



HOW TO APPLY ON A SMART PHONE

STEP 1: CREATE AN ACCOUNT

Go to dpscd.submittable.com

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 3: UPLOAD

Some applications will ask you to upload the following:

- Transcripts or Report Cards
- Standardized test scores
- Audition
- IEP, 504, or NPSP

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 these free scanning apps.



**Adobe
Scan App**



**Microsoft Office
Lens App**

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 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:

- Application PK-2 School Admissions
- Application 3-8 School Admissions
- Application High School Admissions
- Detroit School of Arts Application
- DSA Pathways: Middle School Arts Conservatories
- 9th Grade Exam High School Application
- EHS Application for Current High School Students
- Exam HS to Exam HS Transfer Application

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

STEP 4: COMPLETE REQUIRED INFORMATION

Once you are satisfied with all your answers, scroll to the bottom and select "Apply." 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

QUESTIONS?

VISIT:

**[Detroitk12.org/examschools](https://detroitk12.org/examschools)
detroitk12.org/applicationschools
detroitk12.org/montessori or
detroitk12.org/dsapathways**

EMAIL:

**exam.schools@detroitk12.org or
application.schools@detroitk12.org**

CALL: 313.873.6345