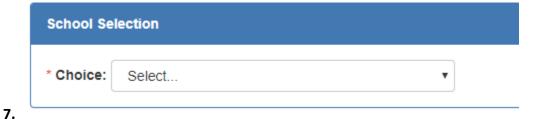


These are both required.

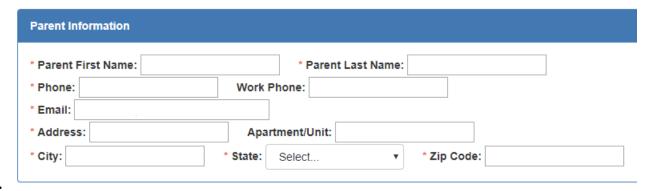
6.



Complete the Student Information section. If the student is new to CCSD you
must first visit the zoned school to finalize the registration process and obtain
a CCSD Student ID.



o Select from the dropdown list of available Open Enrollment option schools.



8.

 Complete the Parent Information section required fields. This will be the email address you will receive correspondence from us.

	Agreement of Understanding
9.	By clicking "Submit", I acknowledge my understanding of the following conditions for this application: Transportation will not be provided for students attending a school on Open Enrollment. Referral to a behavior school program after being selected and/or accepting a seat to an Open Enrollment school may disqualify a student for Open Enrollment. Students who are selected for Open Enrollment are eligible to participate in extracurricular activities/athletics in accordance with NIAA/CCSD regulations. Open Enrollment does not provide for students to be promoted from one school to another (e.g. from an elementary school to a middle school). Students who currently attend a behavior school program are not eligible to apply to, nor accept enrollment into, an Open Enrollment school until after the trial enrollment period or conditions have been met. A student cannot select a school, under Open Enrollment, that he/she has been referred out of for behavioral reasons (i.e. conditional enrollment or expulsion).
	Submit Cancel

- o **Double Check** all information on this application.
- Click Submit to the Agreement of Understanding of the conditions of Open Enrollment and finalize your Open Enrollment request.

Open Enrollment application status update

- Because we process each application in the order received, it may take up to two weeks to before you receive an email response.
- Parents can check the status of the application using the same log in and password as above on https://www.ccsdapps.net/openenrollment

Status Types

- New = Received, not yet processed.
- Pending = Processed, awaiting parent action.
- Accepted = Completed.
- Declined = Application withdrawn by parent or CCSD.