

New Student Registration

Quick Guide

These instructions will guide you to register a student in Cincinnati Public School. Once the student is registered, you can link them to your Parent Portal account to apply for the Lottery.

1

Access Application for New Enrollment

Login to <https://www.cps-k12.org/parentportal>

Select *I would like to APPLY FOR ENROLLMENT for a new child.*

2

Complete Application Form

- Residency
- Demographics
- Prior Schools
- Family Information
- Special Needs

3

Upload Required Documents

- Proof of Address
- Birth Document
- Student Records Release
- Identification

4

Submit Application

After your application has been submitted, the newly registered student will appear on the left menu.

CPS Family Technology Support Center  513-363-0688

