



## MY SCHOOL DC APPLICATION USER GUIDE

### School Year 2018-19

**Purpose:** The purpose of this guide is to assist you through the My School DC online application process. Refer to this guide as you complete the online application. The application is available in English and Spanish at MySchoolDC.org. This guide is meant to accompany the English version of the application.

Please note that this guide is **not** a substitute for the application, which is only available at MySchoolDC.org.

For assistance completing the online application, please call the My School DC Hotline at (202) 888-6336, Monday through Friday, 8am to 5pm. Staff are available to assist you in your language through a live interpreter and can complete an application with you over the phone.

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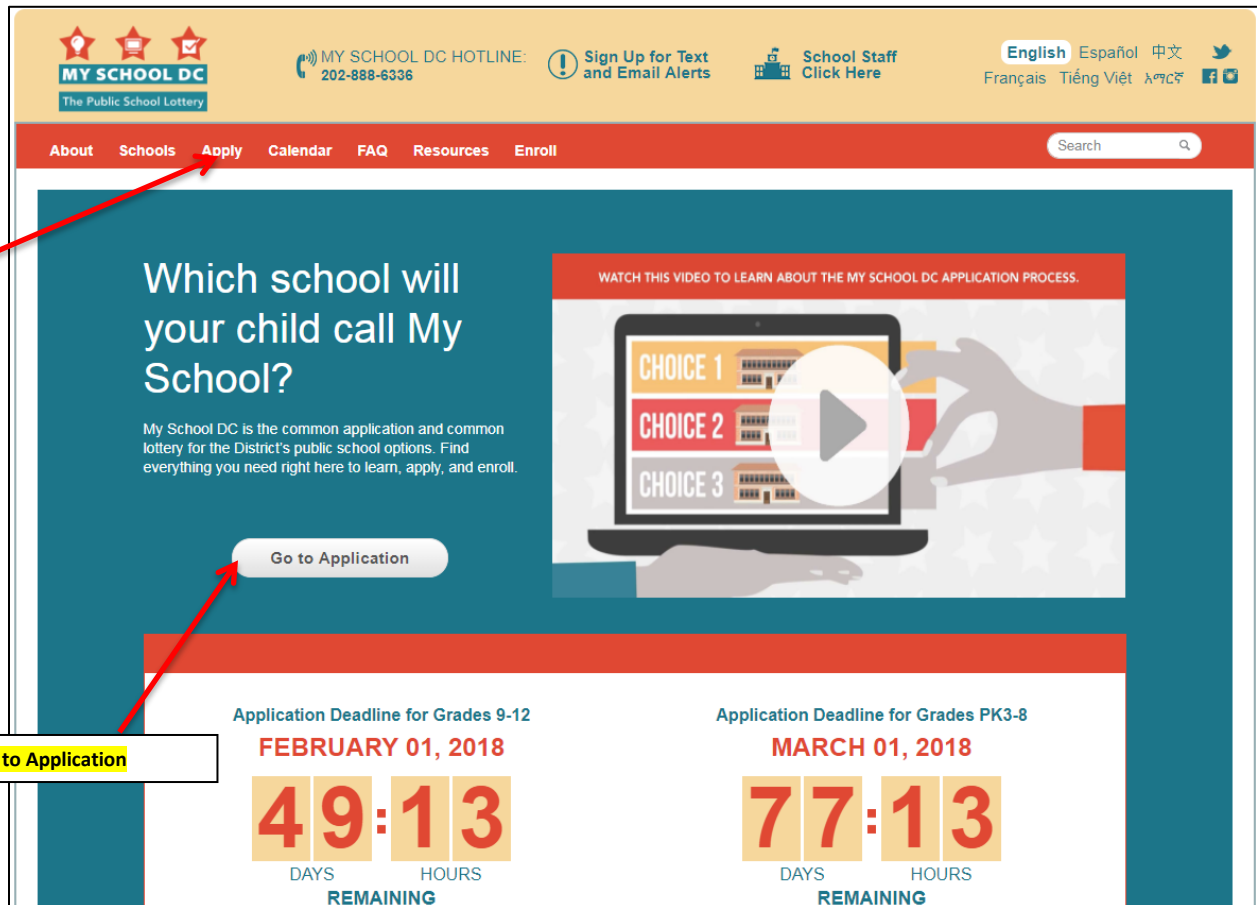
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## STEP 1: Access the 2018-19 My School DC Online Application

You can access the 2018-19 My School DC online application in three ways:

1. Go to MySchoolDC.org and click on **Apply** in the red menu bar at the top of the page;
2. Go to MySchoolDC.org and click on the “**Go to Application**” button on the home page;
3. Go directly to <https://apply.myschooldc.dc.gov/>



The screenshot shows the My School DC website home page. At the top, there is a navigation bar with the My School DC logo, a hotline number (202-888-6336), a sign-up button for text and email alerts, a link for school staff, and language options (English, Español, 中文, Français, Tiếng Việt, አማርኛ). Below the navigation bar is a red menu bar with links: About, Schools, **Apply**, Calendar, FAQ, Resources, and Enroll. A search bar is located on the right side of the menu bar.

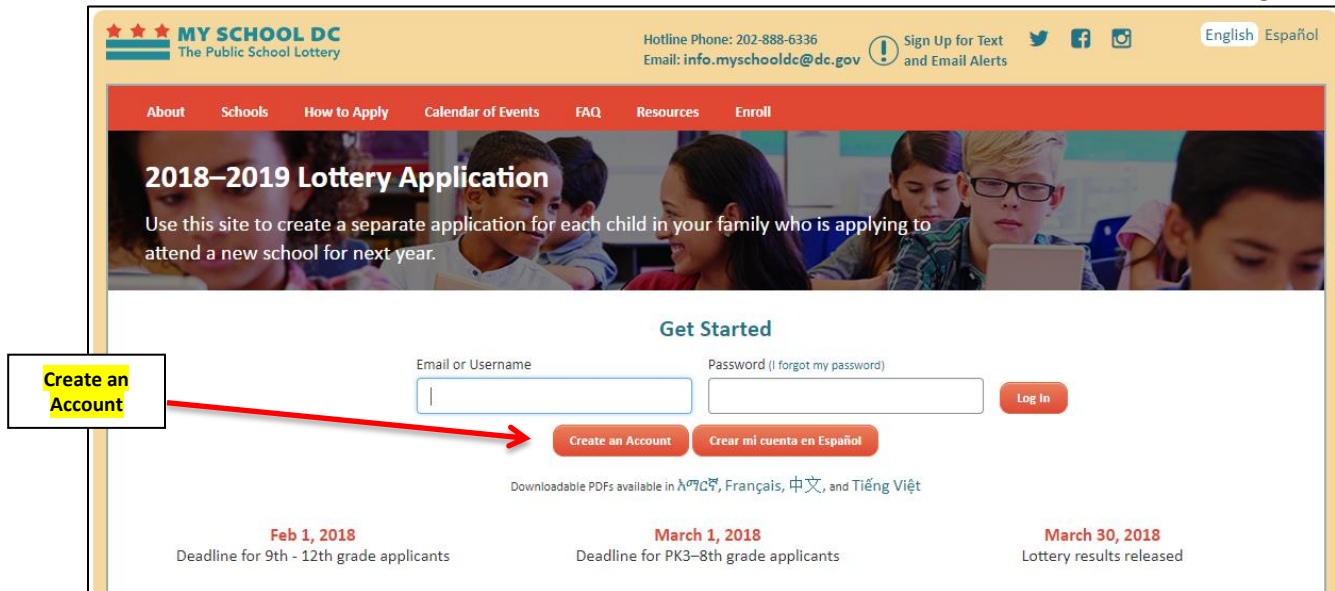
The main content area features a large blue banner with the text "Which school will your child call My School?" and a subtext: "My School DC is the common application and common lottery for the District's public school options. Find everything you need right here to learn, apply, and enroll." A "Go to Application" button is positioned below this text. To the right of the banner is a video player with a play button and the text "WATCH THIS VIDEO TO LEARN ABOUT THE MY SCHOOL DC APPLICATION PROCESS." The video player shows a list of school choices: CHOICE 1, CHOICE 2, and CHOICE 3.

Below the banner, there are two sections for application deadlines. The first section is for "Application Deadline for Grades 9-12" with the date "FEBRUARY 01, 2018" and a countdown timer showing "49:13" (DAYS HOURS) REMAINING. The second section is for "Application Deadline for Grades PK3-8" with the date "MARCH 01, 2018" and a countdown timer showing "77:13" (DAYS HOURS) REMAINING.

Annotations include a red arrow pointing from the "Apply" link in the red menu bar to a yellow box labeled "Apply". Another red arrow points from the "Go to Application" button to a yellow box labeled "Go to Application".

## STEP 2: Create an Account

To create an account, click on the red **“Create an Account”** button under the **“Get Started”** heading.



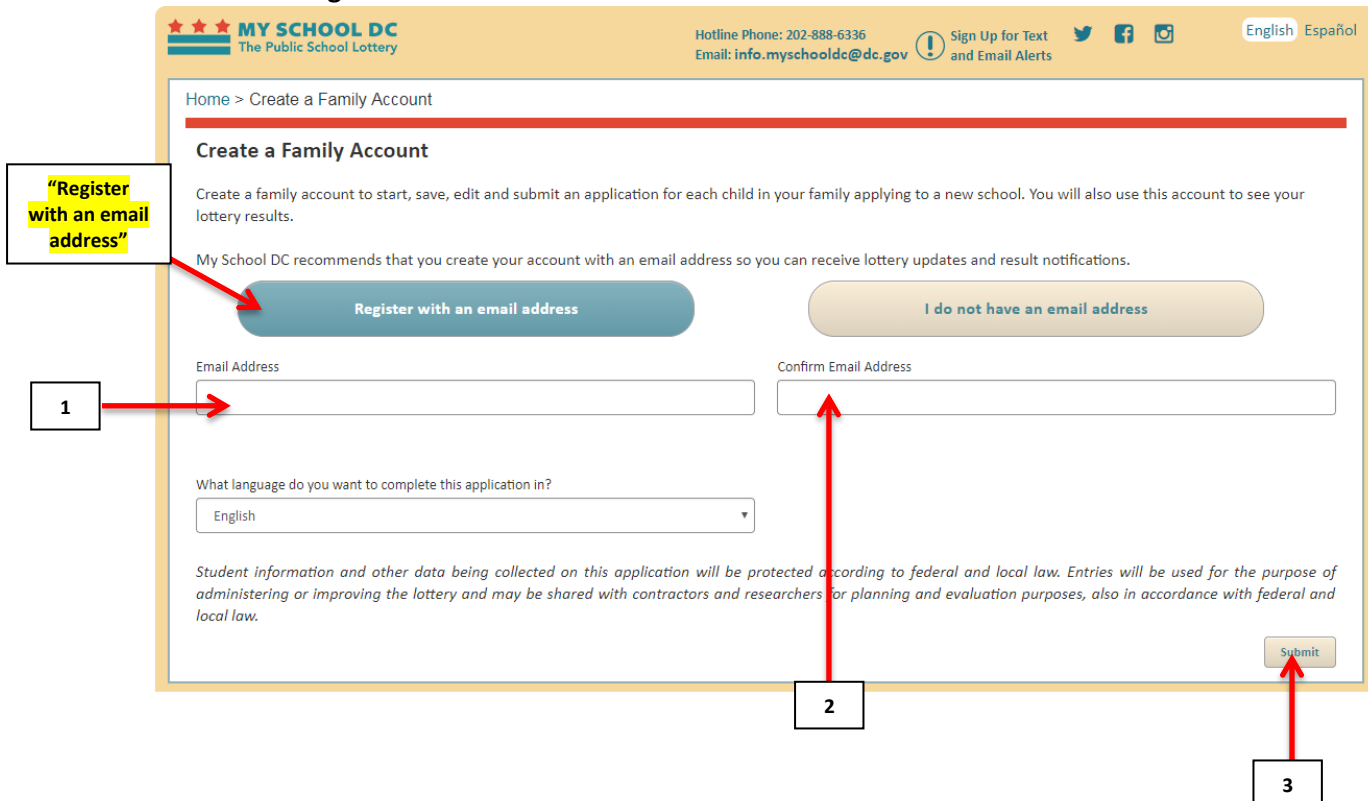
The screenshot shows the MY SCHOOL DC homepage. At the top, there is a navigation bar with links: About, Schools, How to Apply, Calendar of Events, FAQ, Resources, and Enroll. Below this is a large banner for the 2018–2019 Lottery Application. Under the banner, there is a 'Get Started' section with a 'Log In' button and two buttons: 'Create an Account' and 'Crear mi cuenta en Español'. A red arrow points from a yellow box labeled 'Create an Account' to the 'Create an Account' button. Below the buttons, there is a note about downloadable PDFs available in multiple languages. At the bottom, there are three dates: Feb 1, 2018 (Deadline for 9th - 12th grade applicants), March 1, 2018 (Deadline for PK3–8th grade applicants), and March 30, 2018 (Lottery results released).

There are two ways in which an applicant can create an account:

- Registering with an email address; or
- Creating a username

You can only choose one of these two methods. Creating an account using an email address is strongly preferred.

