



MY SCHOOL DC APPLICATION USER GUIDE School Year 2017-18

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, 9am 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.

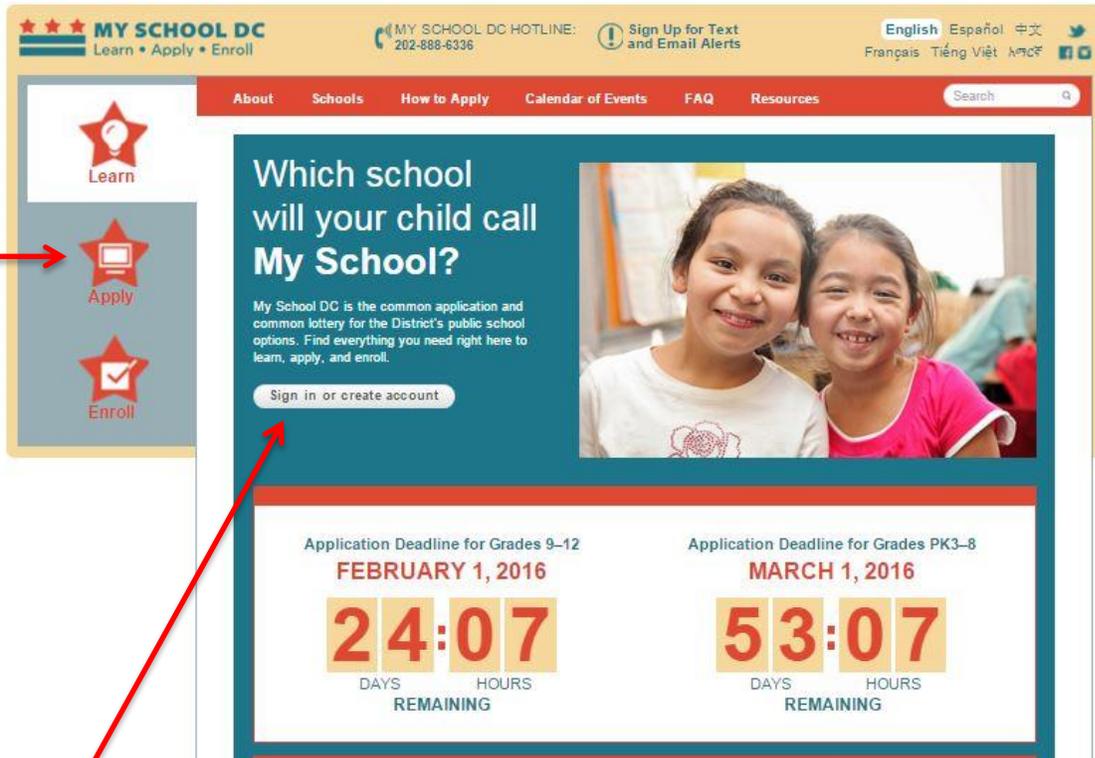
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STEP 1: Access the 2017-18 My School DC Online Application

You can access the 2017-18 My School DC online application in three ways:

1. Go to MySchoolDC.org and click on **Apply**;
2. Go to MySchoolDC.org and click on the “**Sign in or Create Account**” button on the home page;
3. Go directly to <https://apply.myschooldc.dc.gov/>

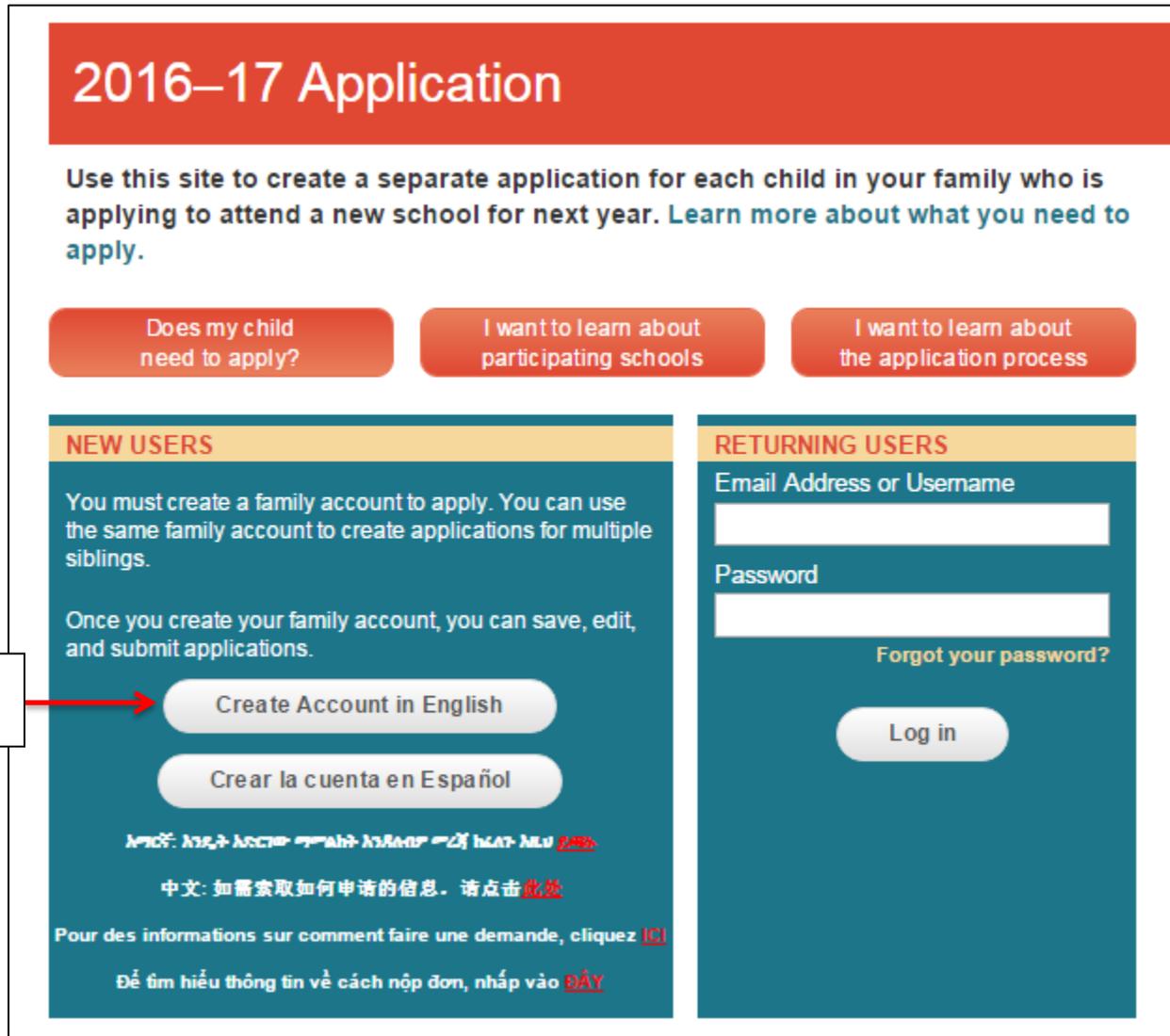


Apply

Sign in or create account

STEP 2: Create a Family Account

To create a Family Account, click on the “**Create Account in English**” button in the “**New Users**” prompt.



2016–17 Application

Use this site to create a separate application for each child in your family who is applying to attend a new school for next year. [Learn more about what you need to apply.](#)

Does my child need to apply? | I want to learn about participating schools | I want to learn about the application process

NEW USERS

You must create a family account to apply. You can use the same family account to create applications for multiple siblings.

Once you create your family account, you can save, edit, and submit applications.

Create Account in English

Crear la cuenta en Español

အကူအညီအတွက်အချက်အလက်များကိုရရှိရန် [နှိပ်နှိပ်](#)

中文: 如需索取如何申请的信息, 请点击 [此处](#)

Pour des informations sur comment faire une demande, cliquez [ICI](#)

Để tìm hiểu thông tin về cách nộp đơn, nhấp vào [ĐÂY](#)

RETURNING USERS

Email Address or Username

Password

[Forgot your password?](#)

