# 2020-2021 Student Registration

## New to OKCPS families

### Step 1
Gather information* for registration

#### For Each Student
- Student birth certificate
- Student immunization record
- Previous school transcript, or last report card

#### For Family
- Two proofs of address:
  1. Parent photo ID
  2. Utility bills
  3. Other official mail
- Emergency Contact information
  (at least two persons)

#### For Family
- Two proofs of address:
  1. Parent photo ID
  2. Utility bills
  3. Other official mail
- Updated immunization record
  (if applicable)
- Emergency Contact information
  (at least two persons)

*Additional information at https://www.okcps.org/backtoschool

## Continuing OKCPS students

### Step 2
Go to Registration

#### Use the Online Registration link
*Please write down your application number. It is most helpful if you have to stop in the middle and then return to the application.

#### Use Campus Parent Portal link, Go to More > Enrollment Confirmation
*Forgot your username or password or need help set up a Campus Parent Portal account, submit form for Campus Parent Portal Issues.

## Step 3
Complete each section including all forms. Uploading documents is an option for convenience and will reduce follow-up later

Follow the directions to complete requested information for each section listed below. Items with a red* cannot be left blank. Click Next as you complete each section or Save and Continue at the end of each page.