

# HOW TO APPLY ON A SMART PHONE



## Examination High School Application Support Resources



### Questions:

Visit [Detroitk12.org/examschools](https://detroitk12.org/examschools)

### Email:

[exam.schools@detroitk12.org](mailto:exam.schools@detroitk12.org)

Call **(313) 873-6345**

DPSCD does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age, religion, height, weight, citizenship, marital or family status, military status, ancestry, genetic information, or any other legally protected category, in its educational programs and activities, including employment and admissions. Questions? Concerns? Contact the Civil Rights Coordinator at (313) 240-4377 or [dpscd.compliance@detroitk12.org](mailto:dpscd.compliance@detroitk12.org) or 3011 West Grand Boulevard, 14th Floor, Detroit MI 48202.

## Step 1 Create an account

Go to [detroitk12.org/examschools](https://detroitk12.org/examschools) to review instructions and start your application.

### Username & Password:

- When creating your account, be sure to record your username and password. Store them in a secure location so you can find them again. You will receive all important communication about your application by logging into Submittable or checking the email address associated with your account.
- Be sure to use an email address that is checked frequently, as this will be the school's primary means of 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/examschools](https://detroitk12.org/examschools) 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.

Please be sure to save your work as you go by selecting the "Save Draft" option at the bottom of the application page.

## Step 3 Upload documents

All applications will ask you to upload the following documents:

### Transcripts or Report Cards / IEP or NPSP, if applicable

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 App Store Icon and search for either of these free scanning apps.



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 4 Complete required information

Once you are satisfied with 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.