Log in

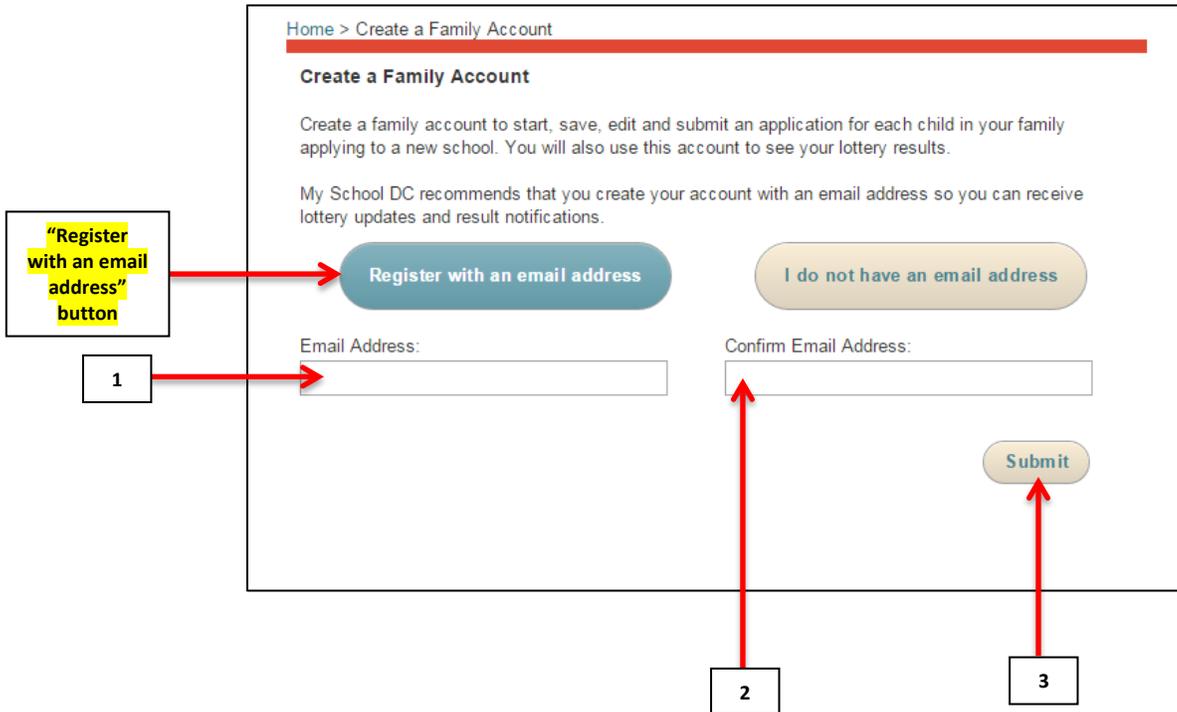
There are two ways in which an applicant can create a family account:

- 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: Creating a family account using an email address

First, click on the “Register with an email address” button.



Home > Create a Family Account

Create a Family Account

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.

My School DC recommends that you create your account with an email address so you can receive lottery updates and result notifications.

“Register with an email address” button

1

Register with an email address

I do not have an email address

Email Address:

2

Confirm Email Address:

3

Submit

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. Click on the link in the email to return to this site and choose your password. If you do not get an email from 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 right-hand corner



Create Password

Your user name is: arygirl_14@yahoo.com

Please enter your password:

4

5

6

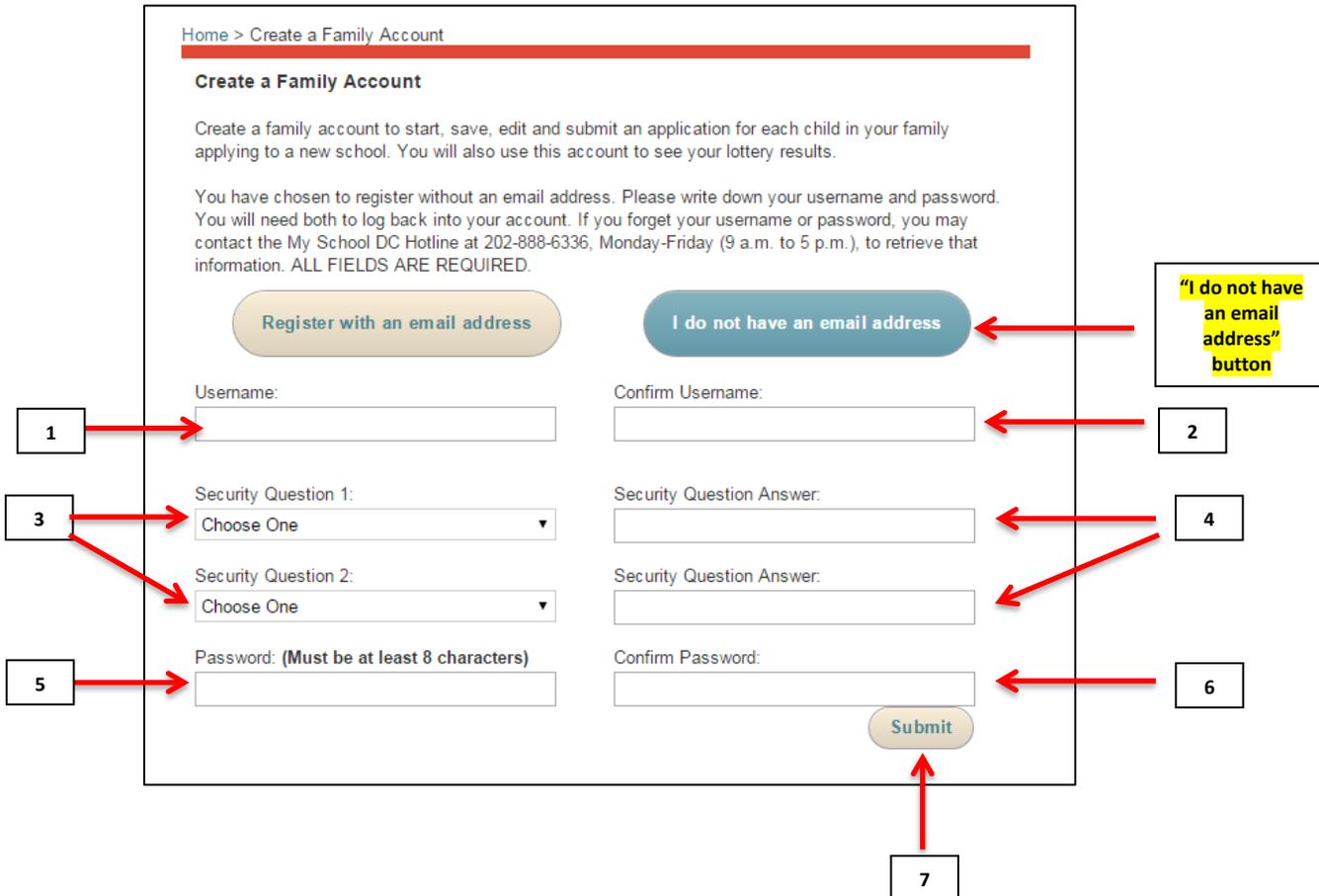
Confirm Password:

Submit

Password must be at least 8 characters long.

Method 2: Creating an account using a username

Click on the “I do not have an email address” button.



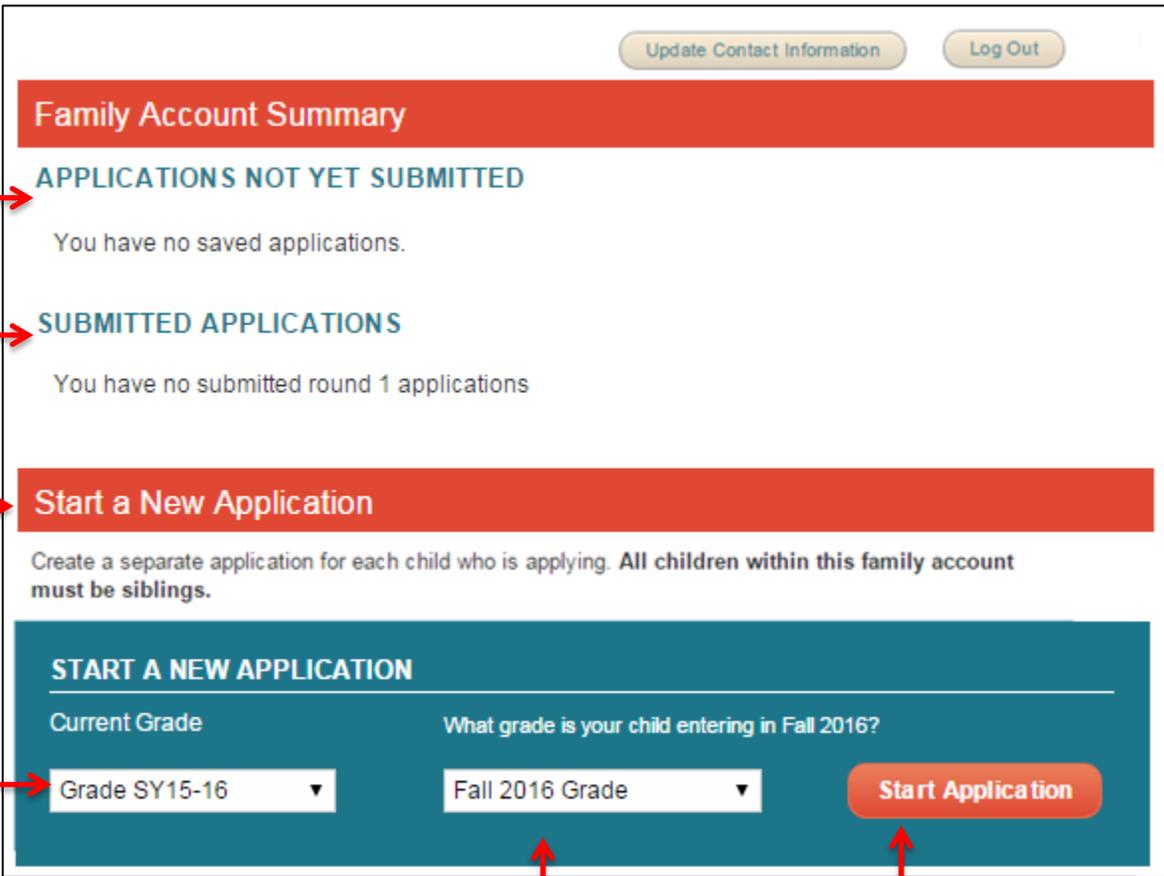
The screenshot shows the 'Create a Family Account' page. At the top, there is a breadcrumb trail 'Home > Create a Family Account'. Below it, the title 'Create a Family Account' is followed by a paragraph explaining the purpose of the account. A second paragraph states that the user has chosen to register without an email address and provides instructions on how to retrieve a forgotten username or password. There are two buttons: 'Register with an email address' (highlighted in yellow) and 'I do not have an email address' (highlighted in blue). The form contains several input fields: 'Username' (callout 1), 'Confirm Username' (callout 2), 'Security Question 1' (callout 3), 'Security Question Answer' (callout 4), 'Security Question 2' (callout 3), 'Security Question Answer' (callout 4), 'Password: (Must be at least 8 characters)' (callout 5), and 'Confirm Password' (callout 6). A 'Submit' button is at the bottom (callout 7). A callout box on the right points to the 'I do not have an email address' button with the text: "I do not have an email address" button.

