



FAQ

EngagED
Parent Portal

Welcome to Open Enrollment

Partnering with parents to select the best learning environment for every student.

Families who wish to enroll their student in a school other than their neighborhood school must use this tool to request Open Enrollment during one of two open enrollment periods DCSD offers annually. **You do not need to use this open enrollment tool to stay at your school of current enrollment.**

[Click here](#) for step by step instructions on how to use the tool.



Important Dates/Times

First Round Open Enrollment will open on November 2nd at 8:00am and closes on December 1st at 4:00pm. Schools will extend offers of open enrollment based on space availability by December 8th. Parents can see offers in the EngagED Parent Portal on December 11th at 8:00 am and have until December 18th at 4:00 pm, to log back in and accept any open enrollment offers. In the event you did not receive any offers during First Round, you will remain on a waitlist for Second Round of Open Enrollment, which opens on January 22nd at 8:00 am.



Kindergarten/Preschool Information

This application does not support applying to Aspen View Academy PreK or DCSD preschools. To apply to Aspen View Academy's PreK program, please [click this link](#).



General Information

- You may request that a confirmation email be sent to you after your request has been submitted. *** IT IS HIGHLY RECOMMENDED THAT YOU DO THIS ***
- You can choose to have your choices emailed to you after you have completed open enrollment.
- Second round open enrollment is "first come first served." Students requesting open enrollment only in the second round are placed on the waitlist behind those that are currently on the waitlist from first round.
- If you are moving within the district but would like to remain at your current school, you may do so by filing an intent to remain form at any time.



BEFORE YOU BEGIN

If your son or daughter has ever attended a DCSD school, you already have a Parent Portal account username and password. Please **DO NOT** create a new account as this will potentially impact your student's open enrollment. If you have forgotten your Parent Portal account information, ***please contact*** choice programming or current school to access parent portal.

Are you new to Douglas County School District?

- If **YES**, [GO HERE](#) to create a new account.
- If **NO**, do you have a Username and Password for Parent Portal?
 - **YES** – use that to [log in to the EngageED site](#).
 - **NO** – please contact your current school to access Parent Portal or Choice Programming

***Caution: If you currently have a student in the district but are having trouble logging in to the EngageED Parent Portal, DO NOT create a new account, as this may make your open enrollment request VOID!**

Please contact your current DCSD school or the office of Choice Programming if you need help logging into your current EngageED parent portal account.

For more information, please contact Kristin Schmidt at klschmidt@dcsdk12.org / 303-387-9506 or Suzy McDaniel at suzy.mcdaniel@dcsdk12.org / 303-387-0231

For Aspen View Academy-specific questions, please contact enrollment@asperviewacademy.org