**Denver School of the Arts**

**One Day of Registration**

DPS is moving to a fully automated ***registration system*** as well as ***student payment system***. Parents are now able to complete their student registration verification online as well as pay student fees online.

As a result, it is our hope and expectation that all returning families use these two online systems to pay fees and register their students.

DSA will not have multiple days of registration as we’ve done in the past. This is our first time trying to cut to one day – ***hoping that the majority of families utilize the online systems***. Instead, we will be holding registration for our new and returning families who need extra help with the payment/registration on the online system.

**Thursday, August 9, 2018**
8:00 am – 10:00 am Last names A – F
10:00 am – 12:00 pm Last names G – L
12:00 pm – 2:00 pm Last names M – R
2:00 pm – 4:00 pm Last names S – Z

**Questions**
Jaymie Montoya Treasurer, Office Manager Online Bill Pay/MySchoolBucks 720-424-1711
Dorothy Hurst Main Office Secretary/Registrar Online Registration 720-424-1701

**Pay Student Fees Through the Parent Portal**

**Legal guardians with Parent Portal accounts can access MySchoolBucks through the Parent Portal. Follow these steps:**

1. Log in to your [Parent Portal](https://myportal.dpsk12.org/Pages/Default.aspx) account.
2. Click on Student Payments via MySchoolBucks on the left.
3. In the screen on the right, click on the link to MySchoolBucks.
4. If you are a new MySchoolBucks user, click on the green button and fill out the “Make Your MySchoolBucks Account More Secure” form. Then, click Update Profile.
5. If you are an existing MySchoolBucks user, click on the orange button and enter your MySchoolBucks username and password. You will receive an email to confirm the linking of your MySchoolBucks and Parent Portal accounts.

If you do not have a Parent Portal account, please see the [Legal Guardian Access Through the Parent Portal](https://payonline.dpsk12.org/myschoolbucks-user-guide/#1512664218979-7b61e933-6f42) section of the [MySchoolBucks User Guide](https://payonline.dpsk12.org/myschoolbucks-user-guide/).

**Online Registration Through the Parent Portal**

**In order to complete the Annual Family Update, you must have a parent portal account. You may update your student’s information from July 16 through Aug. 6, 2018.**

  If you already have a Parent Portal account, log in now to make sure it is active. Visit http://schoolchoice.dpsk12.org and navigate to the Annual Family Update page and follow the instructions. You must complete the update for every student enrolling in a DPS school.

TO CREATE YOUR PARENT PORTAL ACCOUNT: Visit https://myportal.dpsk12.org

In order to create a parent portal account you will need your student’s ID number. If you don’t know or don’t have this number, contact Dorothy Hurst (main office secretary and registrar) at 720-424-1701 or email schoolchoice@dpsk12.org and include your student’s first name, last name and date of birth.

***Some changes can’t be completed online and will require you to take documentation to DSA give to Dorothy Hurst. You may do this until Friday, August 31, 2018.*** The following information cannot be updated online during Annual Family Update:

* Name changes
* Address changes (parents/guardians can check the “change of address” box in the Annual Family Update, and can upload a proof of address. The new address itself cannot be entered directly by the parent/guardian.)
* Race/ethnicity (DSA will need to be notified of any changes)
* Removing guardians (this will need to be done at DSA with the proper paperwork)