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. In what city were you born?
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



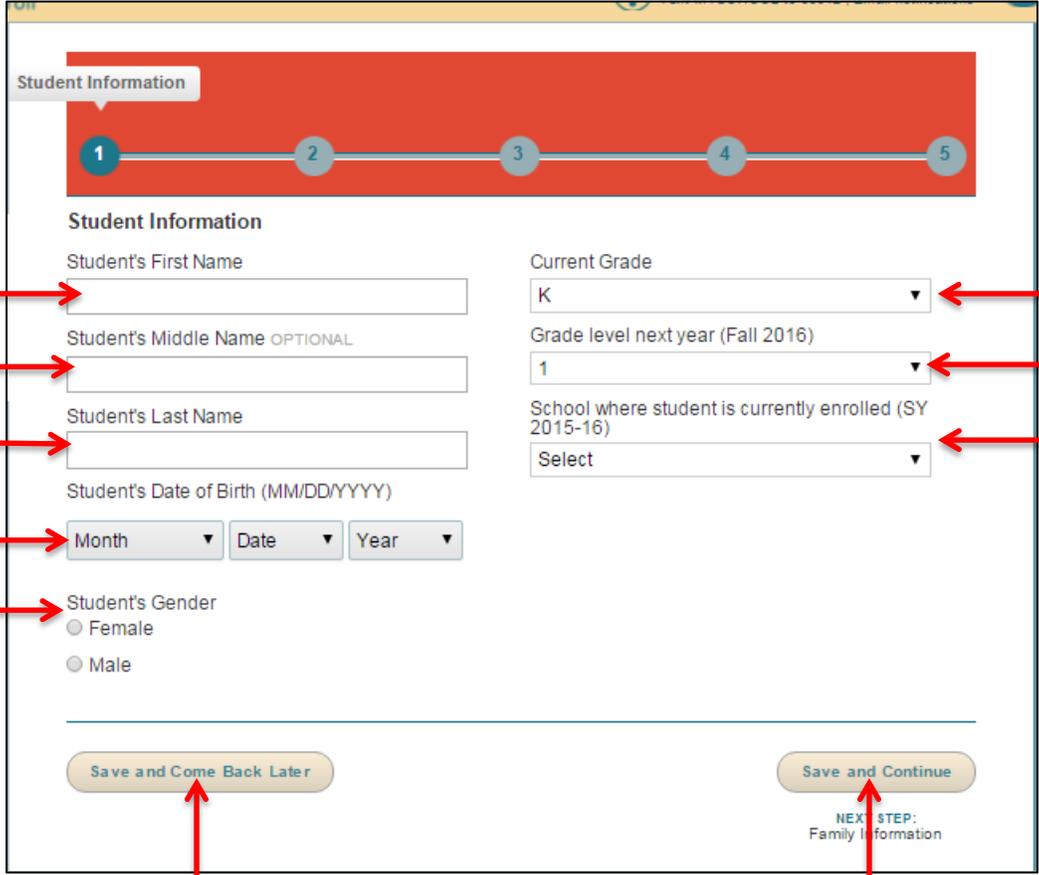
The screenshot shows the 'Family Account Summary' page. At the top right are buttons for 'Update Contact Information' and 'Log Out'. The main content is divided into three sections: 'APPLICATIONS NOT YET SUBMITTED', 'SUBMITTED APPLICATIONS', and 'Start a New Application'. The 'Start a New Application' section contains a form with two dropdown menus and a 'Start Application' button. Red arrows and numbered boxes (1, 2, 3) point to the 'Start a New Application' link, the 'Current Grade' dropdown, the 'Fall 2016 Grade' dropdown, and the 'Start Application' button respectively. On the left side, three callout boxes with yellow highlights and red arrows point to the 'Applications Not Yet Submitted', 'Submitted Applications', and 'Start a New Application' sections.

To start a new application, go to the “**Start a New Application**” section at the bottom of the page.

STEPS

1. Select your child’s current grade
2. Select the grade that your child will be entering in Fall 2016
3. Click on “**Start Application**”

STEP 4: Entering Student Information



The screenshot shows a web form titled "Student Information" with a progress bar at the top containing five numbered steps. The form fields are as follows:

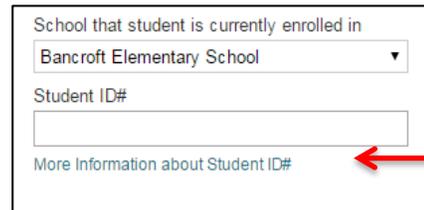
- 1**: Student's First Name (text input)
- 2**: Student's Middle Name OPTIONAL (text input)
- 3**: Student's Last Name (text input)
- 4**: Student's Date of Birth (MM/DD/YYYY) (Month, Date, Year dropdowns)
- 5**: Student's Gender (Female, Male radio buttons)
- 6**: Current Grade (dropdown menu, currently showing "K")
- 7**: Grade level next year (Fall 2016) (dropdown menu, currently showing "1")
- 8**: School where student is currently enrolled (SY 2015-16) (dropdown menu, currently showing "Select")
- 9**: Save and Come Back Later button
- 10**: Save and Continue button (with "NEXT STEP: Family Information" text below it)

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
5. Student's Gender
 - Female
 - Male
6. Current grade level
7. Grade level next year (Fall 2016)

8. School that student is currently enrolled in

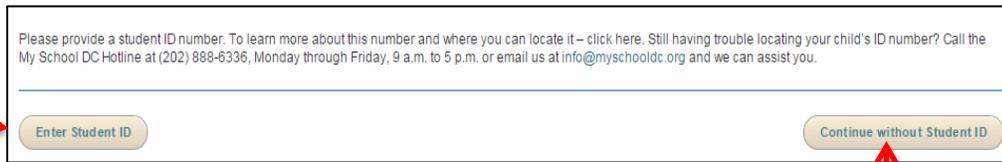
- If you don't see your child's school, you will need to select "Other". You will be asked to enter the school's name, address, and phone number.
- If your child is currently enrolled in a DCPS school or charter school, you will see a field for Student ID#. Please enter your child's **Student ID#**. 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. You will only see this field if your child is currently enrolled in a DCPS or charter school.



8a.

8b. Student ID#

Error Message 1. If you do not enter the Student ID#, you will see the following message:



a. Enter Student ID

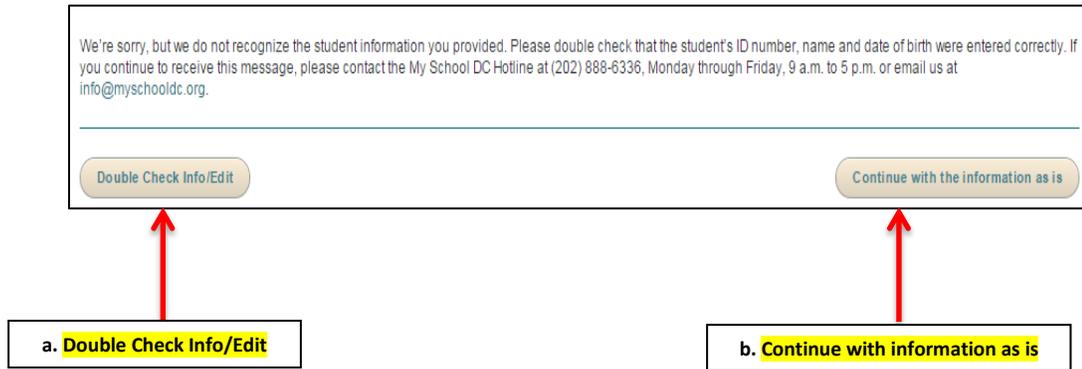
b. Continue without Student ID

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, 9 a.m. to 5 p.m. or email us at info.myschooldc@dc.gov and we can assist you."

