How to Submit an Application on a Smart Phone

STEP 1: Create and Account

Go to detroitk12.submittable.com to set-up an account or log into your account.

Username & Password:
When creating your account, be sure to record your username and password.
Be sure to use an email address that is checked frequently, as this will be the school's primary means sending information regarding your application.

Setting Up an Email Account:
If you need assistance setting up an email that can serve as your username, please set up a time to speak with an Enrollment Specialist by calling 313-873-6345 or visiting detroitk12.org/applicationschools to set up an appointment.

STEP 2: Start Your Application

Once you have created an account and log-in, select which application you would like to start. The following application options will be listed:

- Examination High School Application 2020-21 (Opening 12 p.m. April 27, 2020)
- Application K-8 School Admissions 2020-21
- Application High School Admissions 2020-21
- Fine and Performing Arts Application 2020-21
- Detroit Public Montessori Application 2020-21

As you begin working on your application, all work and changes will be automatically saved.

STEP 4: Upload Documents

All applications will ask you to upload the following documents: Transcripts or Report Cards and MSTEP state test scores. If you have hard copies of these documents, please see below for a list of free Smart Phone Apps that allow you to take pictures of your documents and will send them to your email.

Go to your Apps Store Icon and search for either of the free scanning apps below.

Adobe Scan
App

Microsoft Office
Lens App

Questions? Visit Detroitk12.org/examschools or detroitk12.org/applicationschools
Email exam.schools@detroitk12.org or application.schools@detroitk12.org
Call (313) 873-6345

Once the app is downloaded to your phone, utilize the app to take a picture of your hard copy documents. The app will prompt you to email the documents or you can save the documents to your phone.
STEP 5: Complete Required Information
All information entered in your application will automatically save. Once you are satisfied will all your answers, scroll to the bottom and select "Submit." Immediately after you submit your application, you will receive a confirmation email. If you do not receive a confirmation email, please check to make sure you have entered the correct Submittable login information.