Choice Application

Parent/Guardian Reference Guide

School Choice 2019-2020
**Purpose:** This document is intended to help parents/guardians who are entering an application for the first time or who need to edit an application already entered. If you do not find what you are looking for, please give as a call to the phone number listed at the bottom of the School Choice web page so we can assist you further:
http://www.ccsdschools.com/families/students/choice

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How to create an account or start an application in the Application System

**STEP 1:** Access the Charleston County School District website at [http://www.ccsdschools.com](http://www.ccsdschools.com).

If you need a language other than English in the CCSD website, click on *Translate* in the top left corner.

![Translate button](image)

Scroll down to “Quick Links” on the left. In the Quick Links toolbar scroll down to the “School Choice” tab in the bottom left hand on the page.

![Quick Links](image)

**STEP 2:**
You’ll be taken to the Choice Application System and our Welcome Screen will display.

Note that if you need a language different from English you select a language in the top right corner.

Welcome to the Charleston County School District 2019-2020 Choice Application Process

Please note that the Choice application process is not used to register a child for a given school. It is used to apply for consideration to attend a choice school. If an application is approved and seat is accepted, you will need to proceed to the Registration process for the choice school once Registrations open for the next school year.

STEP 3: Login or Create an Account.

If you have previously created an account, type your Email and Password and click “Login”.

If you are a first time user you must create an account using your personal email account. If you do not have a personal email account, you can go to websites such as Yahoo.com, Hotmail.com, or Gmail.com to create an email address that you can use throughout the school year for communications about your student’s application/s. Then click “Create Account”
STEP 4:
If you create an account and log in for the first time, you can start a choice application by using one of the links below or the “CHOICE APPLICATION” link in the navigation menu on the left.

Start a Choice Application
To start a new choice application for a magnet school or program, click here. If your student is already enrolled in the district, you can use our student lookup to link that student record to this account.
Welcome to the Charleston County School District 2019-2020 Choice Application Process

Please note that the Choice application process is not used to register a child for a given school. It is used to apply for consideration to attend a choice school. If an application is approved and seat is accepted, you will need to proceed to the Registration process for the choice school once Registrations open for the next school year.

A.1 *Does the student reside in Charleston County?
   ☐ Yes ☐ No

If you answered “Yes” to question A.1, you will be asked to complete questions A.2 through A.7. Then click on “Find My Schools” to proceed.

A.2 *Current Home Address Line 1: 
   Number Street Name

A.3 Current Home Address Line 2:
   Apt/Lot

A.4 *Current Home City: 
   Choose One ▼

A.5 *Current Home State: 
   Choose One ▼

A.6 *Current Home Zip: 

A.7 *Grade Applying for: 
   Choose One ▼

Find My Schools

If you answered “No” to question A.1, answer the different questions that follow and then click on “Find My Schools” to proceed.
In both instances you will need to enter “Grade Applying for”.

Note that if this is not the first time that you enter an application using the Application system, you will be shown the last home address and applying grade that you used before which you can update before continuing by selecting the red link “click to change the address or grade”
STEP 5: You will now be able to select the first school for which you wish to apply. You can use the “Search Schools” box to help you find the name of your preferred school.

Click on the school’s name of your preference. This will be your first choice and you’ll be able to add four more schools/programs later in the process if you so choose. Listed above are just a few examples of the schools.

STEP 6: After selecting the first school/program of your choice, you will continue with the Application Process. The “Requirements and Policies” will need to be read and agreed to
in order to continue. The menu to the left outlines each step of the Application process by numerical order.

```
Application Progress
✓ 1. Student Information
✓ 2. Family Information
✓ 3. Additional Choices
✓ 4. Sibling Information
✓ 5. Additional Information
✓ 6. Signatures
✓ 7. Review & Submit
✓ 8. Submitted

Requirements & Policies
```

Note that at each step in the application, you are able to “Save and Exit” and continue with the application at a later time. User needs to make sure that the application is submitted before the application deadline.

Applying for a first child in the family:

**Begin Application**

Thank you for visiting the C. E. Williams Middle School for Creative and Scientific Arts online application.

Before beginning the application, we ask that you read school choice Requirements & Policies.
Applying for another child in the family:

To apply for another child, use your same Login (do not need a separate parent account). You then start the process the same way used for the first child in the family, by clicking on "CHOICE APPLICATION" in the left menu. After you've selected the school you wish to apply in the "Begin Application" page, you will be prompted to "Continue with existing student" or "Other - Student Not in List" to start an application for another student. Choose this second option if you already completed application for one child and need to complete an application for another child.

If you need to complete an application for a student that you have started but not completed, then you can select the student from the “Continue with existing student” list to continue.

STEP 7: You are now on the “Student Information” page. You must answer all the required questions before you can continue.
**Student Information**

To begin the application process, please provide us with information about the student.

Enter the student’s full name (first, middle, last) as written on birth certificate.

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STEP 8: The next step will request information about the student’s family. The information for at least one guardian is required and up to three can be entered.
**STEP 9:** You will then be able to select additional schools/programs that you wish to apply for the student. Be sure to rank them in order based on your preferred choice to the least preferred choice. Ranking does not apply to county wide admissions criteria schools so those can be listed last in your choices.
STEP 10: Sibling Information will be the next step. However, this step does not apply to all schools. It will display if it applies to any of the schools/programs that you are applying.

If you have multiple children applying or you have a student with siblings that currently attend the school you are applying to, complete the “Sibling Information” section as outline below.

**Sibling Information**

This step is not applicable for Academic Magnet High, Charleston School of the Arts, Burke High, Garrett Academy, or Military Magnet Academy.