You have two options if you see this message:

- Click on "**Enter Student ID**" to enter your child's Student ID #.
- 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: If you enter your child’s Student ID# incorrectly, you will see the following message:



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, 9 a.m. to 5 p.m. or email us at info@myschooldc.org.

a. Double Check Info/Edit

b. Continue with information as is

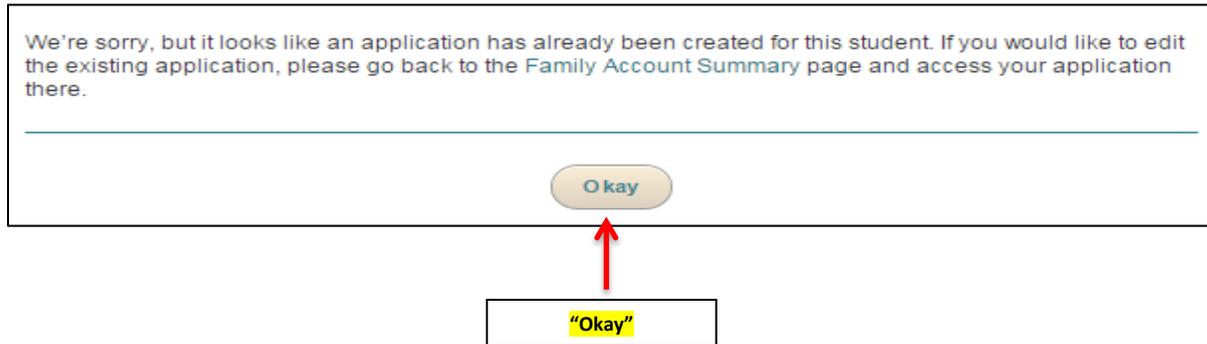
This message says: “We’re sorry, but we do not recognize the student information you provided. Please double check that the student’s ID number, name, and date of birth were entered correctly. If you continue to receive this message, please contact the My School DC Hotline at (202) 888-6336, Monday through Friday, 9 a.m. to 5 p.m. or email us at info.myschooldc@dc.gov.”

You have two options if you see this message:

- a. 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 Info/Edit**” to edit the Student ID#.
 - b. 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**”. 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.
9. **Optional!** Click on “Save and Come Back Later” to save the application and return to it at a later time. You will need to log back into your family account to access the application.
 10. Click on “**Save and Continue**” to continue to the next step of the application.

Once you click on “**Save and Continue**” you may receive one of two error messages. If you receive an error message, please follow the instructions below. If you do not receive an error message, please continue with the application.

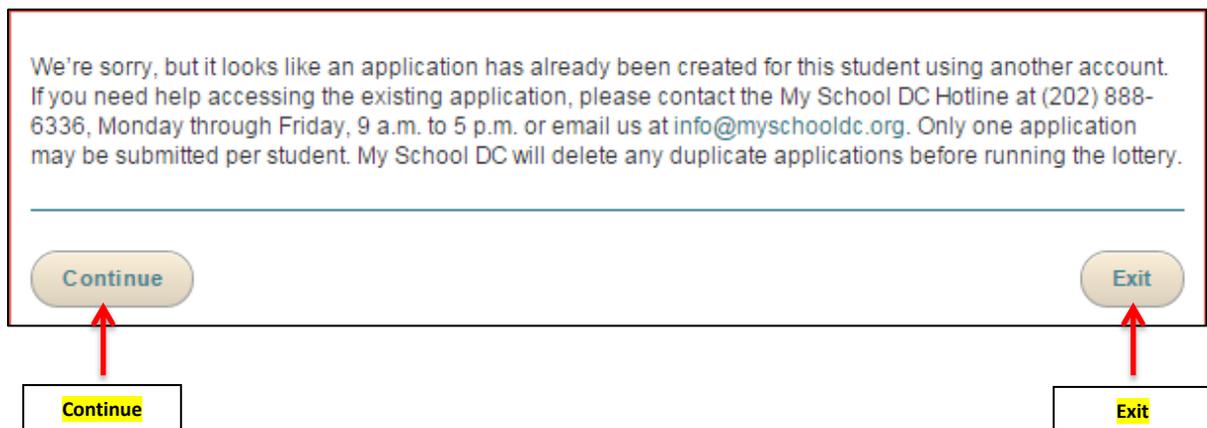
Error Message 1. If you have already started an application for the same child in your family account, you will see the following error message after you click on “**Save and Continue**”:



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 go back to the Family Account Summary page and access your application there.”

You will need to click the “**Okay**” button, and then you will be taken back to the Family Account Summary page where you can access your existing application.

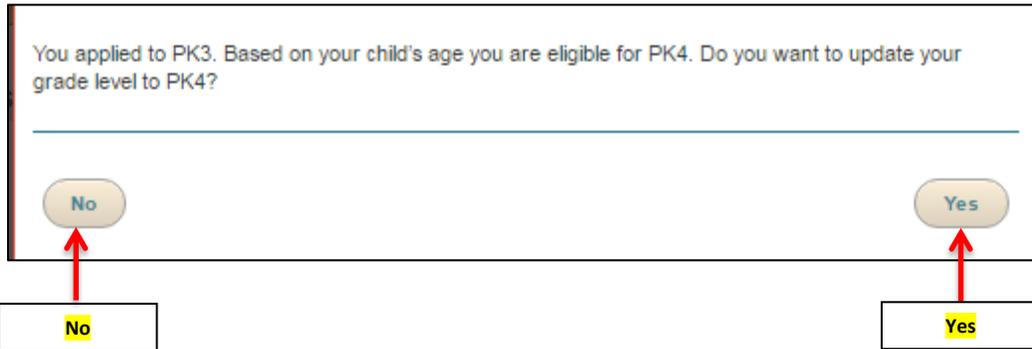
Error Message 2: If an application has already been created for this student through another family account, you will see the following error message after you click on “**Save and Continue**”:



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, 9 a.m. to 5 p.m. or email us at 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” to exit the application. Please call the My School DC Hotline at (202) 888-6336 for additional assistance.

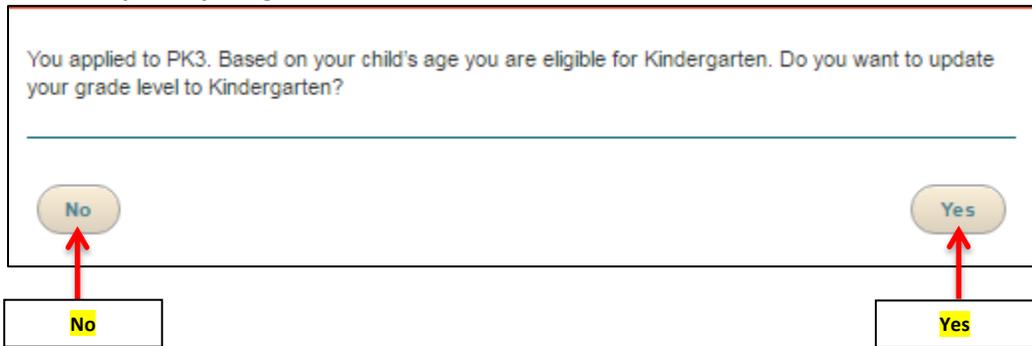
Error Message: You applied to PK3. Based on your child’s age you are eligible for PK4. Do you want to update your grade level to PK4?



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**

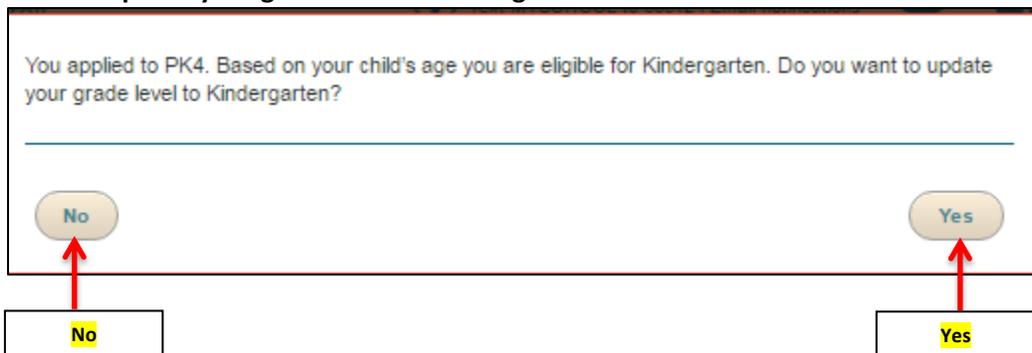
Error Message: You applied to PK3. Based on your child’s age you are eligible for Kindergarten. Do you want to update your grade level to PK4?



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?



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?

