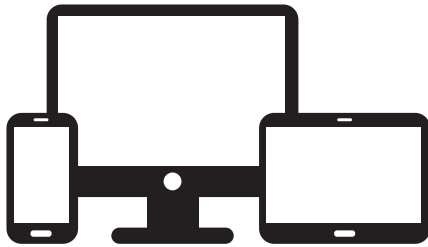


ENROLL ONLINE TODAY!

Read these helpful tips first!

1



Enroll now by using a computer, tablet or a phone.

Follow the “CMSD Online Enrollment Guide” on the back of this paper for step-by-step instructions.

2

Aol Mail.  **Outlook**

 **Gmail** **yahoo!mail**

If you do not have an email address, create a free one through AOL, Microsoft Outlook, Gmail or Yahoo!

3



Take a photo of (or scan) all documents you need to enroll:

- Student’s official birth certificate
- Student’s immunization record
- Proof of Residency (*must not be older than 30 days*): Utility bill, bank statement, government documents, lease or rental agreement
- Parent/Guardian Identification
- Custody papers (*if applicable*)
- Individualized Education Program (IEP), Evaluation Team Report (ETR), or 504 Plan (*if applicable*)
- School records (withdrawal slip, last report card, transcripts, home school documentation)

Scan QR Code for translations of this flyer and to ENROLL!



4



If you are using a phone or tablet when enrolling:

- Select each picture of the documents in your camera roll on your phone to upload.

If using a laptop/desktop when enrolling:

- Attach the photos that you took to an email and email them to yourself.
- Open your email on your computer and download the photos to your desktop.
- Attach the pictures from your desktop when prompted to upload the documents.

CMSD Online Enrollment

GUIDE



NEED HELP?

Call School Choice & Enrollment

216.838.3675

Don't have internet access?

Come to 1111 E. Superior Ave.
to complete your registration
on one of our kiosks!

Getting started

- ✓ Visit ClevelandMetroSchools.org and click Enrollment.
- ✓ Select New Student Registration.
- ✓ Enter your email address and a password to create an account.
- ✓ Follow the steps in this guide to complete your registration.

1

Gather the following required enrollment documents.

- Student's official birth certificate
- Student's immunization record
- Proof of residency document (*must not be older than 60 days*): Utility bill, bank statement, government documents, lease, rental agreement or postal change of address
- Parent/Guardian Identification
- Custody papers (*if applicable*)
- Individualized Education Program (IEP) or Evaluation Team Report (ETR) (*if applicable*)
- School records (withdrawal slip, last report card, transcripts, home school documentation)
- 504 Plan (*if applicable*)

2

Review the online enrollment instructions.

3

Enter the name and birthdate of the student you are registering.

4

Click "next" and begin filling out the online form. Please note: all fields marked "required" throughout the form must be filled in to complete registration. Use the menu on the left side of the screen to move between the different sections of the form.

5

Once you have filled out all the required fields, you will arrive at the agreements page. Please **read through the agreements and select "I agree" for each agreement** to move forward.

6

Upload each required document. You can upload a scanned copy or simply take a picture of each document. Once you have uploaded each document in the appropriate place, click "next" at the bottom of the page.

7

Complete the electronic signature. Confirm the information you have supplied is accurate. Click "next" to review the entire form. Any required fields that you have not completed will be displayed here. Click "edit" to complete each missed field. Press the submit button to complete your student's enrollment. A submission confirmation page will appear. From this page, you can begin registration for another student. Please note: a new student registration form must be submitted for each new student in your family.