

## HOW TO APPLY FOR OPEN ENROLLMENT

1. Complete online registration at <https://ccsd.net/parents/online-registration>.
2. Create or update account to ensure access to [ccsdapps.net/openenrollment](https://ccsdapps.net/openenrollment).
3. Visit the open enrollment page [itsyourchoice.ccsd.net/open-enrollment](https://itsyourchoice.ccsd.net/open-enrollment) to complete the application: Select the “Open Enrollment Application” button to begin.



4. Login to [ccsdapps.net/openenrollment](https://ccsdapps.net/openenrollment) in the upper right-hand corner. Select the Open Enrollment App.



5. Click the “Add Applicant” button on the right-hand side.



6. Complete the application.

### Required Fields \*

- 
- A separate application must be completed for each child.
- Complete the Student Information. Enter the Student ID if the student has previously attended a CCSD school.
- Leave Student ID blank if the student has never attended a CCSD school.

**Student Information**

Required Fields \*

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

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

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

- Complete the School Selection. Select the school from the dropdown list of available Open Enrollment schools for the 2020-2021 school year.

**School Selection**

\* Choice:

- Double-check that all the required information is correct. Review and submit the Agreement of Understanding.

**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).

**Applications are processed in the order received.**

**Due to the current situation, please be patient as it may take several weeks to receive an email response.**

**All responses are sent by email to the email address provided on the Open Enrollment application.**

If questions, please contact Open Enrollment at [openenroll@nv.ccsd.net](mailto:openenroll@nv.ccsd.net).