No **Yes**

STEP 5: Entering Primary Guardian Information

Family Information

Please provide your most up-to-date contact information. Schools will use this contact information to notify you if they have space available for your child.

Guardian

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.

<p>First Name <input type="text" value="MDC"/></p> <p>Last Name <input type="text" value="Parent"/></p> <p>Telephone #1 <input type="text" value="(301) 379-8559"/></p> <p>Telephone #2 <small>OPTIONAL</small> <input type="text"/></p>	<p>Preferred Language <input type="text" value="Select"/></p> <p>Who is completing this application? <input type="text" value="Select"/></p> <p>Email Address <small>OPTIONAL</small> <input type="text"/></p>
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The guardian's address will be used to confirm in-boundary and proximity preferences for your child.

<p>Street Address <small>(Ex: 1600 Pennsylvania Avenue NW)</small> <input type="text" value="123 MAIN STREET SW"/></p> <p>City <input type="text" value="WASHINGTON"/></p> <p>Zip Code <input type="text" value="20020"/></p>	<p>Apt/Suite/Unit # <small>OPTIONAL</small> <input type="text"/></p> <p>State <input type="text" value="District of Columbia"/></p>
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STEPS

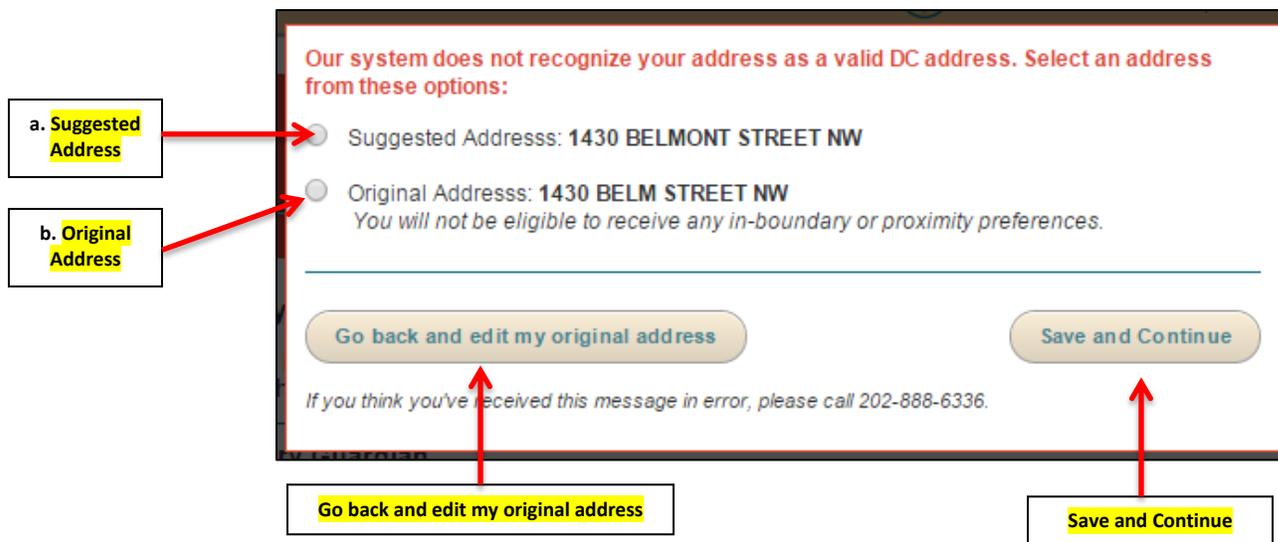
1. First Name
2. Last Name
3. Telephone #1
4. Optional: Telephone #2
5. Preferred language
6. Who is completing this application? Select from the following options:
 - Parent
 - Guardian
 - Grandparent
 - Aunt/Uncle
 - Social worker/counselor
 - I am the student
 - Other

7. Optional: Email address
8. Street address
9. Optional: Apartment # / Suite # / Unit #
10. City
11. State
12. Zip code

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

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:

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



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 are correct and you need to edit the address in its entirety, please click on **“Go back and edit my original address”**.

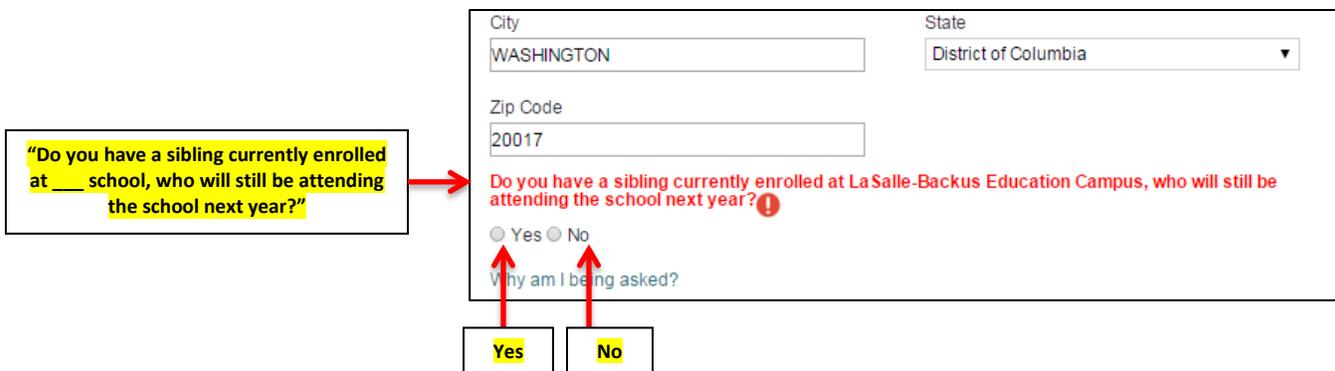
DCPS School Boundaries Grandfathering Clause

The address you enter on your My School DC application may prompt the following question: **“Do you have a sibling currently enrolled at ___ school, who will still be attending the school next year?”**

If this question does show up for you, it refers to the grandfathering clause for the new school boundaries. In August 2014, the Mayor and Chancellor approved and adopted the updated attendance zones and feeder patterns. The phase-in policy provides in-boundary rights to families who have been zoned out of the boundary beginning in SY15-16 and have another child currently attending the school.

If your child does have a sibling that currently goes to the school indicated on the question, click **“yes”**. If your child does not have a sibling that currently goes to that school, click **“no”**.

Please call the My School DC Hotline at (202) 888-6336 if you have questions.



The screenshot shows a form with the following fields: City (WASHINGTON), State (District of Columbia), and Zip Code (20017). Below these fields is a question: "Do you have a sibling currently enrolled at LaSalle-Backus Education Campus, who will still be attending the school next year?" with radio buttons for Yes and No. A link "Why am I being asked?" is also present. A separate box on the left contains the question text: "Do you have a sibling currently enrolled at ___ school, who will still be attending the school next year?". Red arrows point from this box to the question on the form and from the Yes/No buttons to the question.

Additional Contact (Optional)

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

<p>First Name → <input type="text"/></p> <p>Last Name → <input type="text"/></p> <p>Telephone #1 → <input type="text"/></p> <p>Optional: Telephone #2 → <input type="text"/></p> <hr/> <p>Street Address → <input type="text"/> <small>(Ex: 1600 Pennsylvania Avenue NW)</small></p> <p>City → <input type="text"/></p> <p>Zip Code → <input type="text"/></p> <p>How did you learn about My School DC? Check all that apply. →</p> <p><input type="checkbox"/> School website or open house <input type="checkbox"/> A My School DC field representative approached me while I was out</p> <p><input type="checkbox"/> Social media <input type="checkbox"/> Staff member at my current school</p> <p><input type="checkbox"/> Metro, bus or radio advertisement <input type="checkbox"/> Staff member at another school</p> <p><input type="checkbox"/> At a My School DC or community event <input type="checkbox"/> Family / friend</p> <p><input type="checkbox"/> A My School DC field representative came to my home <input type="checkbox"/> Other</p>	<p>Preferred Language → <input type="text" value="Select"/></p> <p>Optional: Email Address → <input type="text"/></p> <hr/> <p>Optional: Apt. / Suite / Unit # → <input type="text"/></p> <p>State → <input type="text" value="Select One"/></p> <p><input checked="" type="checkbox"/> Please send any notifications to both contacts.</p>
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NEXT STEP:
Confirm Family Information

Save and Come Back Later

Save and Continue



Once all information is entered, 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.

How did you hear about My School DC? Check all that apply.

