



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 application will not work from a cell phone or tablet.** You may use a computer at your child's school or a DC Public Library to complete the registration. For assistance with completing the registration, please speak with personnel in the Main Office of your child's school.

Afterschool registration begins on June 1st. You *must first* submit your school year 2018-19 enrollment forms for the regular school day and *then* allow two business days for the information to be updated into the system *before* you can enroll in the Afterschool Program. We also encourage you to register as soon as possible because space in the program is limited.

Steps to Prepare for Afterschool Registration

1. The registration application must be completed by the student's parent or legal guardian online.
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 address)
 - 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
 - Medical and dietary 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*:
<https://dcps.dc.gov/asp>
2. Enter your child's student ID number or look up the student by name, date of birth, and school 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 finished, 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 Out of School Time Programs at 202-442-5002.