



How to Register Your Student for Afterschool

Thank you for your interest in registering your child in the OSTP afterschool program! **You will need to use a computer with Internet access to register. (The registration does not work from a cell phone or tablet.)** You may use a computer at your child's school to complete the registration. For assistance with completing the registration, ask at the Main Office of your child's school.

Afterschool registration begins on May 26 and closes on August 19 and we encourage you to register as soon as possible because space in the program is limited.

What you Need to Know to Prepare for Afterschool Registration

1. Only parents and legal guardians may register students.
2. You will need to complete the entire application at one time. (You cannot save and return later.) Completing the registration process will take approximately 5-10 minutes.
3. You will need to have the following information to complete the online registration:
 - Parent/guardian contact information (address, phone number(s), email)
 - Name and phone number of another adult who can be contacted in an emergency
 - Names and phone numbers of anyone authorized to pick the student up at dismissal time
 - Optional information:
 - Medical information, such as names of required medications, allergies, or special needs
 - Dietary restrictions for medical, philosophical or religious reasons

Steps to Register

1. Go to your internet browser and enter the following web address *exactly as it appears*:
<http://dcps.dc.gov/DCPS/asp>.
2. Enter your child's ID number. Your child's ID number appears at the beginning of this letter, next to your child's name.
3. Enter the requested information in the boxes provided.
4. If required, click on the gray arrow to show possible answers to a question (such as "Yes" or "No").
5. When you finish, click on the green 'Save' button on the top right corner of your screen.
6. A confirmation screen will appear letting you know the status of your application. If you are given a confirmation number, please write it down. If you provided your email address in the application, you will receive a copy of the confirmation via email.

Questions about Registering

If you have any trouble with the registration process, please contact the registrar at your child's school or the DCPS Office of Out-of-School Time Programs at 202-442-5002.