The options are (listed in order):

Left column (6 options)

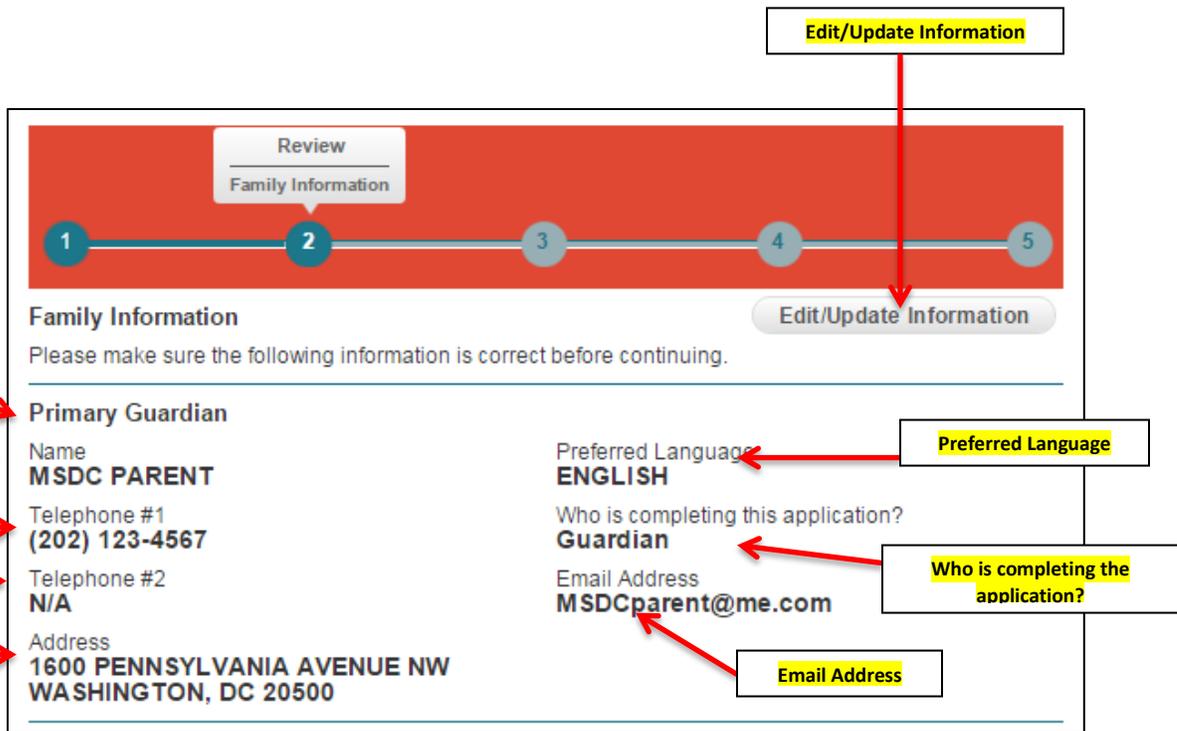
- School website
- School open house
- School staff member
- A My School DC representative approached me while I was out
- Facebook, Twitter, or Instagram
- My child’s daycare

Right column (5 options)

- Metro, bus, or radio advertisement
- EdFEST – the citywide school fair
- At a community event
- Family / Friend
- Other

STEP 6: Review and confirm student and guardian information

If you need to make a correction to information entered, click on “**Edit/Update Information**”. Otherwise, click on “**Save and Continue**” button at the bottom right-hand corner of the page to continue with the application.



Review
Family Information

1 — 2 — 3 — 4 — 5

Family Information
Please make sure the following information is correct before continuing.

Primary Guardian

Name
MSDC PARENT

Telephone #1
(202) 123-4567

Telephone #2
N/A

Address
**1600 PENNSYLVANIA AVENUE NW
WASHINGTON, DC 20500**

Preferred Language
ENGLISH

Who is completing this application?
Guardian

Email Address
MSDCparent@me.com

Edit/Update Information (top right)

Edit/Update Information (bottom right)

Callout boxes: **Primary Guardian**, **Name**, **Telephone #1**, **Telephone #2**, **Address**, **Preferred Language**, **Who is completing the application?**, **Email Address**

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.

Select Schools

1 — 2 — 3 — 4 — 5

Select Schools

This student's address is:
1600 PENNSYLVANIA AVENUE NW

Based on the above address and your current school, you have the right to attend the following schools:

- School Without Walls @ Francis-Stevens

Note: The list of schools includes all schools that offer the student's fall 2016 grade.

You have a right to attend your in-boundary or feeder schools in grades K-12.

- Because you do not need to apply to attend these schools, you will not be able to select them in your application.
- You can turn in your enrollment forms directly to the school.

Select the schools you would like to apply to.
Students may receive preferences in the lottery at different schools. Find out more [here](#).

You may select up to 12 schools.

- The more choices you list, the better your chance of getting a match.
- However, you should only select schools you want to send your child to.
- On the following page you will be asked to rank your school selections in the order you prefer.

School Selection: Please select a school to see if you are eligible for a preference.

School Selection: Please select a school to see if you are eligible for a preference.

Your in-boundary school(s) will be displayed here.

Select the schools to which you want to apply from the drop down menus.

If your child has a sibling at the school, indicate that here.

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. Applicants will not see their in-boundary or feeder schools in the school selection menus because they can directly enroll at these schools if they will attend grades K-12.

However, if an applicant wants to attend their in-boundary DCPS school for grades PK3 and / 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.

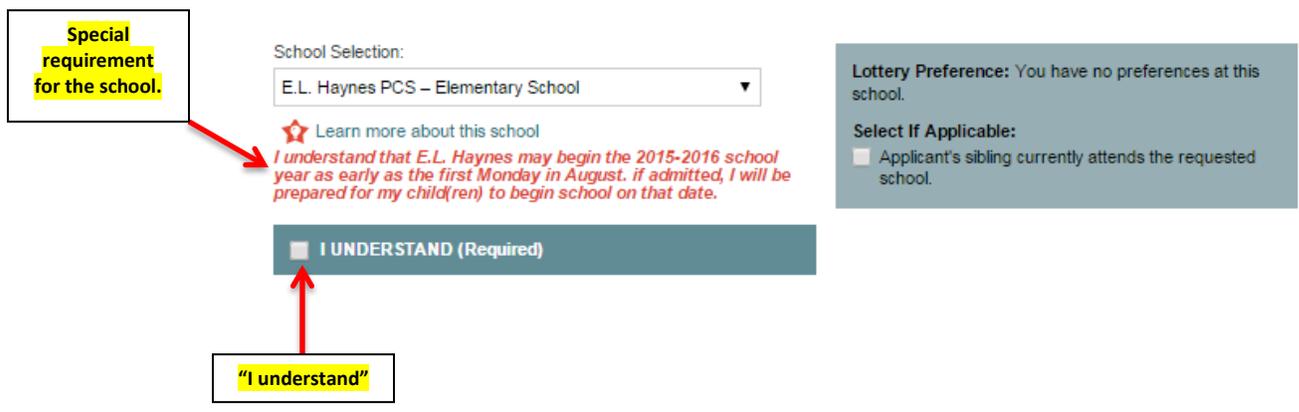
Sibling preference

In order to indicate a sibling preference at a school, the applicant should check the checkbox in the blue box to the right of the school name and provide the sibling’s name, grade, and Student ID (if it is a DCPS school).

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 2017-18, they can request a sibling preference. Check the checkbox in the blue box to the right of the school name and provide the name of the sibling that will attend the in-boundary school, their grade (must be grades K-12), 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 2017-18 in order for the applicant to receive sibling preference.

Special Requirements

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 continue on. If you need assistance understanding the special requirements, please call the My School DC Hotline at (202) 888-6336.



The screenshot shows a form with the following elements:

- School Selection:** A dropdown menu showing "E.L. Haynes PCS – Elementary School".
- Special requirement for the school:** A red text box containing the text: "Learn more about this school" and "I understand that E.L. Haynes may begin the 2015-2016 school year as early as the first Monday in August, if admitted, I will be prepared for my child(ren) to begin school on that date." A red arrow points from this box to the "I UNDERSTAND (Required)" checkbox.
- "I understand":** A blue checkbox labeled "I UNDERSTAND (Required)". A red arrow points from a yellow box containing the text "I understand" to this checkbox.
- Lottery Preference:** A grey box containing the text "Lottery Preference: You have no preferences at this school." and "Select If Applicable:" followed by a checkbox labeled "Applicant's sibling currently attends the requested school."

STEP 8: DCPS Selective Citywide High Schools

Scores
Complete Selective Citywide High School Application

1 2 3 4 5

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

	Edit School Choices	REPORT CARD & SCORES	SCHOOL-SPECIFIC REQS	RECOMMENDER EMAILS
Benjamin Banneker High School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Without Walls High School	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A

1. You can navigate the individual selective citywide 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.

Selective Citywide High School Application

Students who apply to any selective citywide high school must submit scores. Please upload one PDF that includes the items listed below.

- Your most recent report card
- Your previous year's final report card (which should include grades from all the previous year's marking periods)
- A copy of your most recent standardized test score report to verify your scores. Public school students should use their 2016 PARCC scores. (If you are only applying to School Without Walls and not any other selective high school, you do not need to include this.)

The application system will allow you to upload only one PDF, so please include all items in a single file. Your school counselor also has the ability to upload this document on your behalf.

NOTE: If you are currently enrolled in a DCPS or public charter school, and you provided your Student ID# earlier in this application, your 2016 PARCC scores will be automatically entered below. Current DCPS students who provided a Student ID# will also have their report cards provided for them. Charter school students will need to upload their own report cards. To view your report cards click the "View Report Card" link below.