### Method 1: “Register with an email address”



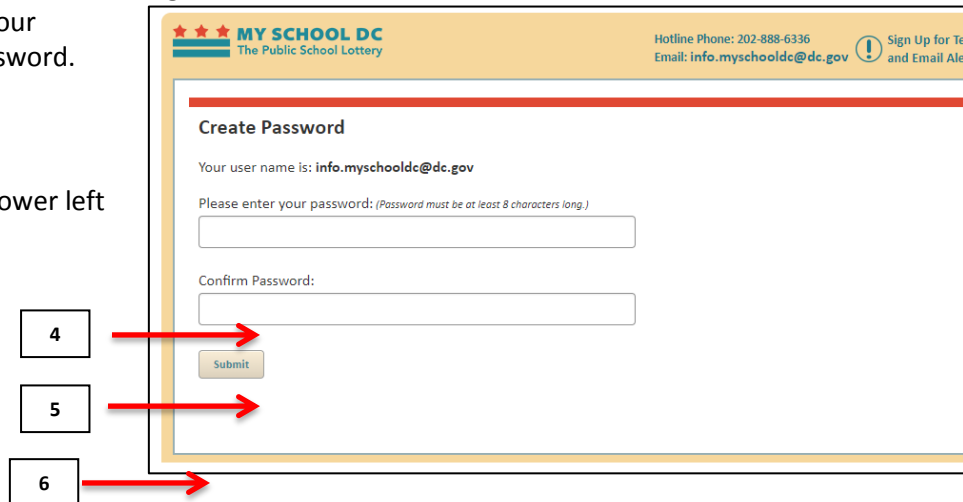
The screenshot shows the 'Create a Family Account' page. At the top, there is a navigation bar with links: Home > Create a Family Account. Below this is a section titled 'Create a Family Account' with a description: 'Create a family account to start, save, edit and submit an application for each child in your family applying to a new school. You will also use this account to see your lottery results.' Below the description, there is a recommendation: 'My School DC recommends that you create your account with an email address so you can receive lottery updates and result notifications.' There are two buttons: 'Register with an email address' and 'I do not have an email address'. A red arrow points from a yellow box labeled '“Register with an email address”' to the 'Register with an email address' button. Below the buttons, there are two input fields: 'Email Address' and 'Confirm Email Address'. A red arrow points from a box labeled '1' to the 'Email Address' field. Below the input fields, there is a dropdown menu for 'What language do you want to complete this application in?' with 'English' selected. At the bottom, there is a 'Submit' button. A red arrow points from a box labeled '2' to the 'Confirm Email Address' field, and another red arrow points from a box labeled '3' to the 'Submit' button.

## STEPS

1. Enter your email address.
2. Confirm your email address.
3. Click on “**Submit**” in the lower right-hand corner.

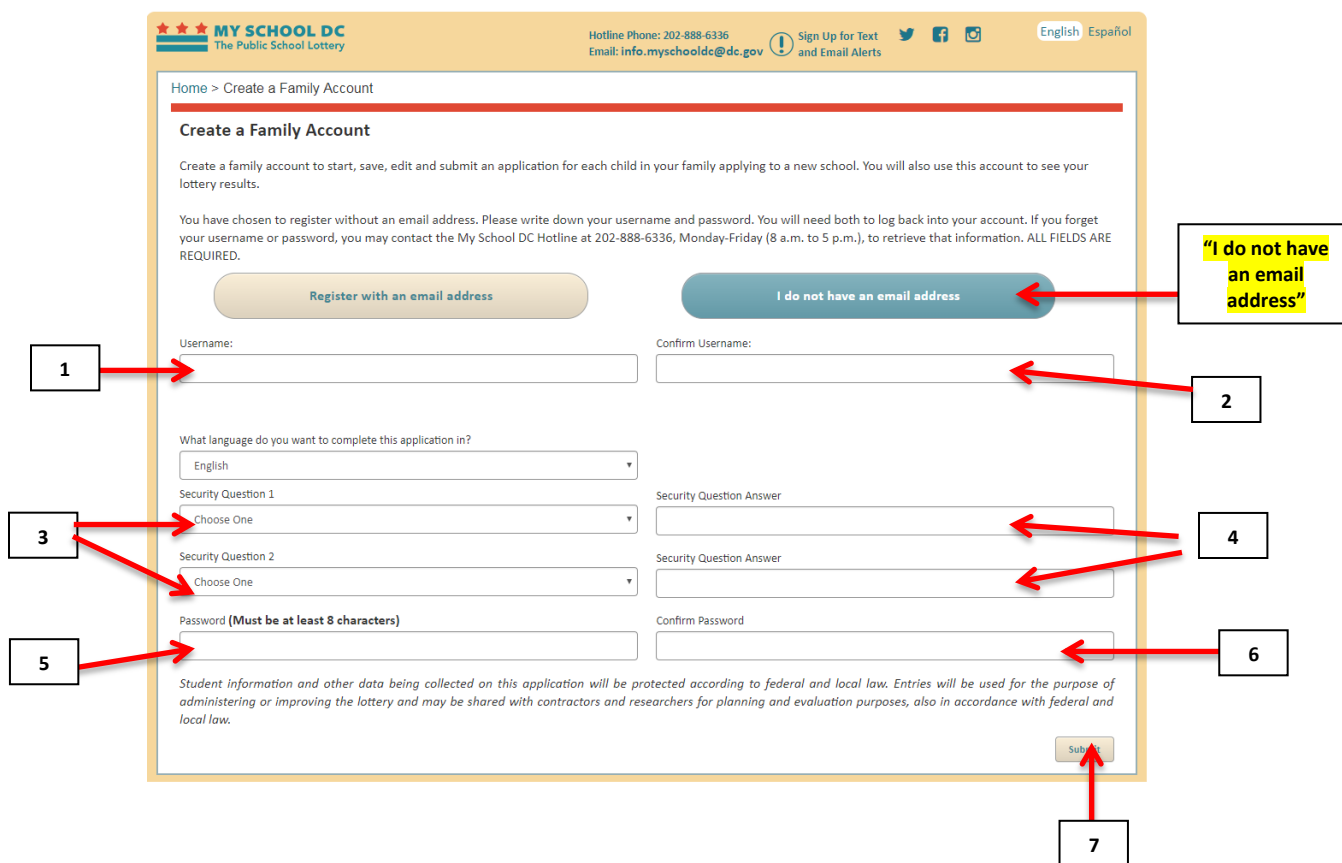
**NOTE:** To confirm your registration, please check your email for a message from [myschooldc@dc.gov](mailto:myschooldc@dc.gov). It should arrive within seconds. Click on the link in the email to return to this site and choose your password. You will be able to begin your application immediately. If you do not get an email from [myschooldc@dc.gov](mailto:myschooldc@dc.gov), call 202-888-6336.

4. Once you’ve confirmed your registration, create a password. Your password must be 8 characters long.
5. Confirm your password.
6. Click on “**Submit**” in the lower left corner.



The screenshot shows the 'Create Password' form. Step 4 points to the 'Please enter your password' field. Step 5 points to the 'Confirm Password' field. Step 6 points to the 'Submit' button.

**Method 2: Creating an account using a username.** Click on the “I do not have an email address” button.



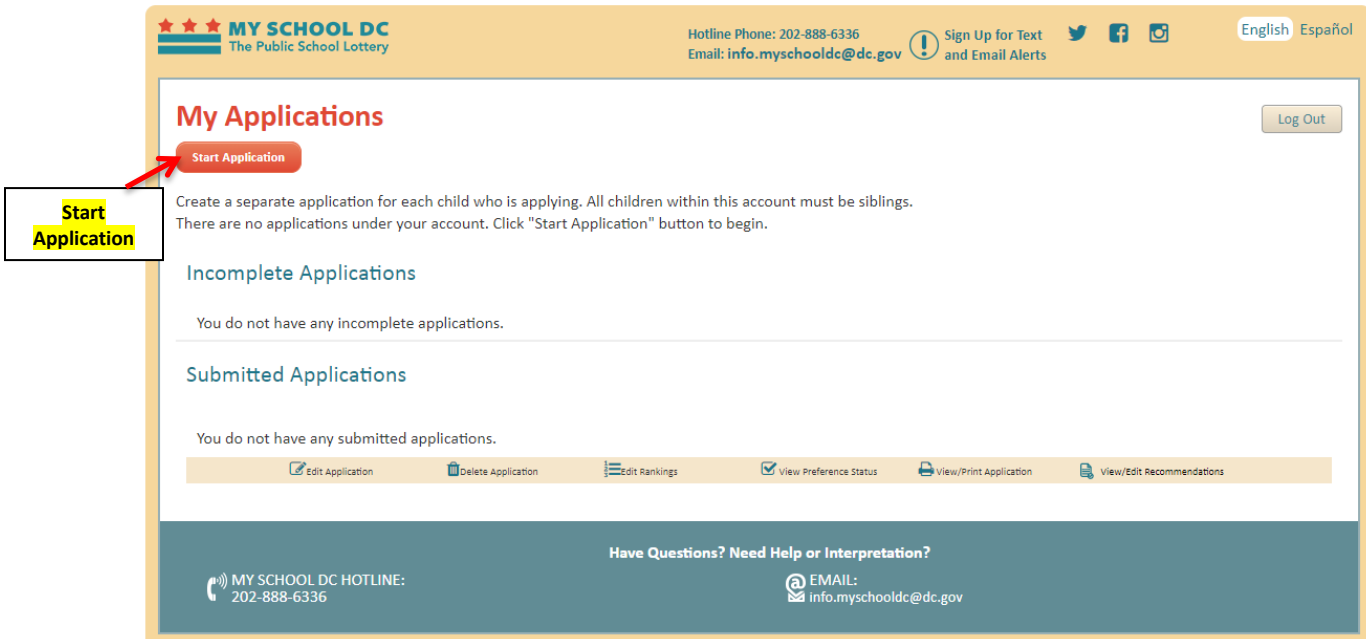
The screenshot shows the 'Create a Family Account' form. Step 1 points to the 'Username' field. Step 2 points to the 'Confirm Username' field. Step 3 points to the 'Security Question 1' dropdown. Step 4 points to the 'Security Question Answer' field. Step 5 points to the 'Password' field. Step 6 points to the 'Confirm Password' field. Step 7 points to the 'Submit' button. A yellow box highlights the 'I do not have an email address' button, which is pointed to by a red arrow.

### STEPS

1. Enter your username. A username can be all letters, numbers, or a combination of both. Please write down the username created, and save for your records.
2. Confirm your username.
3. Choose two security questions from the drop down menus. You will need to answer two of the following questions:
  - a. What is your grandmother's first name?
  - b. What is your mother's middle name?
  - c. What is your favorite movie?
  - d. What is your favorite color?
  - e. What is your favorite ice cream flavor?
4. Type in your response to Security Question 1 and Security Question 2.
5. Create a password. Your password must be 8 characters long. Please write down responses to security questions used, and save for your records.
6. Confirm your password.
7. Click on **“Submit”** in the lower right-hand corner.

### STEP 3: Start an Application

To start a new application, click on the red **"Start Application"** button in the top left corner of the page.



The screenshot shows the 'My Applications' page of the MY SCHOOL DC website. At the top, there is a header with the logo, contact information (Hotline Phone: 202-888-6336, Email: info.myschoolde@dc.gov), and social media links. The main content area is titled 'My Applications' and includes a 'Log Out' button. A red arrow points from a yellow box labeled 'Start Application' to a red 'Start Application' button. Below this, there is a section for 'Incomplete Applications' and 'Submitted Applications', both indicating that the user has no applications in these categories. At the bottom, there is a footer with contact information and a 'Have Questions? Need Help or Interpretation?' link.

**Start Application**

**My Applications** [Log Out](#)

[Start Application](#)

Create a separate application for each child who is applying. All children within this account must be siblings. There are no applications under your account. Click "Start Application" button to begin.

**Incomplete Applications**

You do not have any incomplete applications.

**Submitted Applications**

You do not have any submitted applications.

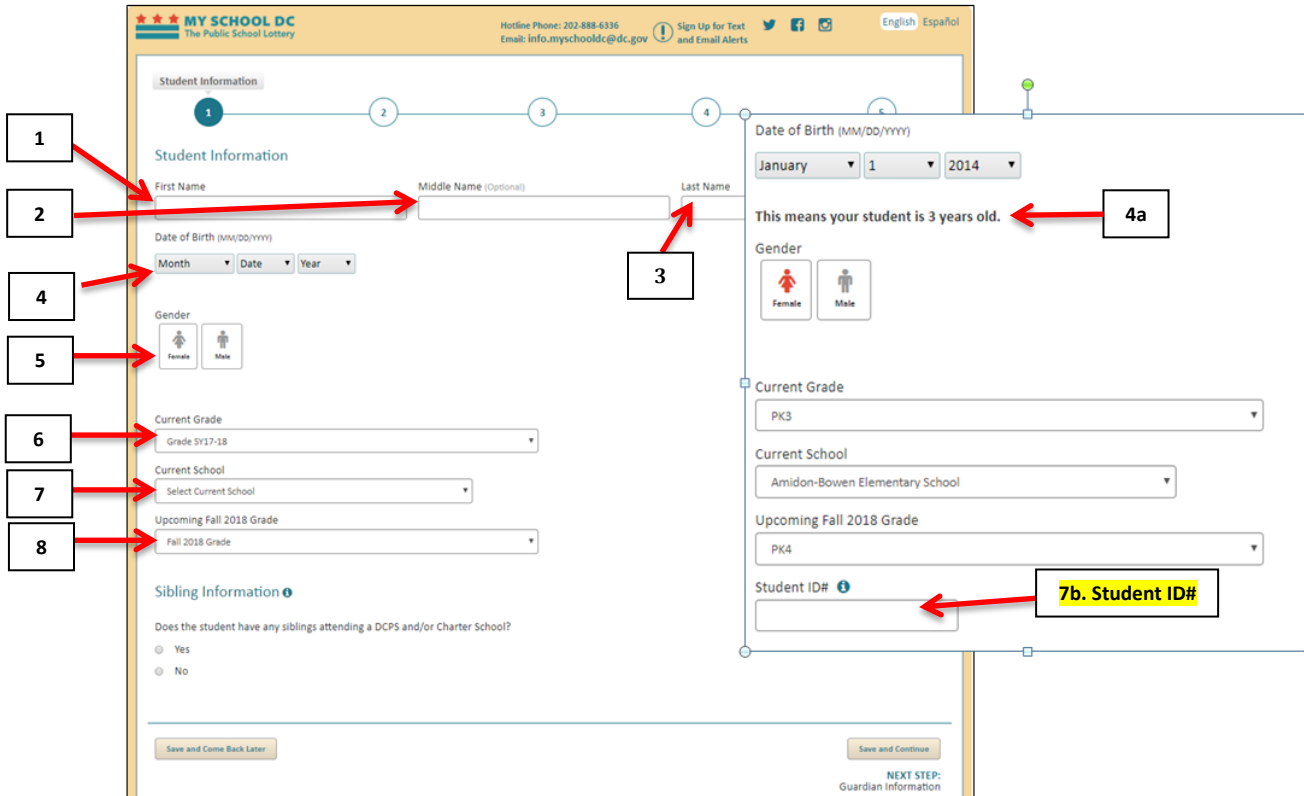
[Edit Application](#) [Delete Application](#) [Edit Rankings](#) [View Preference Status](#) [View/Print Application](#) [View/Edit Recommendations](#)

