



Open Enrollment Online Application Guide for Current Students

(Students already enrolled in RPS)

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

- Username will be the **student ID** prefaced with 2 zeros. EX: **001234567**
- Password is the student's **date of birth** in this format: **xx/xx/xxxx** (be sure to include the forward slashes)
- Press **Login**

The screenshot shows the 'Student Application' login page. At the top, it says 'Richmond Public Schools Richmond School Choice'. Below the RPS logo, the title is 'Student Application'. The main text reads: 'You will require your login information to accept an offered seat.' To the right, it asks 'Already have a login?' and provides input fields for 'Username' and 'Password'. A 'Login' button is at the bottom, along with a 'Login Help' link. The footer includes 'Registration Gateway by SRC Solutions, Inc.' and 'Copyright © 2015 SRC Solutions'.

- The student name will appear.
- Press **edit** to begin the application.

The screenshot shows the 'Your Students' page. At the top, it says 'Richmond Public Schools Richmond School Choice'. Below the RPS logo, there are buttons for 'Create or Edit My Account', 'Apply', and 'Logout'. The main heading is 'Your Students'. Below it, a message states: 'This page displays information on all of the primary guardian's students.' A table with columns 'First Name', 'Last Name', and 'Status' is shown. The first row contains 'John', 'Doe', and 'Saved'. To the right of the table are 'Edit' and 'Delete Student' buttons. Below the table is a 'Checklist/Appointment' button. The footer includes 'Registration Gateway by SRC Solutions, Inc.' and 'Copyright © 2015 SRC Solutions'.

- This is the primary contact information page, please ensure that the information is correct.
- **If any of the pre-populated information is incorrect, please contact your child's current school to have this information updated in the Aspen Student Information System!!**
- Press save and next

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

- **If any of the pre-populated information is incorrect, please contact your child's current school to have this information updated in ASPEN Student Information System!!**

RPS

1 Start → 2 Continue → 3 Review → 4 Finish

Student -

Student must live in the city of Richmond to be eligible.

* Student first name

Student middle name

* Student last name

Student suffix

Date of birth (You can type in mm/dd/yyyy)
08/20/2001

* Gender
M

Physical Address

Street number

Street direction
E

Street name
36th

Street type
Street

Unit number

City
Richmond

State
VA

Zip code

* Student RPS ID

Current Grade Level
10

* Expected Grade Level
* Required

Current School
Thomas Jefferson High School:102

* Zone School
Thomas Jefferson High School:102

Registration Gateway

Back Save and Next

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

**Richmond Public Schools
Richmond School Choice**

RPS

1 Start → 2 Continue → 3 Review → 4 Finish

Open Enrollment -

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

* Are you applying for a second open enrollment school?
 Yes No

Registration Gateway

Back Save and Next

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- 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** 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
Choice New Student**

RPS

1 Start → 2 Complete → 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
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

Download PDF Back Continue

Ok

Registration Gateway

- 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

RPS

Your Students

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

First Name	Last Name	Status	
		Complete	Edit Delete Student

[Checklist/Appointment](#)

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