Upload Report Card and Test Scores Type of Test OPTIONAL

No file chosen

Upload PDF from your computer or drag and drop a file.

Math Score

Reading Score

Math Proficiency

Reading Proficiency

You are not finished yet, please continue.....

Students who apply to any selective citywide high school must submit scores. Please upload one PDF that includes the items listed below:

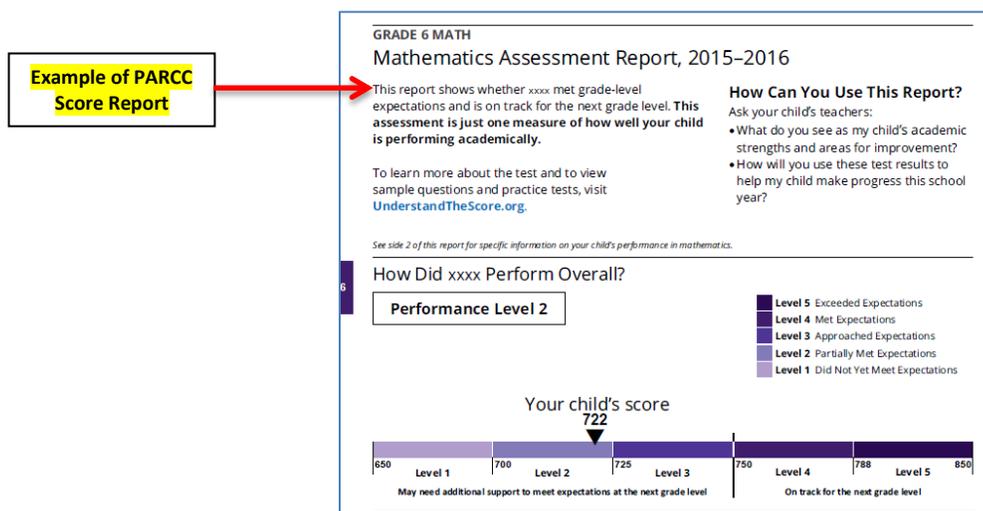
- Your most recent report card
- Your previous year's final report card (which should include grades from all the previous year's marking periods)
- A copy of your most recent standardized test score report to verify your scores. Public school students should use their 2016 PARCC scores. (If you are only applying to School Without Walls and not any other selective high school, you do not need to include this.)The application system will allow you to upload only one PDF, so please include all items in a single file. Your school counselor also has the ability to upload this document on your behalf.

NOTE: If you are currently enrolled in a DCPS or public charter school, and you provided your Student ID# earlier in this application, your 2016 PARCC scores will be automatically entered below. Current DCPS students who provided a Student ID# will also have their report cards provided for them. Charter school students will need to upload their own report cards. To view your report cards click the "View Report Card" link below.(See Step 5.)

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

If you do need to upload the information manually, follow these steps:

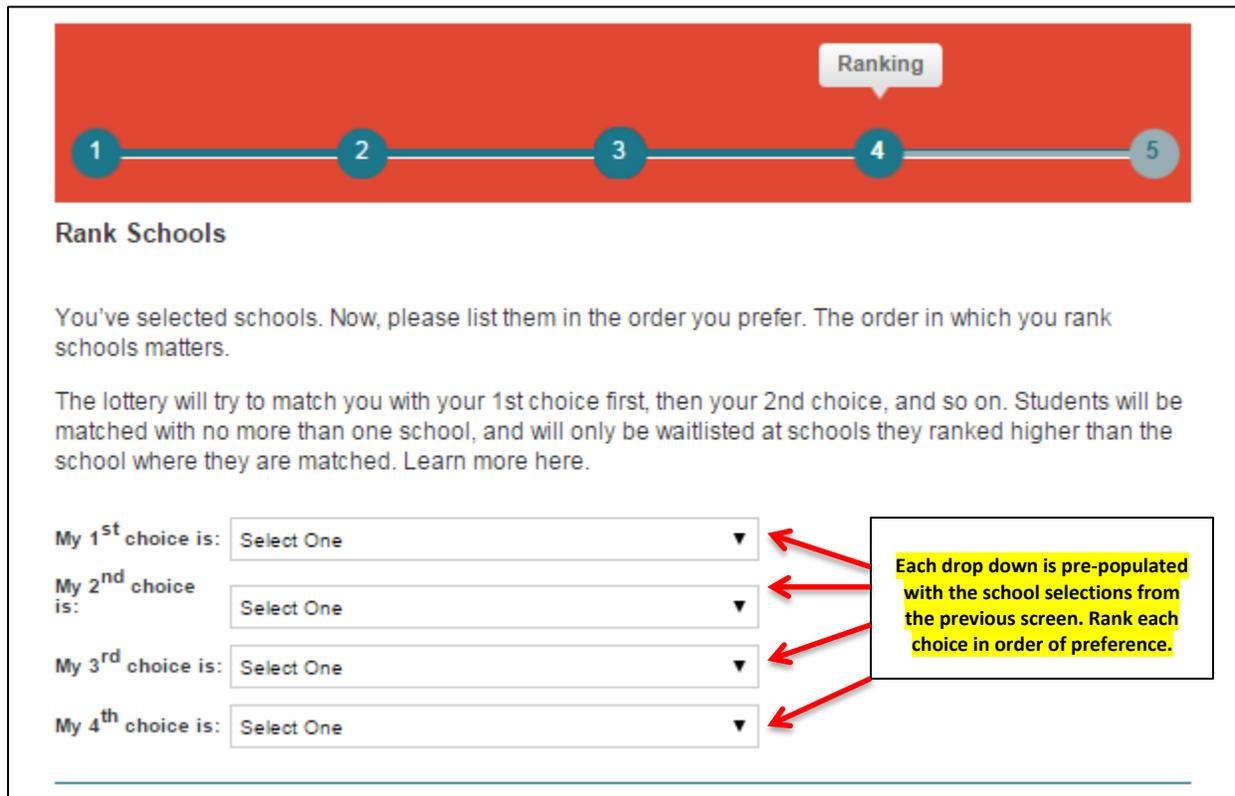
- You will need to scan your child’s report cards and standardized test report together to create a single PDF file.
- The maximum file size for the PDF upload is 5MB. Reduce your file size by ensuring you are not including any unnecessary documents or blank pages.
- For parents uploading PARCC score reports – only the top summary page with the raw scores needs to be included (see below for an example.) If the PARCC scores were automatically pulled for you through the Student ID# used, you do not need to include PARCC documentation in your uploaded PDF.



STEP 9: Ranking Your School Choices

In this section, applicants will rank the schools selected in order of preference (e.g., your 1st choice, 2nd choice, 3rd choice, etc.). The order in which applicants rank schools matters. The lottery will try to match you with your 1st choice, then your 2nd choice, and so forth.

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.



Ranking

1 2 3 4 5

Rank Schools

You've selected schools. Now, please list them in the order you prefer. The order in which you 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. [Learn more here.](#)

My 1st choice is:

My 2nd choice is:

My 3rd choice is:

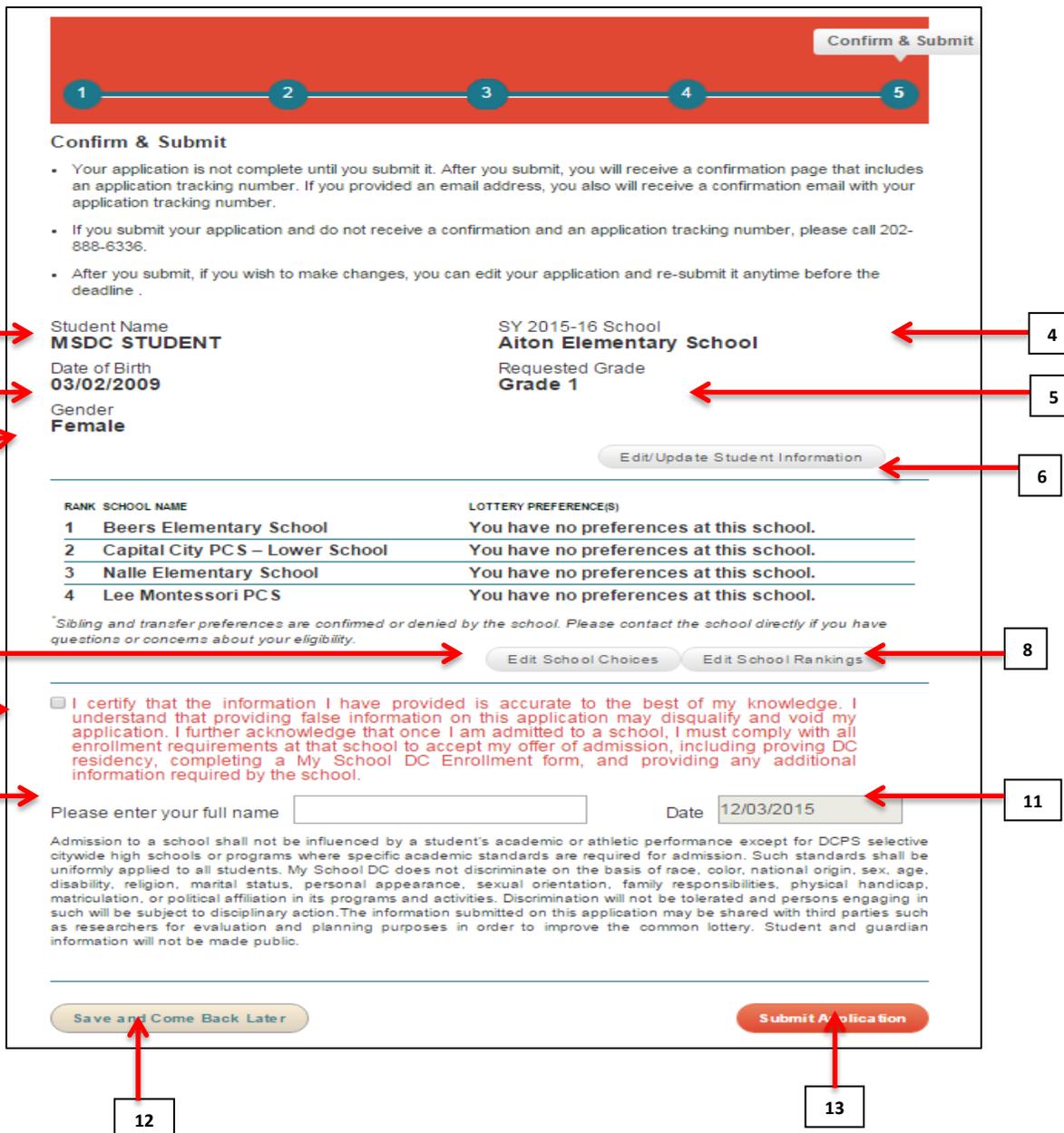
My 4th choice is:

Each drop down is pre-populated with the school selections from the previous screen. Rank each choice in order of preference.

STEP 10: Confirm and Submit

Confirm the following:

1. Student Name
2. Date of Birth
3. Gender
4. Current School
5. Requested Grade
6. Click on “Edit/Update Student Information” to make any edits.



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.
- After you submit, if you wish to make changes, you can edit your application and re-submit it anytime before the deadline.

1 → Student Name **MSDC STUDENT** ← 4

2 → Date of Birth **03/02/2009** ← 5

3 → Gender **Female** ← 6

SY 2015-16 School **Aiton Elementary School**

Requested Grade **Grade 1**

[Edit/Update Student Information](#)

RANK	SCHOOL NAME	LOTTERY PREFERENCE(S)
1	Beers Elementary School	You have no preferences at this school.
2	Capital City PCS – Lower School	You have no preferences at this school.
3	Nalle Elementary School	You have no preferences at this school.
4	Lee Montessori PCS	You have no preferences at this school.

7 → ** Sibling and transfer preferences are confirmed or denied by the school. Please contact the school directly if you have questions or concerns about your eligibility.* ← 8

9 → 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.

10 → Please enter your full name Date ← 11

12 → [Save and Come Back Later](#)

13 → [Submit Application](#)

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

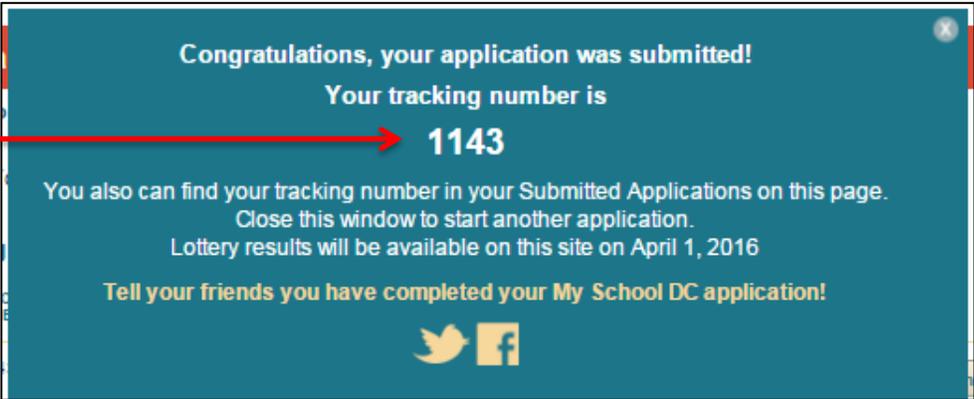
7. Click on **“Edit School Choices”** to make changes to your school selections.
8. Click on **“Edit School Rankings”** to change your school rankings.
9. Next, certify that all of the information you provided was accurate by clicking the checkbox.

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.

The message says, “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 the 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.”

10. Sign the application by typing in your name
11. The date will be prepopulated
12. Optional: Click **“Save and Come Back Later”** to save the application and return to it at a later time. You will need to log back into your family account to access the application.
13. Click **“Submit Application”** to submit your application.

When you submit your application you will automatically receive a tracking number. If you created a family account using an email address, 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, 9am to 5pm.



Application Tracking Number →

Congratulations, your application was submitted!
Your tracking number is 1143

You also can find your tracking number in your Submitted Applications on this page.
Close this window to start another application.
Lottery results will be available on this site on April 1, 2016

Tell your friends you have completed your My School DC application!



EDITING YOUR APPLICATION

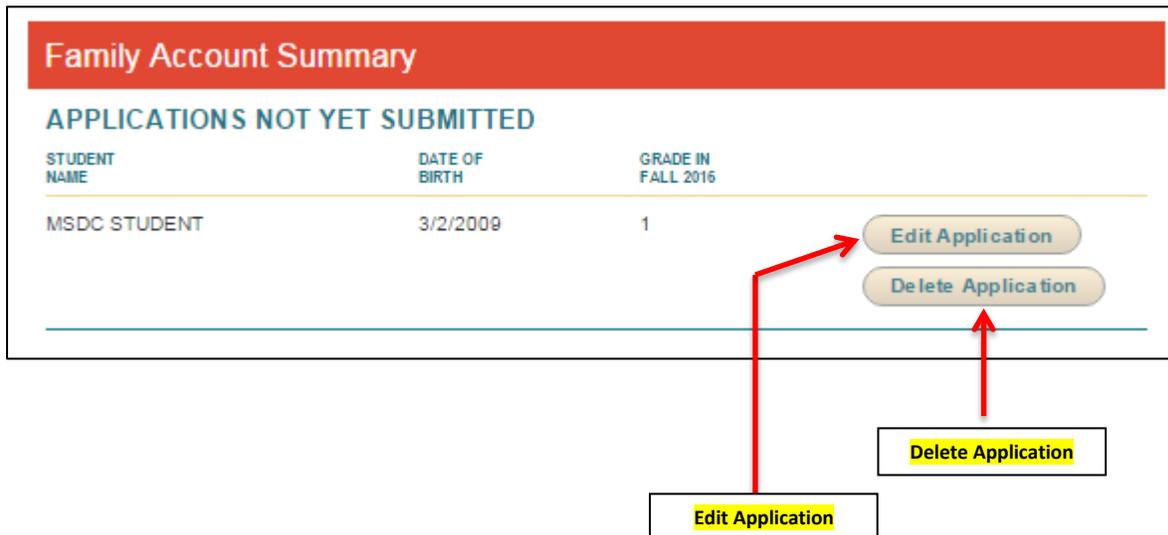
Applications Not Yet Submitted

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

When you log into your family account, you'll see the Family Account Summary Page.

You can click "**Edit Application**" and that will UNSUBMIT your application, so you can make any changes. You can update contact info, change school rankings, and add or delete schools. After making changes, you must RE-SUBMIT your application in order for it to be entered into the lottery.

You can click "**Delete Application**" only if you no longer want your application to be considered.



Family Account Summary

APPLICATIONS NOT YET SUBMITTED

STUDENT NAME	DATE OF BIRTH	GRADE IN FALL 2016
MSDC STUDENT	3/2/2009	1

Buttons: Edit Application, Delete Application

External Labels: Edit Application, Delete Application

Submitted Applications

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

When you log into your family account, you'll see the Family Account Summary Page.

You are able to:

1. View and print your application
2. Edit your application
3. Delete your application
4. Edit your school rankings
5. 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, if you applied to a selective high school(s).

TRACKING NUMBER	STUDENT NAME	DATE OF BIRTH	GRADE IN FALL 2015	SCHOOLS REQUESTED	
1186	Amy Lottery	1/14/2008	1	Capital City PCS – Lower School Bunker Hill Elementary School	View/Print Application Edit Application Delete Application Edit Rankings
1236	Wallace lottery	2/14/2004	9	Friendship PCS – Collegiate Academy BASIS DC PCS Phelps Architecture, Construction and Engineering High School	View/Print Application Edit Application Delete Application Edit Rankings View Status of Recommendations



Questions? Need help completing your application? Call the My School DC Hotline at (202) 888-6336, Monday through Friday, 9am to 5pm. A representative will work with an interpreter to assist you in your language.