**Have Questions? Need Help or Interpretation?**

MY SCHOOL DC HOTLINE: 202-888-6336

EMAIL: info.myschoolde@dc.gov

## STEP 4: Entering Student Information



The screenshot shows the 'Student Information' form with the following fields and callouts:

- 1**: First Name
- 2**: Middle Name (Optional)
- 3**: Last Name
- 4**: Date of Birth (MM/DD/YYYY) - Month, Date, Year dropdowns
- 4a**: This means your student is 3 years old. (Appears below the date of birth)
- 5**: Gender (Female/Male radio buttons)
- 6**: Current Grade (dropdown menu)
- 7**: Current School (dropdown menu)
- 8**: Upcoming Fall 2018 Grade (dropdown menu)
- 7b. Student ID#**: Student ID# field (highlighted in yellow)

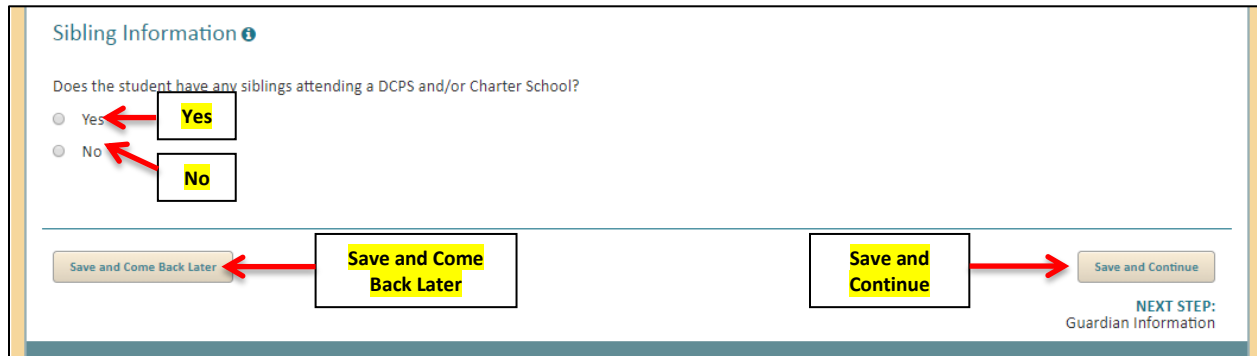
Buttons at the bottom: 'Save and Come Back Later', 'Save and Continue', and 'NEXT STEP: Guardian Information'.

### STEPS

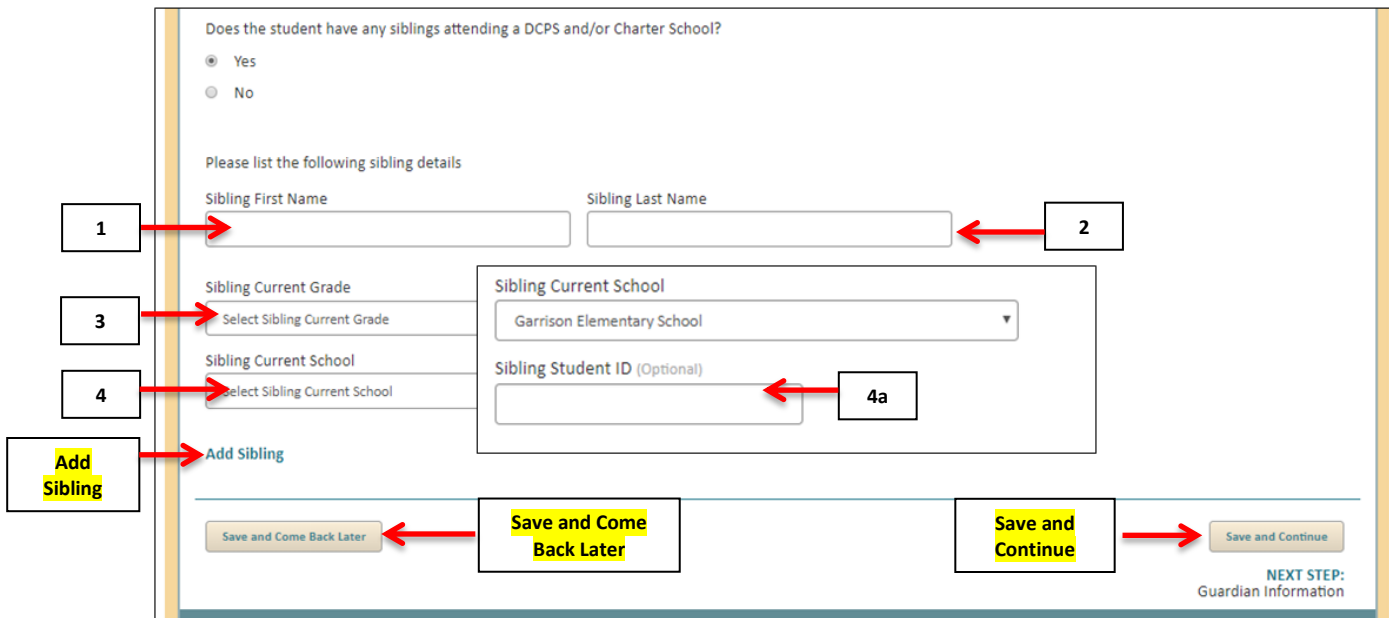
1. Student's First Name
2. Optional: Student's Middle Name
3. Student's Last Name
4. Student's Date of Birth (MM/DD/YYYY) *NOTE: Enter the Month, then Date, then Year*
  - a. Once you enter in the date of birth, the sentence "This means your student is \_\_ years old" will appear below the date entered. Please make sure that the age matches your child's actual age.
5. Student's Gender
  - a. Female
  - b. Male
6. Current Grade
7. Current School
  - a. If you don't see your child's school, you will need to select "Other". You will be asked to enter the school's name, address, and phone number.
  - b. If your child is currently enrolled in a DCPS school or charter school, you will see a field for Student ID#. You will only see this field if your child is currently enrolled in a DCPS or charter school. The Student ID will likely be automatically entered for you. If it is not, please enter your child's **Student ID#**. If you do not know this number, call the My School DC Hotline at (202) 888-6336. You can also use your child's *DC One Card* number.
8. Upcoming Fall 2018 Grade

## STEP 5: Entering Sibling Information

Answer the question, “Does the student have any siblings attending a DCPS and/or Charter School?”



If the answer is “No” then click the “Save and Continue” button in the lower right corner, or you can click “Save and Come Back Later” to exit this application and continue you it at another time.



If the answer is “Yes” then enter in the following information below.

### Sibling Information

1. Sibling First Name
2. Sibling Last Name
3. Sibling Current Grade
4. Sibling Current School
  - a. If the sibling is enrolled at a DCPS school, a Student ID field will appear. If the family knows the sibling’s Student ID, they should enter it. This is an optional field.

Note: If the applicant has more than one sibling enrolled in a DCPS or Charter school, they can provide information on the additional siblings by clicking on the “Add Sibling” link.



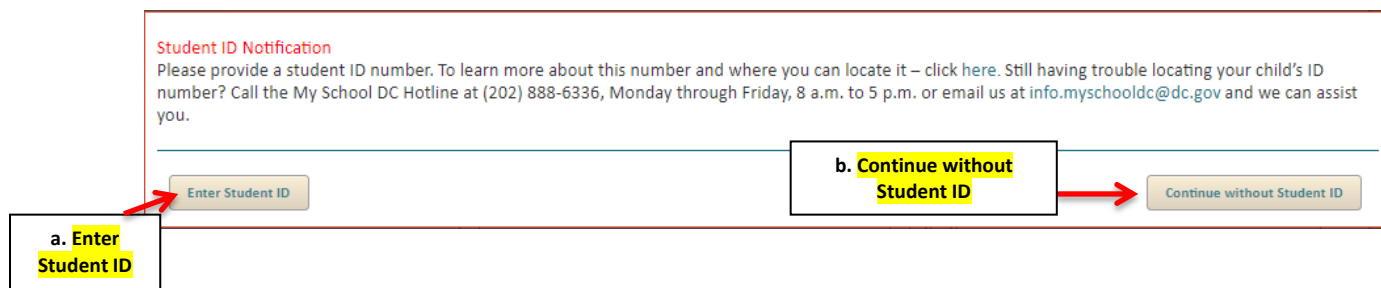
5. Once you are done entering sibling information they should click **“Save and Continue”** to go onto the next section or **“Save and Come Back Later”** to exit this application and continue it at another time.

## Error Messages and Notifications

When you click on **“Save and Continue”** or **“Save and Come Back Later”** the following messages may pop up.

### Error Message 1. Student ID Notification – version 1:

If you do not enter in a Student ID# you will see the following message:



**Student ID Notification**  
Please provide a student ID number. To learn more about this number and where you can locate it – [click here](#). Still having trouble locating your child's ID number? Call the My School DC Hotline at (202) 888-6336, Monday through Friday, 8 a.m. to 5 p.m. or email us at [info.myschooldc@dc.gov](mailto:info.myschooldc@dc.gov) and we can assist you.

**a. Enter Student ID** → Enter Student ID

**b. Continue without Student ID** → Continue without Student ID

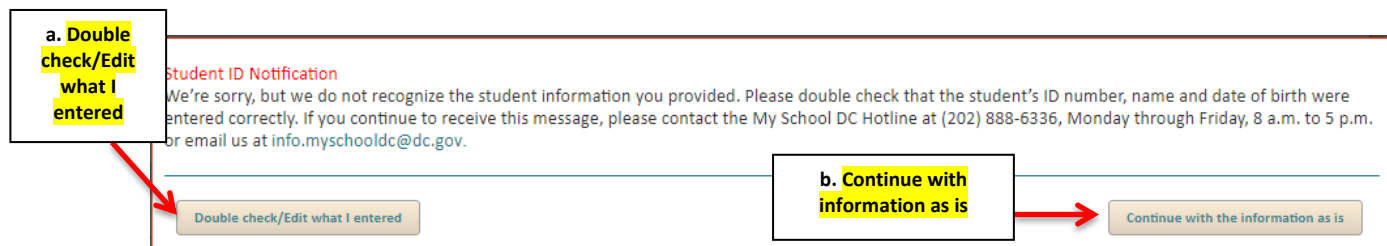
This message says: “Please provide a Student ID number. To learn more about this number and where you can locate it – click here. Still having trouble locating your child’s ID number? Call the My School DC Hotline at (202) 888-6336, Monday through Friday, 8 a.m. to 5 p.m. or email us at [info.myschooldc@dc.gov](mailto:info.myschooldc@dc.gov) and we can assist you.”

You have two options if you see this message:

- a. Click on **“Enter Student ID”** to enter your child’s Student ID #.
- b. Click on **“Continue without Student ID”** to continue with the application. Please note that we strongly urge you to call the My School DC Hotline at (202) 888-6336 to secure this information before proceeding with your application.
  - NOTE: If you elect this option and your child is applying to a selective citywide high school, their standardized scores will not be automatically uploaded and you will need to provide this information yourself.

### Error Message 2: Student ID Notification – version 2:

If you enter in the wrong Student ID# you will see the following message:



**Student ID Notification**  
We're sorry, but we do not recognize the student information you provided. Please double check that the student's ID number, name and date of birth were entered correctly. If you continue to receive this message, please contact the My School DC Hotline at (202) 888-6336, Monday through Friday, 8 a.m. to 5 p.m. or email us at [info.myschooldc@dc.gov](mailto:info.myschooldc@dc.gov).

**a. Double check/Edit what I entered** → Double check/Edit what I entered

**b. Continue with information as is** → Continue with the information as is

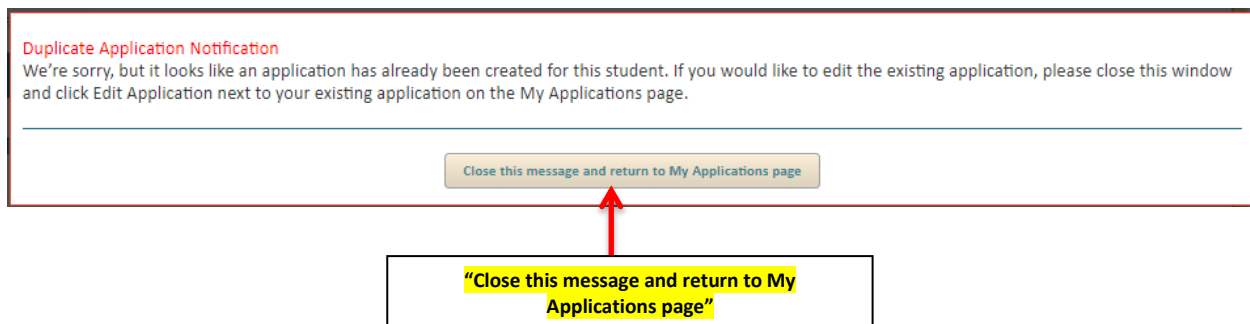
This message says: “We’re sorry, but we do not recognize the student information you provided. Please double check that the student’s ID number, name, and date of birth were entered correctly. If you continue to receive this message, please contact the My School DC Hotline at (202) 888-6336, Monday through Friday, 8 a.m. to 5 p.m. or email us at [info.myschooldc@dc.gov](mailto:info.myschooldc@dc.gov).”

You have two options if you see this message:

- Call the My School DC Hotline at (202) 888-6336 to verify you have the correct Student ID# for your child. When you obtain the correct information, click on **“Double check/Edit what I entered”** to edit the Student ID#.
- If you want to proceed with the information as you have entered it without checking to see if the Student ID# was entered correctly, click on **“Continue with the information as is”**.
  - NOTE: If you elect this option and your child is applying to a selective citywide high school, their standardized scores will not be automatically uploaded, and you will need to provide this information yourself.

