

# 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.
- 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.

**Student Registration**

Required Fields \*

\* **Have you completed online registration?:** YES ▾ Students MUST be registered first before sending this application.  
You can register your student at [CCSD Online Registration](#)

\* **Registration Confirmation Number:**

- 5.
- o These are both required.

**Student Information**

Required Fields \*

\* **Last Name:**  \* **First Name:**  **Middle Name:**

\* **Student Number:**  \* **Birth Date:** month:  day:  year:

\* **Grade (Next Year):**  \* **Current School:**

- 6.
- o 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.

**School Selection**

\* **Choice:**

- 7.
- o Select from the dropdown list of available Open Enrollment option schools.

**Parent Information**

\* Parent First Name:  \* Parent Last Name:

\* Phone:  Work Phone:

\* Email:

\* Address:  Apartment/Unit:

\* City:  \* State:  \* Zip Code:

- 8.
- Complete the Parent Information section required fields. This will be the email address you will receive correspondence from us.

**Agreement of Understanding**

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).

9.

- **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.