

Thank you for your interest, and welcome to the Tulsa Public Schools Online Enrollment System!

## **How to Enroll Your Student in Tulsa Public Schools**

**Step 1: Gather your enrollment materials.** You will need the following:

1. Email address for enrollment communications
2. Proof of Residency
3. Student's Birth Certificate
4. Student's Immunization Record
5. Valid photo identification of parent/guardian

**Step 2: Submit your enrollment online.** You can access the online enrollment form from any device with internet access. Families are encouraged to enroll from home or at a location where the enrollment process can be completed. The enrollment form takes approximately 20-30 minutes to complete.

All forms should be scanned or photographed and uploaded to the enrollment form at the time of submission.

If you need assistance with the enrollment process, you may visit the TPS Enrollment Center.

### **Important Information on Pre-Kindergarten Enrollment**

The Pre-K enrollment process in TPS is slightly different than enrollment for K-12. Please take the time to read the information below.

To start your enrollment, select your neighborhood school or an Early Childhood Development Center (ECDC) based on your current address. If you wish to enroll in a school other than your neighborhood school, there will be an option on the enrollment form to specify another choice. Please note that there are a small number of elementary schools that do not offer a Pre-Kindergarten program. In that situation, you will initially select an ECDC and may, if you wish, specify another choice later on the form. Most programs are full-day programs and almost all are completely free!

Seats are limited, and they are available on a first-come, first-served basis. Because seats go quickly, we encourage you to complete the enrollment process as early as possible. There are limited enrollment protections for neighborhood students, siblings of students already at the school and children of Tulsa Public Schools employees—but only from February 1 – March 30. Act quickly!

If seats are available, automated notices will inform parents that school enrollments are approved after the enrollment form is submitted.

Families whose student is placed on a Pre-K waitlist will be contacted by Enrollment Center staff to confirm this status and review options. Families who submitted the enrollment form in February or March will be contacted in April. Families who submitted the enrollment form in April or later will be contacted starting in May.

In the event of low enrollment at a specific site, Tulsa Public Schools may need to combine Pre-K programs at a single location. If your student is impacted, you will be notified within 24 hours of that decision and provided with other enrollment options.

## TPS SmartChoice Enrollment Instructions

Please note if all supporting documents are not uploaded, your enrollment will be flagged as incomplete.

### To Enroll online:

Step 1 - Go to: <http://www.tulsaschools.org/>

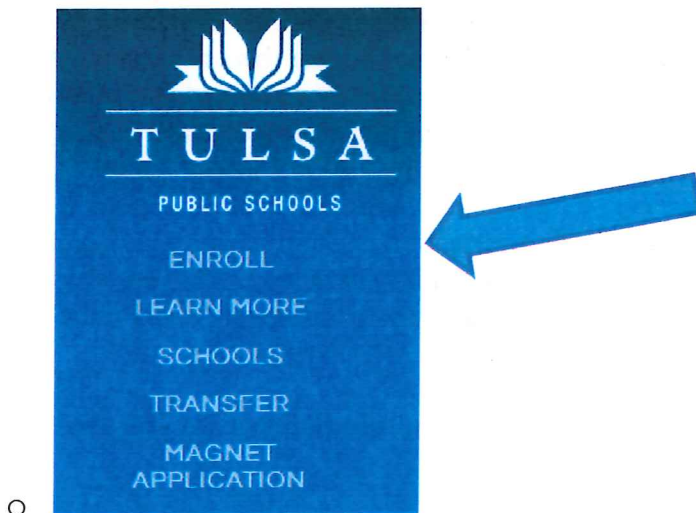
Step 2 - Under parent tab select: enroll/transfer child

Step 3 - Select the link to the enrollment form and/or transfer application (Smartchoice)



Step 4 - Create a user account (In the upper right hand corner there is a drop down box that allows you to change to another language if needed). You will need an email address to create your account and to allow us to communicate with you. If you do not have an email address you can create one at <https://mail.google.com/> or <https://mail.yahoo.com/>

Step 5 - Select: Enroll



Step 6 - Enter your address to find your neighborhood school and begin the enrollment process. **Make sure to select the correct school year enrolling for:**

School Year Applying For: 2016-2017 

Step 7 - Select the school choice based on your students' grade level, (click on the blue school name) **PreK students may enroll at an ECDC site or their neighborhood school:**

Schools displayed for address: 2820 s new haven  
[\(click to change address\)](#) Tulsa, OK

**Elementary School / Neighborhood School Enrollment**

**[Early Childhood Development Center: Bunche](#)** (open to students applying for grades PK, K)

ECDC BUNCHE - 918-925-1400  
5402 N CINCINNATI AVE, TULSA, OK 74126

**[Early Childhood Development Center: Porter](#)** (open to students applying for grades PK, K)

ECDC PORTER - 918-746-945  
1740 W 41ST ST, TULSA, OK 74107

**[Early Childhood Development Center: Reed](#)** (open to students applying for grades PK)

ECDC REED - 918-746-6930  
10908 E 5TH ST, TULSA, OK 74128

**[Patrick Henry Elementary](#)** (open to students applying for grades PK, K, 1, 2, 3, 4, 5)

PATRICK HENRY ELEMENTARY - 918-746-9160  
3820 E 41ST ST, TULSA, OK 74135

**Middle School/Junior High / Neighborhood School Enrollment**

**[Edison Middle School](#)** (open to students applying for grades 6, 7, 8)

EDISON MIDDLE SCHOOL - 918-746-8500  
2906 E 41ST ST, TULSA, OK 74105

**High School / Neighborhood School Enrollment**

**[Edison High School](#)** (open to students applying for grades 9, 10, 11, 12)

EDISON HIGH SCHOOL - 918-746-8500  
2906 E 41ST ST, TULSA, OK 74105

**Step 8 – Follow the prompts and complete each page of the enrollment form, fields marked with an asterisk (\*) are required. If a required field is not completed when you submit that page the missing data field will be highlighted in red text. There are 16 parts to the enrollment form:**

### **Enrollment Progress**

- 1. Student Information**
- 2. PreK School Choice**
- 3. Contact Information**
- 4. Sibling Information**
- 5. Emergency Contact Information**
- 6. Medical Information**
- 7. Bus Transportation**
- 8. Homeless Questionnaire**
- 9. Free and Reduced Price Meals**
- 10. Parent Consent to Access Public Benefits**
- 11. Internet Application for Use**
- 12. Talent Release**
- 13. Upload Documents – Scan/take a picture and save your documents; follow the “Browse” prompt to upload.**
- 14. Signatures**
- 15. Review & Send – Review for any errors – Submit or Finish Later**

[« Back](#)

[Submit Now »](#)

[I Want to Finish Later](#)

- 16. Complete – Sign out or go back to the Dashboard – MAKE SURE TO SIGN OUT OF THE SYSTEM – FAILURE TO DO SO COULD ALLOW OTHERS TO SEE YOUR STUDENT’S PERSONAL DATA.**

[My Dashboard](#)

[Signout](#)