### Error Message 3: Duplicate Application Notification – version 1

If you have already started an application for the same child in your account, you will see the following error message:

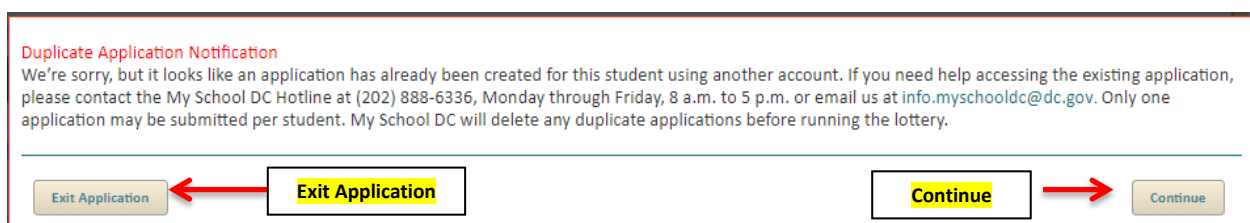


The message says: “We’re sorry, but it looks like an application has already been created for this student. If you would like to edit the existing application, please close this window and click Edit Application next to your existing application on the My Applications page.”

You will need to click the **“Close this message and return to My Applications page”** button, and then you will be taken back to the My Applications page where you can access your existing application.

### Error Message 3: Duplicate Application Notification – version 2

If an application has already been created for this student through another account, you will see the following error message:



The message says: “We’re sorry, but it looks like an application has already been created for this student using another account. If you need help accessing the existing application, please contact the My School DC Hotline at (202) 888-6336, Monday through Friday, 8 a.m. to 5 p.m. or email us at [info.myschooldc@dc.gov](mailto:info.myschooldc@dc.gov). Only one application may be submitted per student. My School DC will delete any duplicate applications before running the lottery.”

You can either click “**Continue**” to move forward with the application or “**Exit Application**” to exit the application. Please call the My School DC Hotline at (202) 888-6336 for additional assistance.

### Age Eligibility Notifications

If you apply to a lower grade than your child is eligible to attend based on their age you may receive one of the following error messages. Click “No” if your answer is no; click “Yes” if your answer is yes.

**Error message: You applied to PK3. Based on your child’s age you are eligible for PK4. Do you want to update your grade level to PK4?**

**Age Eligibility Notification**  
You applied to PK3. Based on your child’s age you are eligible for PK4. Do you want to update your grade level to PK4?

---

No

Yes

**Error Message: You applied to PK3. Based on your child’s age you are eligible for Kindergarten. Do you want to update your grade level to PK4?**

**Age Eligibility Notification**  
You applied to PK3. Based on your child’s age you are eligible for PK4. Do you want to update your grade level to PK4?

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No

Yes

**Error Message: You applied to PK3. Based on your child’s age you are eligible for Kindergarten. Do you want to update your grade level to Kindergarten?**

**Age Eligibility Notification**  
You applied to PK3. Based on your child’s age you are eligible for Kindergarten. Do you want to update your grade level to Kindergarten?

---

No

Yes

**Error Message: You applied to PK4. Based on your child’s age you are eligible for Kindergarten. Do you want to update your grade level to Kindergarten?**

**Age Eligibility Notification**  
You applied to PK4. Based on your child’s age you are eligible for Kindergarten. Do you want to update your grade level to Kindergarten?

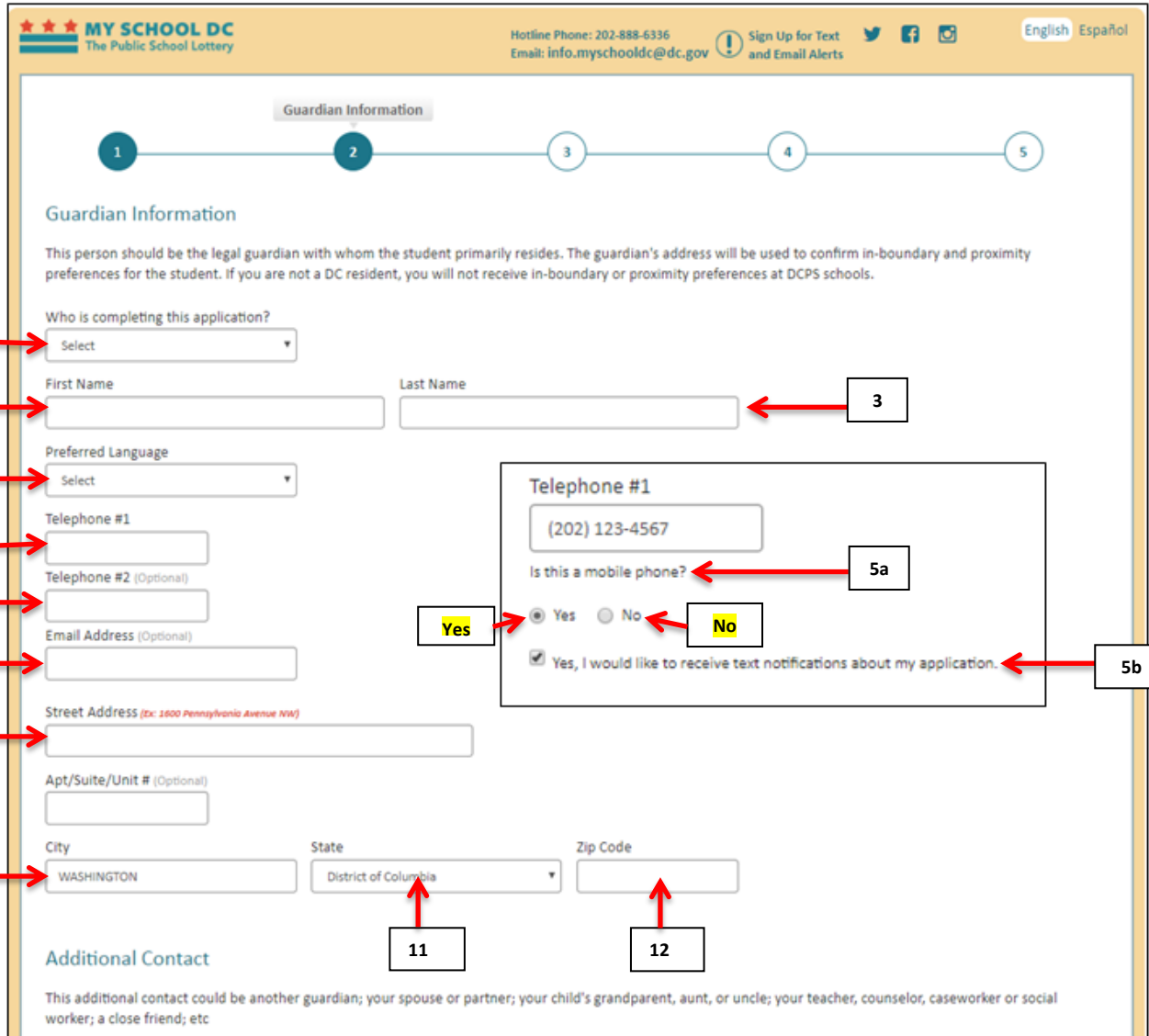
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No

Yes

## STEP 6: Entering Primary Guardian Information

This person should be the legal guardian with whom the student primarily resides. The guardian's address will be used to confirm in-boundary and proximity preferences for the student. If you are not a DC resident, you will not receive in-boundary or proximity preferences at DCPS schools.



The screenshot shows the 'Guardian Information' form on the MY SCHOOL DC website. The form is titled 'Guardian Information' and includes a progress bar at the top with five steps. The form fields are as follows:

- Who is completing this application?** (Dropdown menu, callout 1)
- First Name** (Text field, callout 2)
- Last Name** (Text field, callout 3)
- Preferred Language** (Dropdown menu, callout 4)
- Telephone #1** (Text field, callout 5)
- Telephone #2 (Optional)** (Text field, callout 6)
- Email Address (Optional)** (Text field, callout 7)
- Street Address (Ex: 1000 Pennsylvania Avenue NW)** (Text field, callout 8)
- Apt/Suite/Unit # (Optional)** (Text field, callout 9)
- City** (Text field, callout 10)
- State** (Dropdown menu, callout 11)
- Zip Code** (Text field, callout 12)

There is a pop-up box for **Telephone #1** with the following fields:

- Telephone #1** (Text field, callout 5a)
- Is this a mobile phone?** (Radio buttons for Yes and No, callout 5b)
- Yes** (Radio button, callout 5a)
- No** (Radio button, callout 5b)
- Yes, I would like to receive text notifications about my application.** (Checkmark, callout 5b)

The form also includes a section for **Additional Contact** at the bottom, which is currently empty.

### STEPS

- Who is completing this application? Select from the following options:
  - Parent
  - Guardian
  - Grandparent
  - Aunt/Uncle
  - Social worker/counselor
  - I am the student
  - Other
- First Name
- Last Name

4. Preferred Language

- English
- Spanish
- French
- Chinese
- Vietnamese
- Amharic
- Other

**NOTE:** Please indicate the guardian's preferred language here. This is important information to have so that My School DC can better communicate with families.

5. Telephone #1

- Once you enter in a telephone number you will be asked “**Is this a mobile phone?**” Answer **Yes** or **No**.
- If you answer “Yes” to the previous question, you can either opt-in to receiving text notifications about your application by checking the box next to “**Yes, I would like to receive text notifications about my application**”, or opt-out by unchecking the box.

6. Optional: Telephone #2

7. Optional: Email address

8. Street address

9. Optional: Apartment # / Suite # / Unit #

10. City

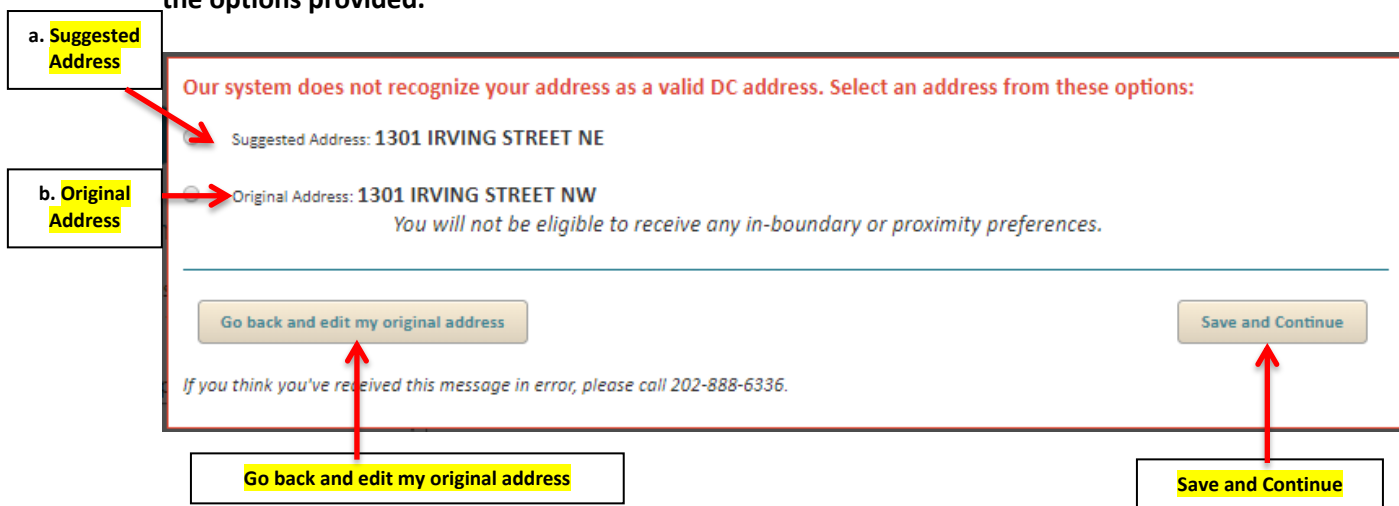
11. State

12. Zip code

If you receive an error message when you type in your address, it is because the system does not recognize the address you entered. The message will provide you with two options:

- The **suggested address** the system believes is correct
- The **original address** you entered

**Error Message: System does not recognize your address as a valid DC address. Select an address from the options provided.**



The screenshot shows a message box with the following content:

**Our system does not recognize your address as a valid DC address. Select an address from these options:**

☐ Suggested Address: 1301 IRVING STREET NE

☐ Original Address: 1301 IRVING STREET NW  
*You will not be eligible to receive any in-boundary or proximity preferences.*

Below the message are two buttons: "Go back and edit my original address" and "Save and Continue".

Annotations on the left side of the screenshot:

- A box labeled "a. Suggested Address" with a red arrow pointing to the "Suggested Address" radio button.
- A box labeled "b. Original Address" with a red arrow pointing to the "Original Address" radio button.

Annotations at the bottom of the screenshot:

- A box labeled "Go back and edit my original address" with a red arrow pointing to the corresponding button.
- A box labeled "Save and Continue" with a red arrow pointing to the corresponding button.

