



Online Open Enrollment Application Guide for Prospective Students (students not currently enrolled at RPS)

Navigate to: <https://richmond-schoolchoice.hosted.src-solutions.com/>

- Click the **START** button to begin the application process for students not currently enrolled in RPS

- Check the **I'm ready to begin** box
- Press **save and next**

- On the Create or Edit my account screen, complete all fields with a **RED asterisk**
- **PLEASE ENTER A VALID E-MAIL ADDRESS.** This address is used for notification purposes and password resets.

Richmond Public Schools
Richmond School Choice New Student

RPS

Create or Edit My Account

Apply

Logout

Registration Gateway
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Create or Edit My Account * = required field

Username*
JohnDoe

Email address (needed if you forget your password)
youremail@email.com

Password*

Confirm Password*

Challenge Question (in case you forget password)*
What is your favorite movie? ▼

Challenge Answer (ANSWER IS CASE SENSITIVE)*
Lean On Me

Save and Next

- If you live outside the City of Richmond, type in your current address. **Please note, you will need to provide proof of residence within the City of Richmond prior to your child being awarded a seat via open enrollment.**
- **Press save and next**

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Start → Choose → Review → Save

Primary Contact

Only a parent/legal guardian is allowed to submit an application on behalf of a student.

* Contact first name
John

* Contact last name
Doe

* Email address to be used for application notifications
youremail@email.com

* Home phone
(804)123-1234

Cell phone
(###)###-####

Work phone
(###)###-####

Physical Address

* Street number
1234

* Street name
BROAD STREET RD

* Do you live in an apartment/building/unit?
 Yes No

* City
Richmond ▼

* State
VA ▼

* Zip code
23225

Back Save and Next


- Please read and pay attention to instructions regarding seats **offered, waitlists, and acceptance rules.**
- Press save and next


- On **student page** shown below, *please indicate student's current grade at the time of application and expected grade for the next school year.*
- After completion, press **save and next**

- If you would like to add a second contact, click yes. If not, choose no
- Press **save and next**


- If you wish to apply to a new school via **open enrollment**, please check **yes** and click **save and next**

- If you are applying to a **second** open enrollment school, please fill out all required fields as shown below.
- If your child has a **sibling** that wishes to attend the same school populate all required fields below.
- Press **save and next**







Start



Continue



Review



Done

Create or Edit My Account

Apply

Logout

Open Enrollment – Jane Doe

Delete This Student


To be eligible for sibling preference, the student's sibling must have attended the requested school for a minimum of one school year and the sibling must attend the requested school for the upcoming school year. Additionally, to be eligible for sibling preference, the student must live with the sibling. A sibling included in error will disqualify the student entirely.

Transportation for open enrollment is not provided by Richmond Public Schools, with the exception of Binford Middle School which utilizes a hub system.

- * Are you applying for an open enrollment school?
 - Yes No
- * 1st choice Open Enrollment School:
 - Huguenot
- * Does sibling attend requested school?
 - Yes No
- * Sibling First Name
 - Jack
- * Sibling Last Name
 - Doe
- * Sibling Current School
 - John Marshall High School:106
- * Sibling Student ID#
 - 00123456
- * Sibling Current Grade
 - 11
- * Sibling Next Expected Grade
 - 12
- * Sibling Date of Birth
 - 10/17/1999
- * Are you applying for a second open enrollment school?
 - Yes No
- * 2nd choice Open Enrollment School:
 - George Wythe
- * Does sibling attend requested school?
 - Yes No

Back

Save and Next



- If your child does not wish to apply for a specialty school, select no
- Press **save and next**

- On this screen, your **electronic signature is required**
- Once signed, select **yes**, then press **save and next**

- Please review all the information that you entered for your child's open **enrollment application**.
- Click **save and next**



- Create or Edit My Account
- Apply
- Logout



Please be patient as this page loads.

Below, you can review your answers. To make a change, click on the answer you would like to edit, make your change(s), and click save to the right of the answer. When you are done reviewing, click "Save and Next". A window will pop up asking if you would like to add another student.

[Primary Contact](#)[Placement](#)[Student Contact](#) [2](#)[Open Enrollment](#)[Specialty School](#)[Finishing Up](#)

Primary Contact

- * Contact first name
John
- * Contact last name
Doe
- * Email address to be used for application notifications
youremail@email.com
- * Home phone
(804)123-1234
- Cell phone
- Work phone
- Physical Address**
- * Street number
1234
- * Street name
BROAD STREET RD
- * Do you live in an apartment/building/unit?
No
- *

Back **Save and Next**



- This screen indicates you have completed the **open enrollment** online application process.
- If you are not applying to a specialty school, please disregard the following checklist in the screenshot below.
- Press continue, then press OK.

Richmond Public Schools
Richmond School Choice New Student

1 Start → 2 Continue → 3 Review → 4 Done

Final Checklist / Download PDF

Congratulations! You have completed the first step in the application process. Here's what you'll need for your application. To view or print a PDF of these instructions, scroll to the bottom of the page and click on the "Download PDF" button.

You need Adobe Reader installed on your computer in order to open a PDF file. If it is not installed, please install before clicking the "Download PDF" button.

Dear Parent/Guardian,
Welcome to the Richmond School District. If you are applying to a specialty school, please know that your application will not be complete until the required documentation is submitted to the school you are applying to.

Open High School
Student Essay
Transcript
Standardized Test Scores
Attendance Information
Child Study/IEP/504 Plan, if relevant
School Counselor Document

Maggie L. Walker
Suspension/Expulsion Letter, if relevant
Recommendation A
Recommendation B
Student Transcript Sheet (6-8)
Report Card
Proof of Residency
SOL Scores

Franklin Military Academy
Math Teacher Recommendation
Discipline Report
English Teacher Recommendation
Essay
Transcript
First Semester Report Card
Attendance History
Standardized Test Data
IEP, 504 Plan, or other accommodations, if relevant

Appomattox Regional Governor's School
Suspension/Expulsion Letter, if relevant
Essay
Recommendation A
Recommendation B
Student Transcript Sheet (6-8)
Report Card
Proof of Residency
SOL Scores

Richmond Community High School
Teacher Nomination
Community Leader Nomination
Proof of Residency 1
Proof of Residency 2
School Counselor Report
Cumulative Transcript
Report Card
SOL
ADC
Attendance/Tardiness Report

International Baccalaureate Programme at Thomas Jefferson High School
Report Card
IEP/504, if relevant
Adult Recommendation
Teacher Recommendation
Proof of Residency
Student Conduct History
Cumulative Transcript
PSAT Scores
SOL Scores

International Baccalaureate Programme at Lucille Brown
Report Card
IEP/504, if relevant
Adult Recommendation
Teacher Recommendation
Proof of Residency

Application completed successfully

Ok

Download PDF **Back** **Continue**

Registration Gateway by Edmentum

- This screen indicates you have completed **open enrollment** online application process.
- If you wish to edit any of the information provided thus far, simply click the **edit** button to update information.

Richmond Public Schools
Richmond School Choice New Student

RPS

Your Students

This page displays information on all of the primary guardian's students.

| First Name | Last Name | Status | |
|------------|-----------|----------|---|
| Jane | Doe | Complete | Edit Delete Student |

[Checklist/Appointment](#)

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