**Choice #1: Mitchell Math & Science Elementary School**

4.1 Siblings CURRENTLY ATTENDING Mitchell Math & Science Elementary School:

<table>
<thead>
<tr>
<th>Student ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Birth Date</th>
<th>Current School (2016-2017):</th>
<th>Current Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Julian Mitchell Elementary</td>
<td></td>
</tr>
</tbody>
</table>

Add Another Currently Attending Sibling

**Choice #2: Charleston Progressive Academy**

4.2 Siblings CURRENTLY ATTENDING Charleston Progressive Academy:

<table>
<thead>
<tr>
<th>Student ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Birth Date</th>
<th>Current School (2016-2017):</th>
<th>Current Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Charleston Progressive Academy</td>
<td></td>
</tr>
</tbody>
</table>

Add Another Currently Attending Sibling
An option to report twins or multiples applying will display as well if the particular program needs this information.

**STEP 11:** Read and acknowledge the “Additional Information” page with information about Transportation and Out of County students.

**Additional Information**

Transportation

Transportation to a CCSD magnet/choice school is provided from centralized bus stops. This is not the same pick up process as for students attending their "home" attendance zone school.

- CCSD does not transport students younger than 4yrs old.
- Centralized locations are used for magnet/choice school bus stops and could be as far as five miles from your home in commercial or unsupervised areas within the designated constituent district. (See chart below)
- These are parent assisted bus stops and are not intended to be stops to which most students can walk or be left unattended.

**STEP 12:** Here is an example of a school choice (i.e. Garrett Academy) in which the applicant will need to make additional selections within the program:
STEP 13: To upload your document for this or any school that requires them during your application, click on “Choose File” button, your computer desktop will appear. Select the document from your computer or phone device as you saved it and click on Open to upload your file to the Application.

STEP 14: If the school of your choice requires teacher recommendations, these will be requested as outlined in the example below.
**Academic Magnet High School or Burke APA Math Recommendation**

This school requires 3 letters of recommendation for your student. Each will be a different step in the application. You will click on "Continue" at bottom of the page to submit the next recommendation after this Math recommendation request has been submitted.

1. Math Recommendation (only one is required)
2. English Recommendation (only one is required)
3. Science / Social Studies Recommendation (only one is required)

Letters of recommendation will not be shared with parents or students.

Use this step to request a Math Recommendation from your Math teacher.

Please click the button below to request a recommendation online from your teachers. You will need each teacher's email address to send a recommendation request. If you do not have a teacher's email address, you can click the link below to print a paper copy. Printing the recommendation form is only necessary if you are having trouble submitting the form or if you would like to keep a copy for your records.

Once this step is completed, please click the continue button below.

<table>
<thead>
<tr>
<th>Requested From</th>
<th>Date Requested</th>
<th>Deadline</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patricia</td>
<td>01/22/2019</td>
<td>02/10/2019</td>
<td>Pending</td>
</tr>
</tbody>
</table>

**STEP 15:** The “Signature Page” will be your last step in the application process before you can review and submit your application.
STEP 16: You will be asked to Review your application before you Submit. If all is correct, you can click on “Submit My Application”. If you are not ready to finalize your application and want to return later, just Click “I Want to Finish Later” or you can go Back and edit any specific steps in your application before you submit.
You have now submitted your school choice application. You will receive a confirmation in your screen and you will receive a confirmation email as well.

While the application window is open, you can go back and update information in your application if this is needed. You can get back to your application from your Dashboard.

**STEP 17:** If your school/program choice/s require scheduling of auditions or testing, you will be able to do that after your application is submitted. A screen such as the one below, will allow you to do this.

If you decide to Schedule Later, you can come back to your dashboard and schedule from there when ready. Here is an example of how your dashboard will look like when a schedule is pending:
In the case below, only one of the two appointments needed has been scheduled.

STEP 18: When finished, Click SIGNOUT.

You can see the status of your application in your dashboard anytime that you log back into the application system.

**Application Status**
After your application has been submitted, this status will show in your Dashboard.
After a school processes an application, status may change to “Submitted and eligible” to indicate it can continue to the placement or lottery process, when applicable.

**Editing an application at a later time**

To edit an application, start by selecting the application from your dashboard. After your application opens in View mode, please select the step you wish to edit from the steps listed on the left menu as shown below:

The number of steps that you’ll see depends on the schools/programs that you applied. If needed, you’ll be able to edit an application until the application period closes.

You can also use the edit button you’ll find on the right when you open your application:

**Ranking (order) of schools selected**

The order in which you choose the schools in the application indicates your first to last preference.

Please Note that the ranking of schools does not apply to the following schools: Academic Magnet HS, Buist Academy, Burke AP Academy, Early College HS, Charleston County School of the Arts, or Orange Grove Charter. If you are applying to any of these, it is suggested that they are listed last in your choice order.
Changing the order of schools selected
To change the order in which you selected the schools, you can go to your dashboard and use the green arrows shown below to complete this move.

1. Orange Grove Charter
   Status: Submitted

2. Montessori Community School of Charleston
   Status: Submitted

3. Ashley River Creative Arts Elementary School
   Status: Submitted

Withdrawing/Deleting an application
If you are no longer interested in a school that you applied for, you can withdraw your application:

   ✗ Withdraw

If you have started and not yet submitted your application, you can delete your application:

   ✗ Delete

You'll find these options in your dashboard, next to the school application.

School Choice Application Process Assistance
Families can call 843-937-6582 for process assistance. The guidance counselor at your CCSD School or at the school/s that you are applying to will be able to assist as well.