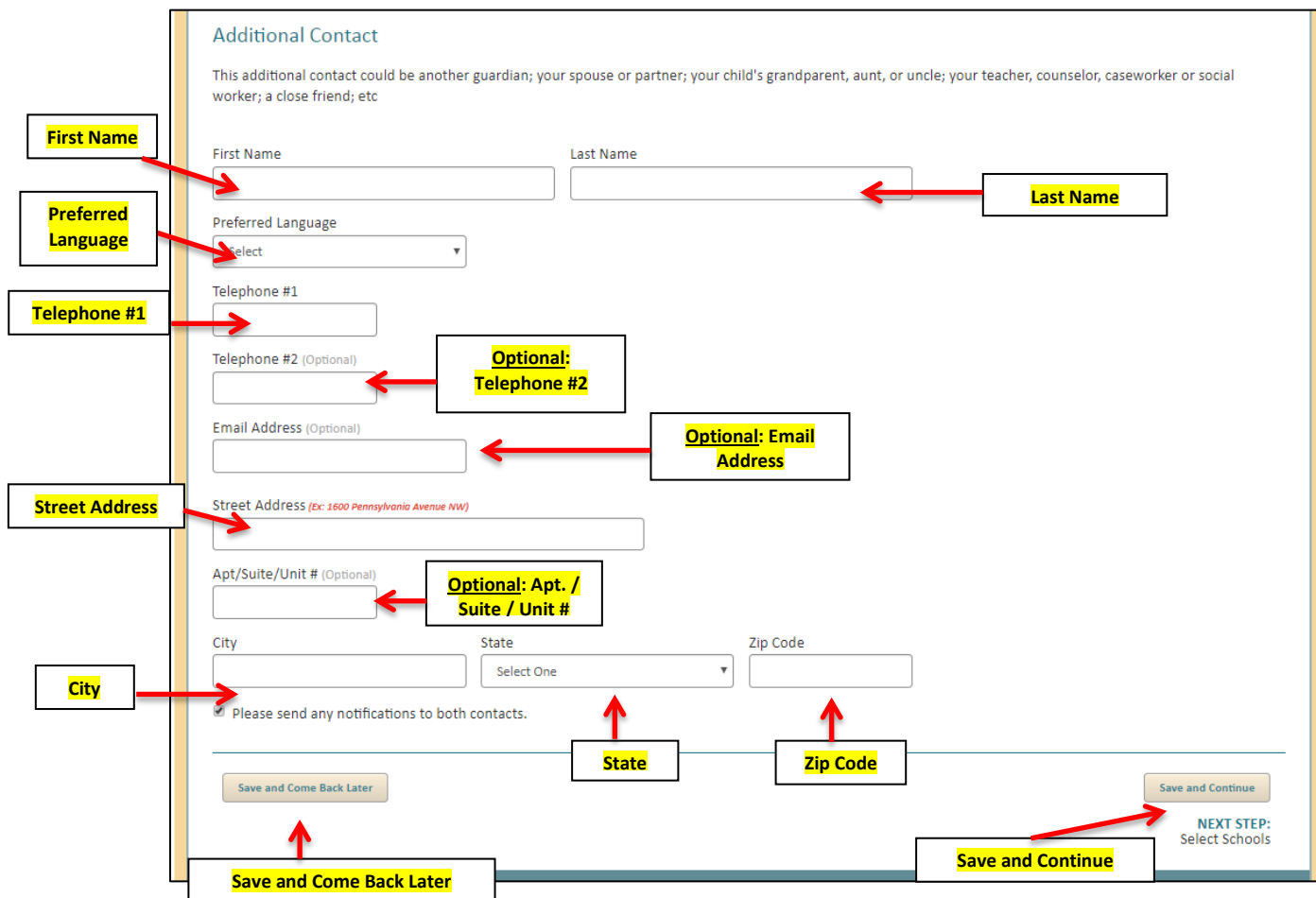
You can take one of the following actions:

- If the address the system suggests for you is correct, please select that option and click on “Save and Continue”.
- If you choose to continue with the original address you entered, please select that option and click on “Save and Continue”.

- If neither of the addresses is correct and you need to edit the address in its entirety, please click on **“Go back and edit my original address”**.

### Additional Contact (Optional)

Adding an additional contact is optional. An additional contact is helpful to have on file in the event we are unable to reach the primary guardian with questions concerning the student’s application.



**Additional Contact**

This additional contact could be another guardian; your spouse or partner; your child's grandparent, aunt, or uncle; your teacher, counselor, caseworker or social worker; a close friend; etc

First Name  Last Name

Preferred Language

Telephone #1

Telephone #2 (Optional)

Email Address (Optional)

Street Address

Apt/Suite/Unit # (Optional)

City  State  Zip Code

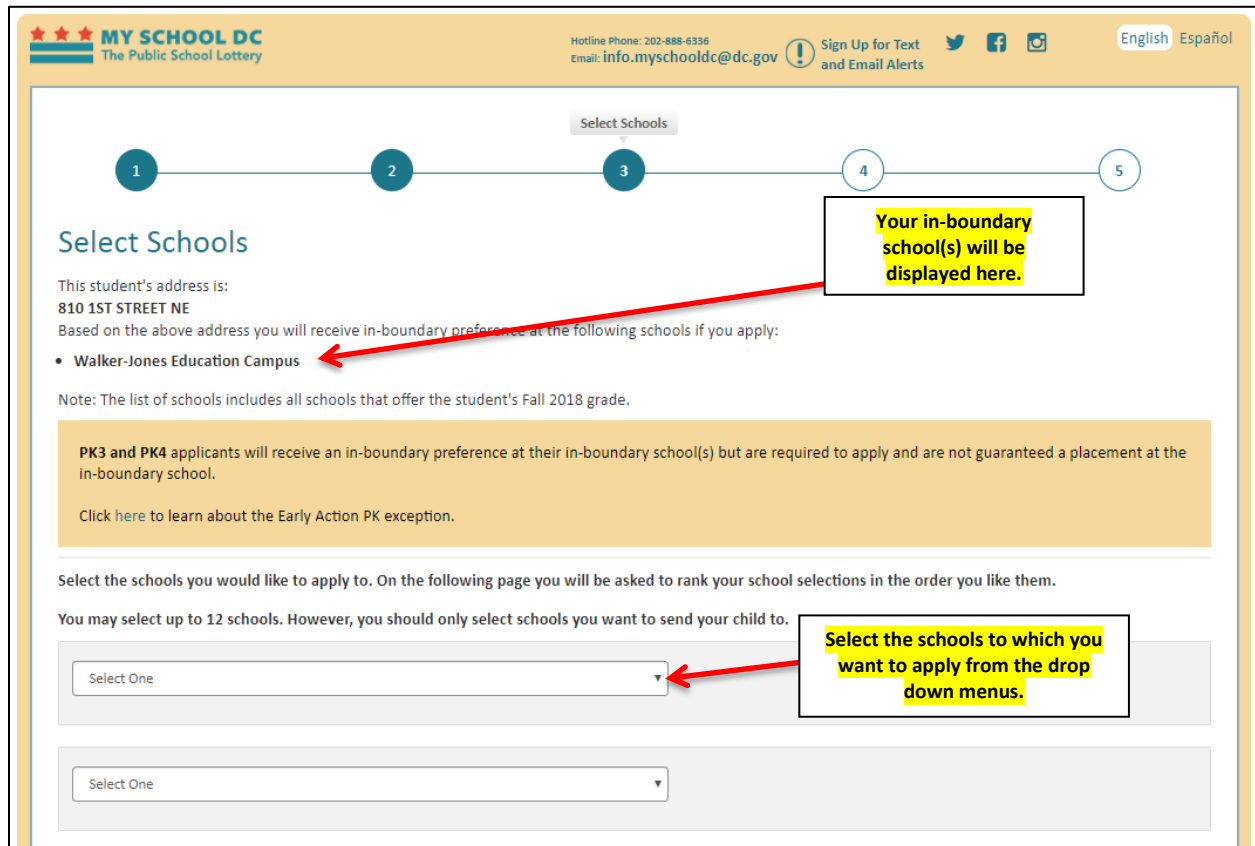
☒ Please send any notifications to both contacts.

**NEXT STEP:**  
Select Schools

Once all information is entered, click on **“Save and Continue”** to move forward with the application or **“Save and Come Back Later”** to save the application and return to it later.

## STEP 7: Selecting Schools

Applicants are able to select up to 12 schools. Once you have selected the schools you want to apply to, click on **“Save and Continue”** to move forward with the application or on **“Save and Come Back Later”** to save the application and return to it later.



**MY SCHOOL DC**  
The Public School Lottery

Hotline Phone: 202-888-6336  
Email: [info.myschooldc@dc.gov](mailto:info.myschooldc@dc.gov)

Sign Up for Text and Email Alerts

English Español

**Select Schools**

This student's address is:  
**810 1ST STREET NE**

Based on the above address you will receive in-boundary preference at the following schools if you apply:

- Walker-Jones Education Campus

Note: The list of schools includes all schools that offer the student's Fall 2018 grade.

**PK3 and PK4** applicants will receive an in-boundary preference at their in-boundary school(s) but are required to apply and are not guaranteed a placement at the in-boundary school.

Click [here](#) to learn about the Early Action PK exception.

Select the schools you would like to apply to. On the following page you will be asked to rank your school selections in the order you like them.


You may select up to 12 schools. However, you should only select schools you want to send your child to.

Select One

Select One

**NOTE:** An applicant's in-boundary school will be displayed in the top left-hand corner. An applicant's in-boundary DCPS school is determined by the address the primary guardian lists on the application. If applying to kindergarten through 12<sup>th</sup> grade, applicants will not see their in-boundary or feeder schools in the school selection menus because they can directly enroll at these schools.

However, if an applicant wants to attend their in-boundary DCPS school for grades PK3 or PK4, they **MUST** apply through My School DC. Their in-boundary school will be an option for them to select in the dropdown menu, and they will receive an **“in-boundary preference”** when applying to their in-boundary school.



Walker-Jones Education Campus

Distance from home: 0.45 miles [Learn more about this school](#)

In-boundary preference approved

**In-boundary preference approved**

### Sibling preference

If the applicant indicates that they have a sibling enrolled at a school at the beginning of the application, and the applicant selects that same school on their application, a sibling preference will be automatically requested at that school.



Garrison Elementary School

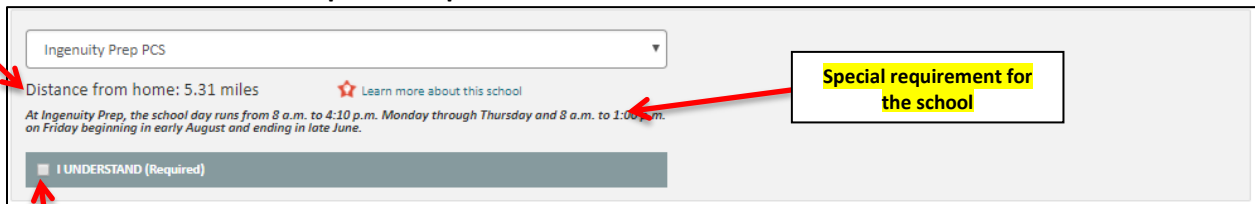
Distance from home: 1.48 miles  [Learn more about this school](#)

**Sibling preference requested**


Once you submit your application, the school will confirm the sibling is actually enrolled at the school and then approve the sibling preference.

If the applicant is applying to their in-boundary PK3/PK4 DCPS program and has a sibling (grades K-12) that is not currently enrolled at the in-boundary school but will attend that school in school year 2018-19, they can request a sibling preference. To do so, go back to the student information section, (shortcut: click on the #1 on the top of this page) and provide the name of the sibling that will attend the in-boundary school, their grade (the grade entered must be a K-12 grade), and "0000000" for the Student ID. There must be seven 0s in order for the system to recognize the ID. The sibling must enroll at the in-boundary school for school year 2018-19 in order for the applicant to receive sibling preference.

### Distance from Home and Special Requirements



Ingenuity Prep PCS

Distance from home: 5.31 miles  [Learn more about this school](#)

*At Ingenuity Prep, the school day runs from 8 a.m. to 4:10 p.m. Monday through Thursday and 8 a.m. to 1:00 p.m. on Friday beginning in early August and ending in late June.*

☐ I UNDERSTAND (Required)

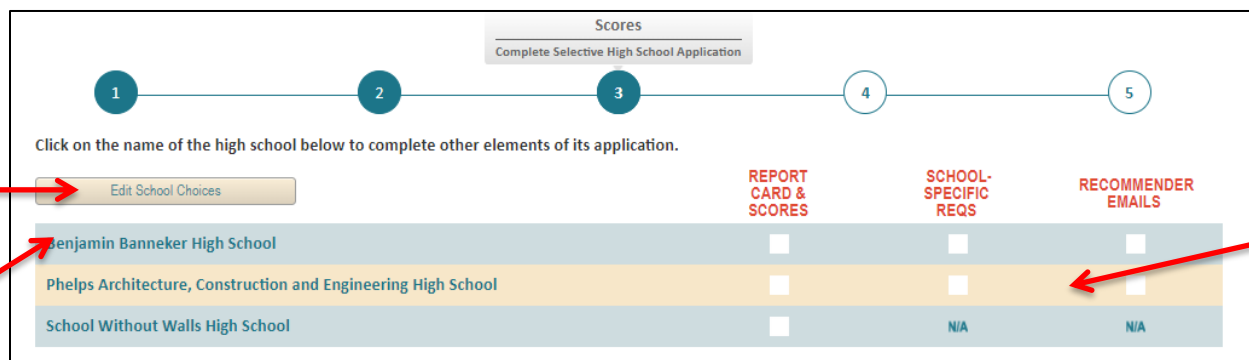
**"I understand"**

When you select a school, the distance from your home (i.e., the address you entered in the guardian section) is automatically calculated. Additionally, some schools have special requirements which are highlighted in red text. Some of the requirements ask that families check the **"I understand"** checkbox in order to move forward with the application. If you need assistance understanding the special requirements, please call the My School DC Hotline at (202) 888-6336.



## STEP 8: DCPS Selective High Schools

If your child is applying to a DCPS selective high school, they will need to provide additional information on their application before they are able to submit the application. To learn more about what is required to apply to the six selective high schools, visit [MySchoolDC.org](http://MySchoolDC.org) or call the My School DC Hotline at (202) 888-6336.



**Scores**  
Complete Selective High School Application

1 2 3 4 5

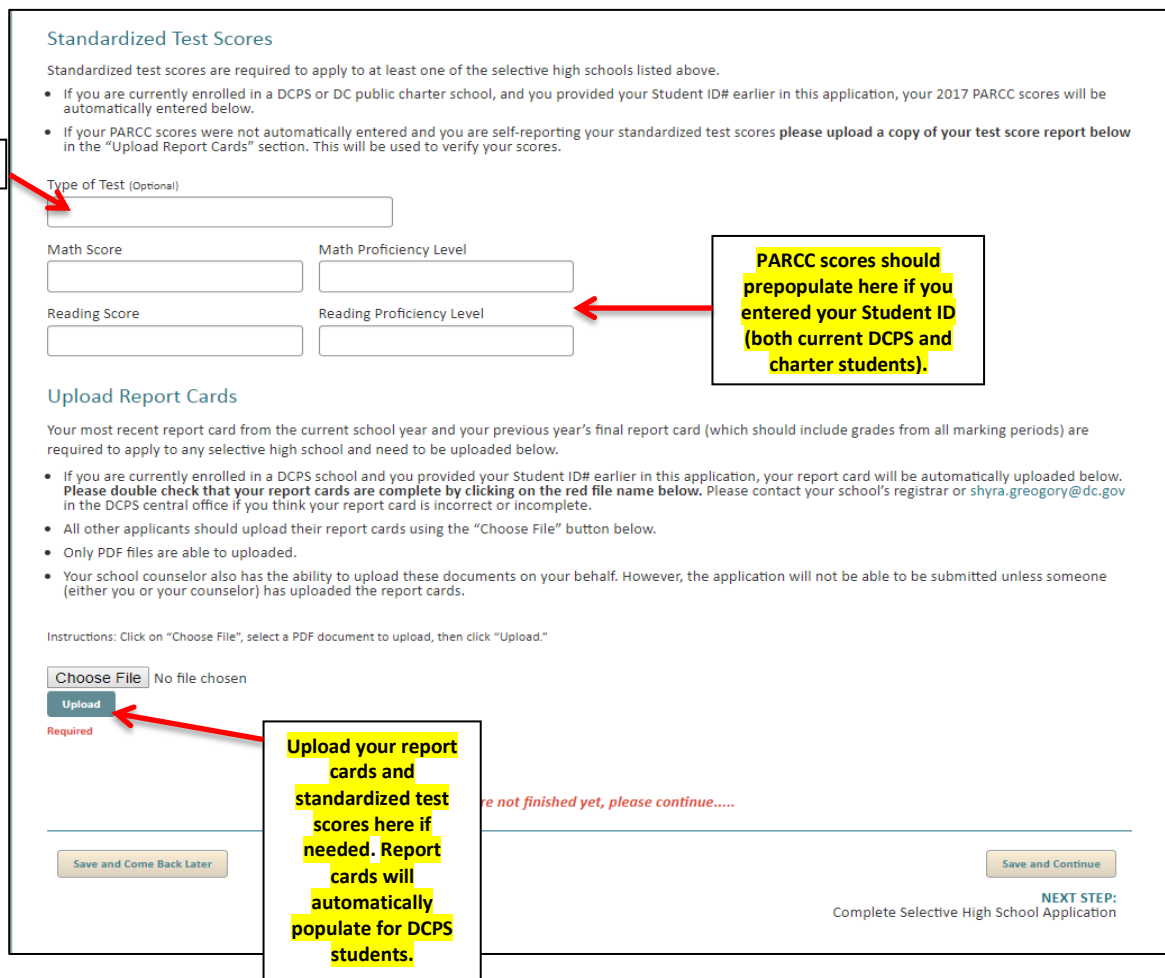
Click on the name of the high school below to complete other elements of its application.

**3** → **Edit School Choices**

	REPORT CARD & SCORES	SCHOOL-SPECIFIC REQS	RECOMMENDER EMAILS
<b>1</b> → Benjamin Banneker High School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phelps Architecture, Construction and Engineering High School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Without Walls High School	<input type="checkbox"/>	N/A	N/A

**2** →

1. You can navigate the individual selective high school application pages by clicking on the school names in the chart at the top of the page.
2. Progress chart that shows whether you provided each required piece of information.
3. Optional: Click **"Edit School Choices"** if you want to add more schools or remove schools from your list.



**Standardized Test Scores**

Standardized test scores are required to apply to at least one of the selective high schools listed above.

- If you are currently enrolled in a DCPS or DC public charter school, and you provided your Student ID# earlier in this application, your 2017 PARCC scores will be automatically entered below.
- If your PARCC scores were not automatically entered and you are self-reporting your standardized test scores please upload a copy of your test score report below in the "Upload Report Cards" section. This will be used to verify your scores.

**Type of Test** → Type of Test (Optional)

Math Score Math Proficiency Level

Reading Score Reading Proficiency Level

**PARCC scores should prepopulate here if you entered your Student ID (both current DCPS and charter students).**

**Upload Report Cards**

Your most recent report card from the current school year and your previous year's final report card (which should include grades from all marking periods) are required to apply to any selective high school and need to be uploaded below.

- If you are currently enrolled in a DCPS school and you provided your Student ID# earlier in this application, your report card will be automatically uploaded below. Please double check that your report cards are complete by clicking on the red file name below. Please contact your school's registrar or [shyra.gregory@dc.gov](mailto:shyra.gregory@dc.gov) in the DCPS central office if you think your report card is incorrect or incomplete.
- All other applicants should upload their report cards using the "Choose File" button below.
- Only PDF files are able to be uploaded.
- Your school counselor also has the ability to upload these documents on your behalf. However, the application will not be able to be submitted unless someone (either you or your counselor) has uploaded the report cards.

Instructions: Click on "Choose File", select a PDF document to upload, then click "Upload."

Choose File No file chosen

Upload

**Upload your report cards and standardized test scores here if needed. Report cards will automatically populate for DCPS students.**

Save and Come Back Later

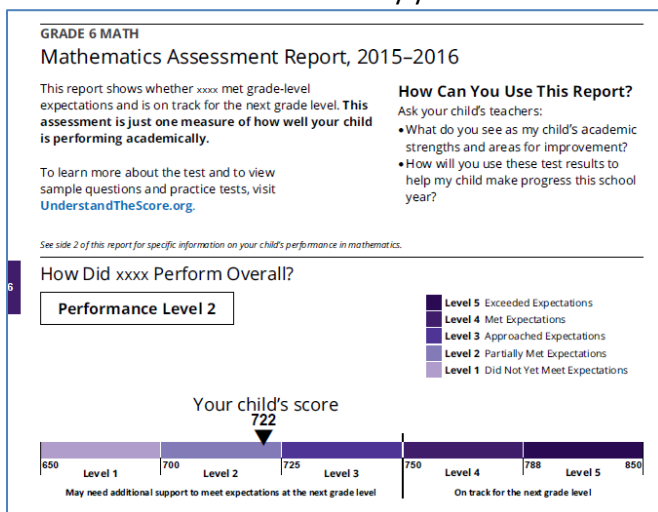
Save and Continue

**NEXT STEP:**  
Complete Selective High School Application

## Standardized Test Scores

Standardized test scores are required to apply to at least one of the six selective high schools.

- If you are currently enrolled in a DCPS or DC public charter school and you provided your Student ID# earlier in this application, your 2017 PARCC scores will be automatically entered below.
- If your PARCC scores were not automatically entered and you are self-reporting your standardized test scores **please upload a copy of your test score report below** in the “Upload Report Cards” section. This will be used to verify your scores.



Example of PARCC Score Report

## Upload Report Cards

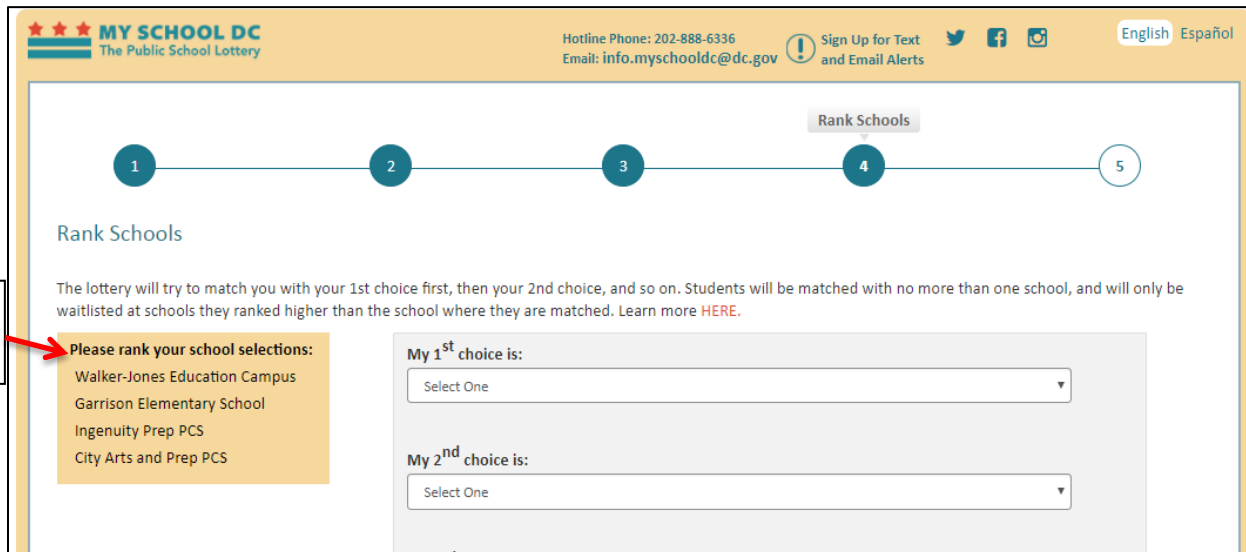
Your most recent report card from the current school year and your previous year's final report card (which should include grades from all marking periods) are required to apply to any selective high school. You will need to upload these report cards onto the application.

- NOTE: If you are currently enrolled in a DCPS school and you provided your Student ID# earlier in this application, your report card will be automatically uploaded. **Please double check that your report cards are complete by clicking on the red file name that appears.** Please contact your school's registrar or [shyra.gregory@dc.gov](mailto:shyra.gregory@dc.gov) in the DCPS central office if you think your report card is incorrect or incomplete.
- All other applicants should upload their report cards using the “Choose File” button.
- Only PDF files are able to be uploaded.
- Your child's school counselor also has the ability to upload these documents on your behalf. However, the application will not be able to be submitted unless someone (either you or your counselor) has uploaded the report cards.

Report cards should automatically upload for current DCPS students only. If your child is a current DCPS student and you do not see this information, please contact the My School DC Hotline at (202) 888-6336.

## STEP 8: Ranking Your School Choices

In this section, applicants will rank their school selections in order of preference (e.g., your 1<sup>st</sup> choice, 2<sup>nd</sup> choice, 3<sup>rd</sup> choice, etc.). The order in which applicants rank schools matters. The lottery will try to match you with your 1st choice first, then your 2nd choice, and so on. Students will be matched with no more than one school and will only be waitlisted at schools they ranked higher than the school where they are matched. This is a critical step in the application process. Applicants should rank their schools in the order they most prefer.



**Rank Schools**

The lottery will try to match you with your 1st choice first, then your 2nd choice, and so on. Students will be matched with no more than one school, and will only be waitlisted at schools they ranked higher than the school where they are matched. Learn more [HERE](#).

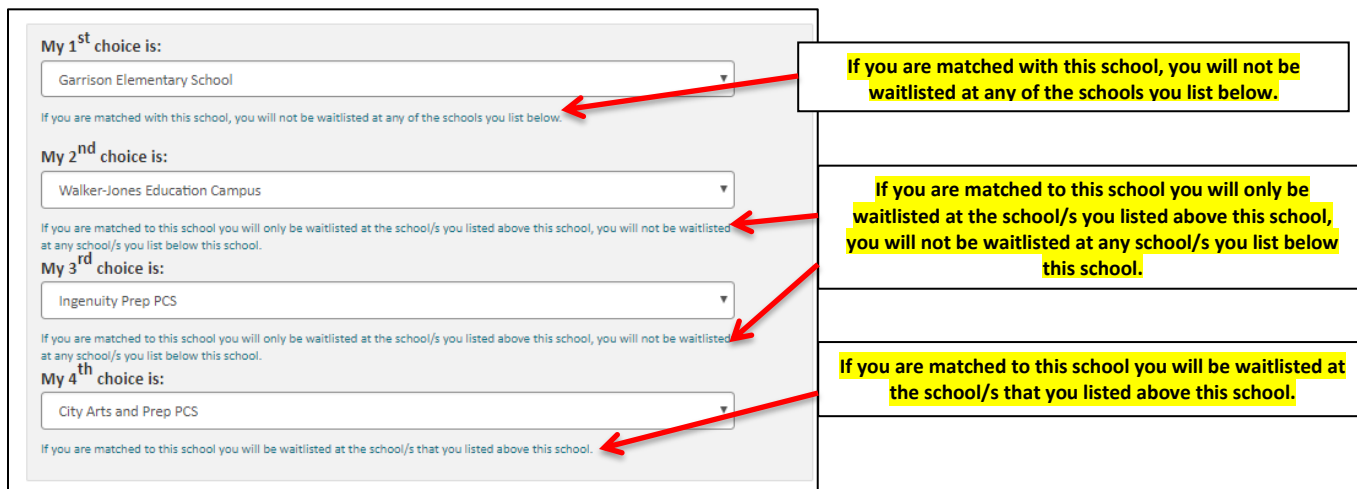
**Please rank your school selections:**

- Walker-Jones Education Campus
- Garrison Elementary School
- Ingenuity Prep PCS
- City Arts and Prep PCS

**My 1<sup>st</sup> choice is:**  
Select One

**My 2<sup>nd</sup> choice is:**  
Select One

As you select your schools additional information will appear below each school choice.



**My 1<sup>st</sup> choice is:**  
Garrison Elementary School

If you are matched with this school, you will not be waitlisted at any of the schools you list below.

**My 2<sup>nd</sup> choice is:**  
Walker-Jones Education Campus

If you are matched to this school you will only be waitlisted at the school/s you listed above this school, you will not be waitlisted at any school/s you list below this school.

**My 3<sup>rd</sup> choice is:**  
Ingenuity Prep PCS

If you are matched to this school you will only be waitlisted at the school/s you listed above this school, you will not be waitlisted at any school/s you list below this school.

**My 4<sup>th</sup> choice is:**  
City Arts and Prep PCS

If you are matched to this school you will be waitlisted at the school/s that you listed above this school.

**If you are matched with this school, you will not be waitlisted at any of the schools you list below.**

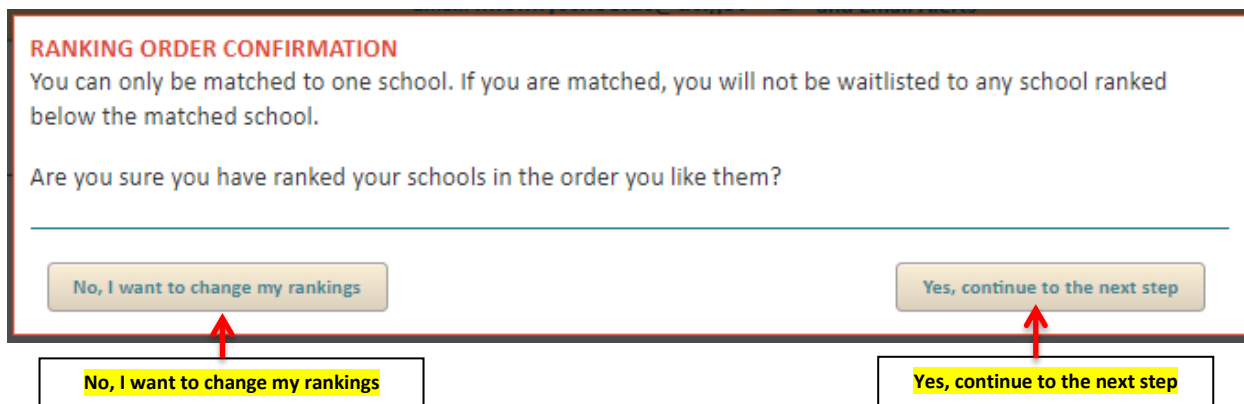
**If you are matched to this school you will only be waitlisted at the school/s you listed above this school, you will not be waitlisted at any school/s you list below this school.**

**If you are matched to this school you will be waitlisted at the school/s that you listed above this school.**

Once you have ranked all the schools, click on **“Save and Continue”** to move forward with the application or on **“Save and Come Back Later”** to save the application and return to it later.

### Ranking Order Confirmation Message

If you click on “**Save and Continue**” a message will appear confirming you are sure about how you ranked your school choices.



**RANKING ORDER CONFIRMATION**  
You can only be matched to one school. If you are matched, you will not be waitlisted to any school ranked below the matched school.

Are you sure you have ranked your schools in the order you like them?

**No, I want to change my rankings** **Yes, continue to the next step**

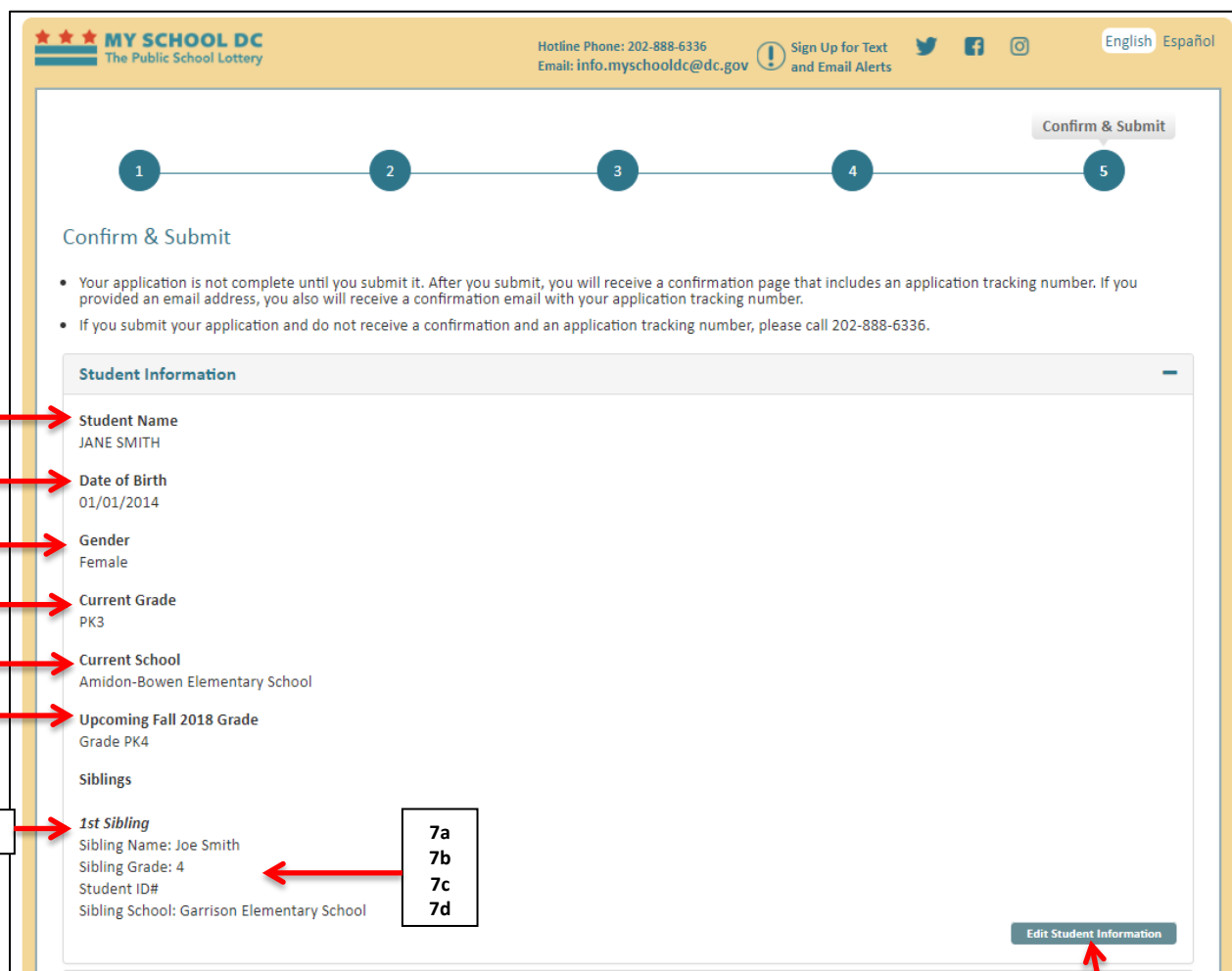
The screenshot shows a confirmation message box with a title, explanatory text, a question, and two buttons. Below the box, two yellow callout boxes with black text are shown, each with a red arrow pointing to its corresponding button in the message box.

This message says, “You can only be matched to one school. If you are matched, you will not be waitlisted to any school ranked below the matched school. Are you sure you have ranked your schools in the order you like them?”

You have two options if you see this message:

- Option 1: Click “**No, I want to change my rankings**” if you want to review or update the way you ranked your school choices.
- Option 2: Click “**Yes, continue to the next step**” if you do not want to make any changes.

## STEP 9: Confirm and Submit



Hotline Phone: 202-888-6336  
Email: info.myschooldc@dc.gov

Sign Up for Text and Email Alerts

English Español

Confirm & Submit

1 — 2 — 3 — 4 — 5

### Confirm & Submit

- Your application is not complete until you submit it. After you submit, you will receive a confirmation page that includes an application tracking number. If you provided an email address, you also will receive a confirmation email with your application tracking number.
- If you submit your application and do not receive a confirmation and an application tracking number, please call 202-888-6336.

#### Student Information

1 → Student Name  
JANE SMITH

2 → Date of Birth  
01/01/2014

3 → Gender  
Female

4 → Current Grade  
PK3

5 → Current School  
Amidon-Bowen Elementary School

6 → Upcoming Fall 2018 Grade  
Grade PK4

Siblings

7 → 1st Sibling

7a Sibling Name: Joe Smith  
7b Sibling Grade: 4  
7c Student ID#  
7d Sibling School: Garrison Elementary School

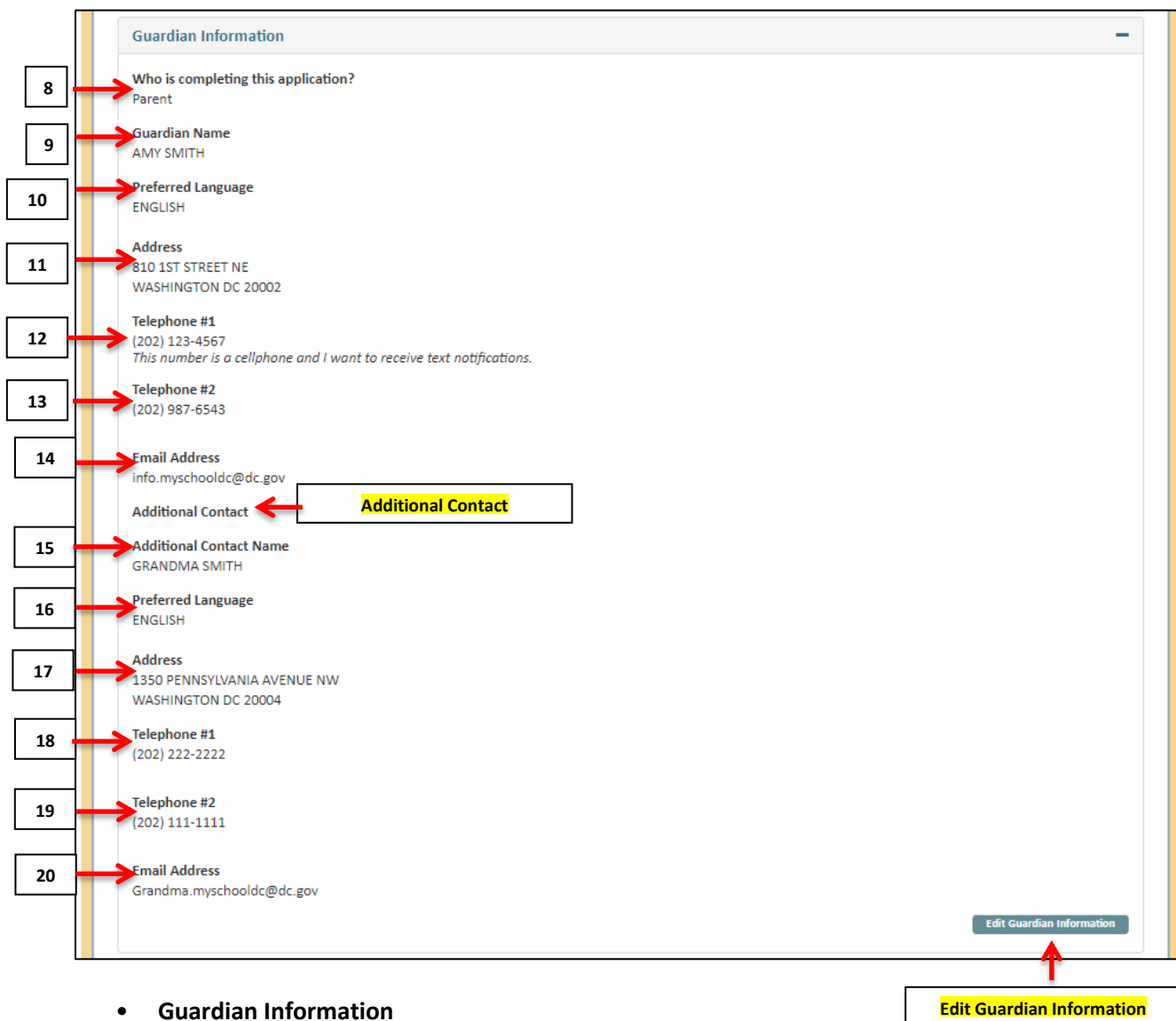
Edit Student Information

**Edit Student Information**

Confirm the following:

- Student Information**
  - Student Name
  - Date of Birth
  - Gender
  - Current Grade
  - Current School
  - Upcoming Fall 2018 Grade
  - Sibling Information
    - Sibling Name
    - Sibling Grade
    - Student ID#
    - Sibling School

Click on **“Edit Student Information”** to make any edits.



**Guardian Information**

8 Who is completing this application?  
Parent

9 Guardian Name  
AMY SMITH

10 Preferred Language  
ENGLISH

11 Address  
810 1ST STREET NE  
WASHINGTON DC 20002

12 Telephone #1  
(202) 123-4567  
*This number is a cellphone and I want to receive text notifications.*

13 Telephone #2  
(202) 987-6543

14 Email Address  
info.myschooldc@dc.gov

Additional Contact

15 Additional Contact Name  
GRANDMA SMITH

16 Preferred Language  
ENGLISH

17 Address  
1350 PENNSYLVANIA AVENUE NW  
WASHINGTON DC 20004

18 Telephone #1  
(202) 222-2222

19 Telephone #2  
(202) 111-1111

20 Email Address  
Grandma.myschooldc@dc.gov

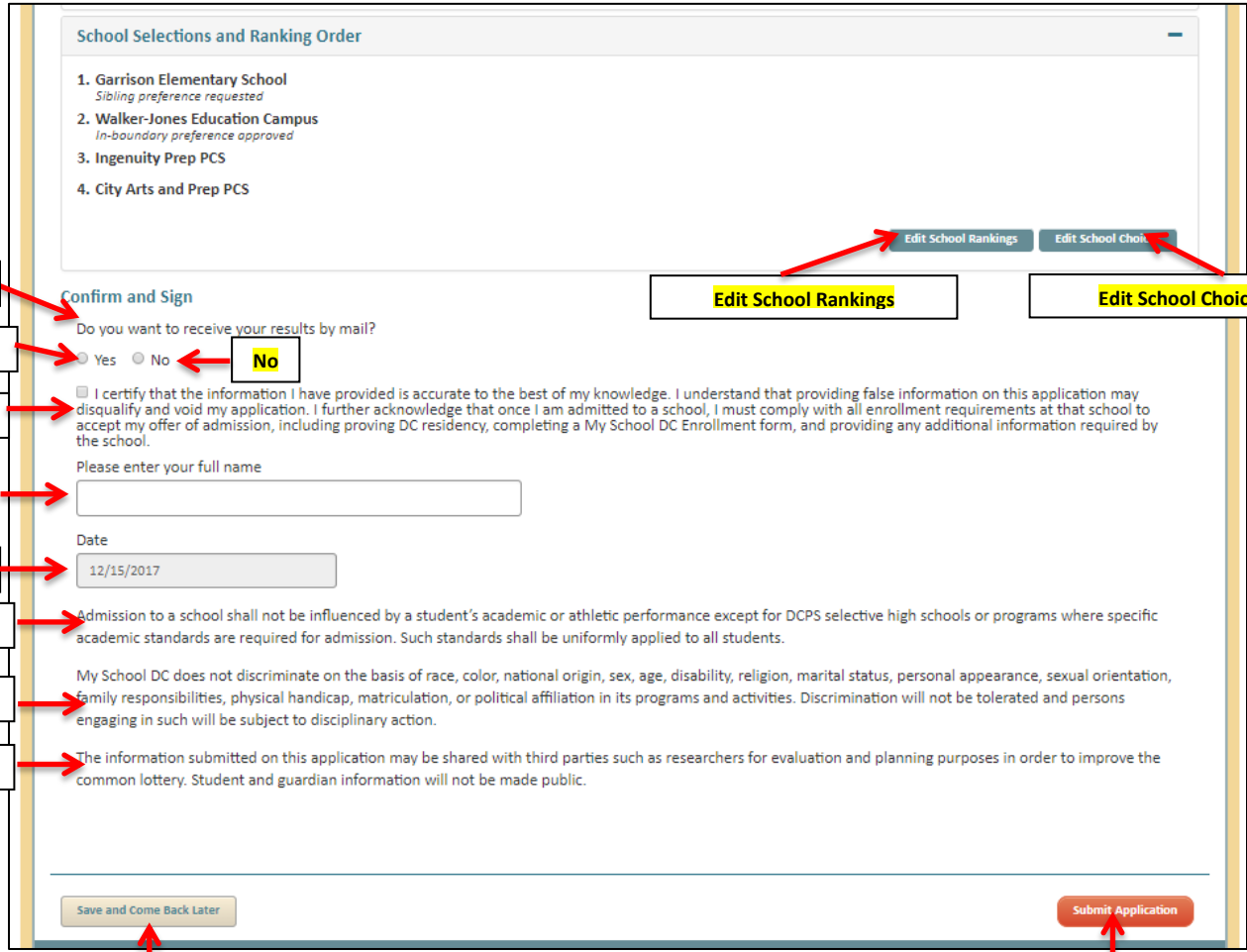
Edit Guardian Information

- **Guardian Information**
  - 8. Who is completing this application
  - 9. Guardian Name
  - 10. Preferred Language
  - 11. Address
  - 12. Telephone #1
  - 13. Telephone #2 (optional)
  - 14. Email Address
- Additional Contact (Note: items 15-20 will only appear if you provided them)
  - 15. Additional Contact Name
  - 16. Preferred Language
  - 17. Address
  - 18. Telephone #1
  - 19. Telephone #2
  - 20. Email Address

Click on “**Edit Guardian Information**” to make any edits.

## School Selections and Ranking Order

You can add or remove schools by clicking on **“Edit School Choices.”** If you want to update your school rankings you can click **“Edit School Rankings.”**



**School Selections and Ranking Order**

1. Garrison Elementary School  
*Sibling preference requested*
2. Walker-Jones Education Campus  
*In-boundary preference approved*
3. Ingenuity Prep PCS
4. City Arts and Prep PCS

[Edit School Rankings](#) [Edit School Choices](#)

**21** Confirm and Sign

Do you want to receive your results by mail?

**Yes** ☒ Yes ☐ No **No**

**22** ☐ I certify that the information I have provided is accurate to the best of my knowledge. I understand that providing false information on this application may disqualify and void my application. I further acknowledge that once I am admitted to a school, I must comply with all enrollment requirements at that school to accept my offer of admission, including proving DC residency, completing a My School DC Enrollment form, and providing any additional information required by the school.

**23** Please enter your full name

**24** Date

12/15/2017

**25a** Admission to a school shall not be influenced by a student's academic or athletic performance except for DCPS selective high schools or programs where specific academic standards are required for admission. Such standards shall be uniformly applied to all students.

**25b** My School DC does not discriminate on the basis of race, color, national origin, sex, age, disability, religion, marital status, personal appearance, sexual orientation, family responsibilities, physical handicap, matriculation, or political affiliation in its programs and activities. Discrimination will not be tolerated and persons engaging in such will be subject to disciplinary action.

**25c** The information submitted on this application may be shared with third parties such as researchers for evaluation and planning purposes in order to improve the common lottery. Student and guardian information will not be made public.

[Save and Come Back Later](#) [Submit Application](#)

**Save and Come Back Later** **Submit Application**

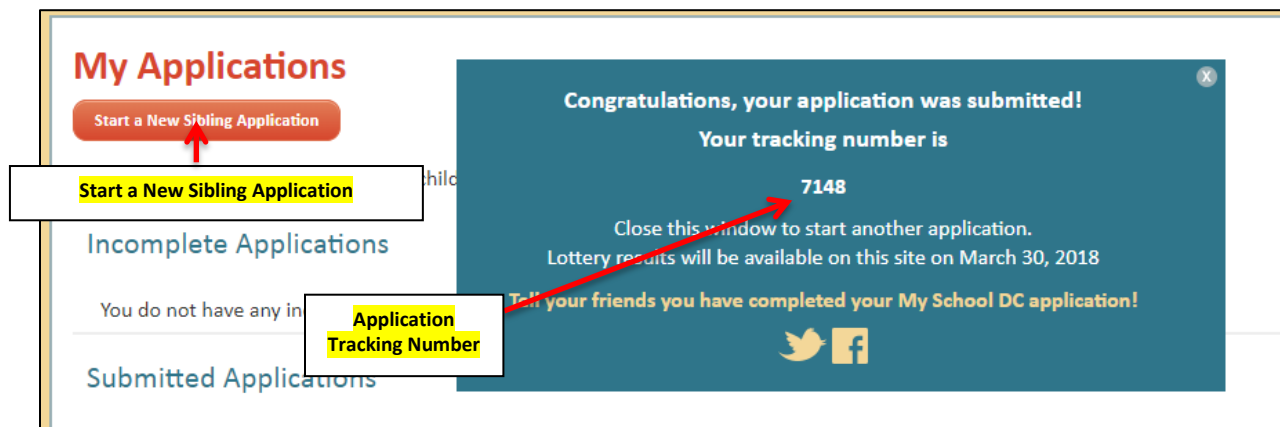
### Confirm and Sign

21. Do you want to receive your results by mail? (**Yes** or **No**)
22. Read this paragraph in its entirety. You must check the box in order to move forward with the application. “I certify that the information I have provided is accurate to the best of my knowledge. I understand that providing false information on this application may disqualify and void my application. I further acknowledge that once I am admitted to a school, I must comply with all enrollment requirements at that school to accept my offer of admission, including proving DC residency, completing a My School DC Seat Acceptance form, and providing any additional information required by the school.”
23. Sign the application by typing your name
24. The date will be prepopulated
25. Read the following statements:
  - a. Admission to a school shall not be influenced by a student's academic or athletic performance except for DCPS selective high schools or programs where specific academic standards are required for admission. Such standards shall be uniformly applied to all students.

- b. My School DC does not discriminate on the basis of race, color, national origin, sex, age, disability, religion, marital status, personal appearance, sexual orientation, family responsibilities, physical handicap, matriculation, or political affiliation in its programs and activities. Discrimination will not be tolerated and persons engaging in such will be subject to disciplinary action.
- c. The information submitted on this application may be shared with third parties such as researchers for evaluation and planning purposes in order to improve the common lottery. Student and guardian information will not be made public.

Click **“Submit Application”** to submit your application. Click **“Save and Come Back Later”** to save the application and return to it at a later time.

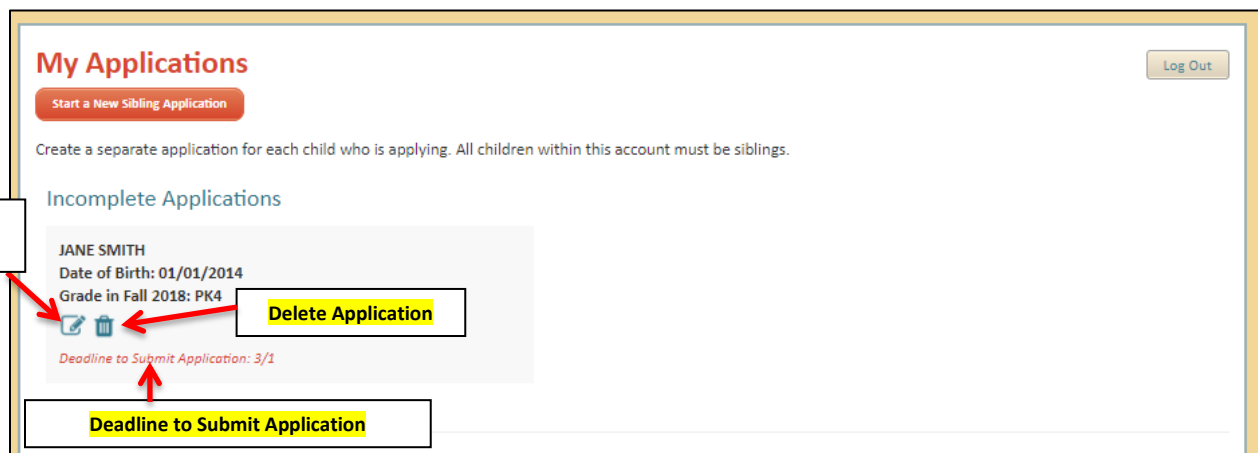
When you submit your application you will automatically receive an **Application Tracking Number**. If you registered using an email address or provided an email address anywhere in your application, this number will also be emailed to you. Refer to this number if you call the My School DC Hotline for assistance. The Hotline can be reached at (202) 888-6336, Monday through Friday, 8am to 5pm.



You can start a new application for another child in your family by clicking on the **“Start a New Sibling Application”** button in the top left corner. All applicants within your account must be siblings.



## Editing Your Application



### Incomplete Applications

You can edit or delete your saved application at any time before the application deadlines.

When you log into your account, you'll see the **My Applications** summary page.

You can click the “**Edit Application**” icon to continue working on your application. You can also click on the “**Delete Application**” icon to delete your application.

Make sure you submit your application before the “**Deadline to Submit Application.**”

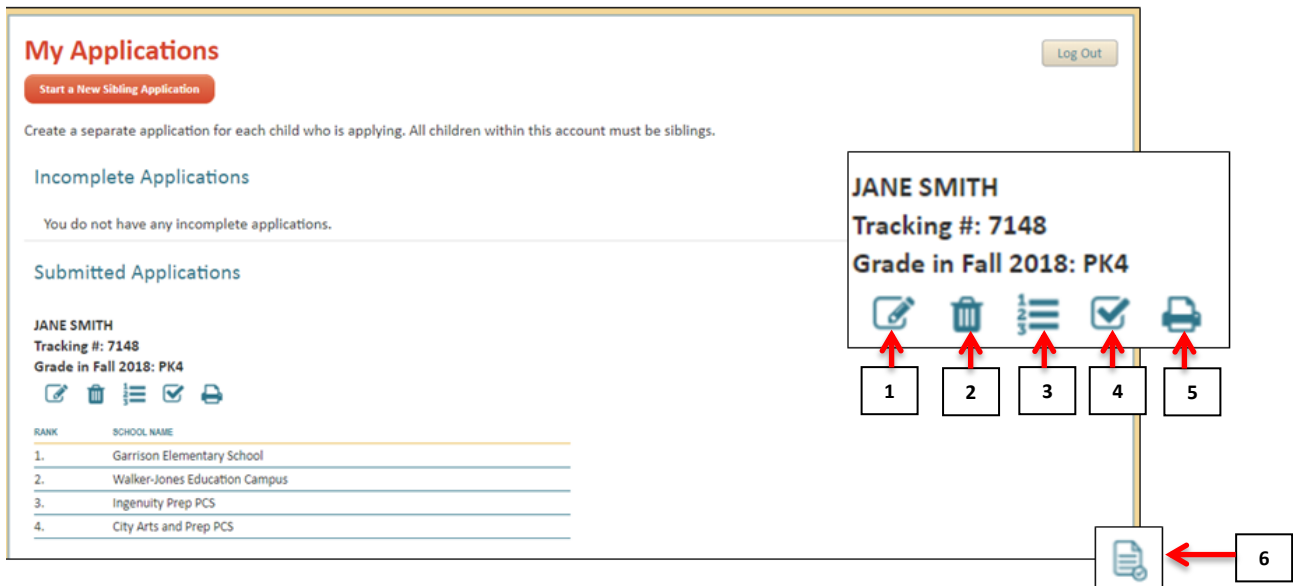
## Submitted Applications

You can edit or delete your submitted application at any time before the application deadlines.

When you log into your account, you'll see the My Applications summary page.

You are able to:

1. Edit your application
2. Delete your application
3. Edit your school rankings
4. View Preference Status
5. View/Print Application
6. View the status of your recommendations, or edit any of the emails you provided for your recommenders in the DCPS selective high school section of the application. This icon will only appear if you applied to a selective high school(s).



**My Applications** Log Out

[Start a New Sibling Application](#)

Create a separate application for each child who is applying. All children within this account must be siblings.

**Incomplete Applications**

You do not have any incomplete applications.

**Submitted Applications**

**JANE SMITH**  
Tracking #: 7148  
Grade in Fall 2018: PK4

1. Edit icon (pencil) 2. Delete icon (trash) 3. Edit school rankings icon (list with arrows) 4. View/Print Application icon (checkmark and printer) 5. View status of recommendations icon (document with checkmark)

RANK	SCHOOL NAME
1.	Garrison Elementary School
2.	Walker-Jones Education Campus
3.	Ingenuity Prep PCS
4.	City Arts and Prep PCS

6. View status of recommendations icon (document with checkmark)

**Questions? Need help completing your application?**  
Call the My School DC Hotline at (202) 888-6336, Monday through Friday,  
8am to 5pm. A representative will work with an interpreter to assist you in  
your language.