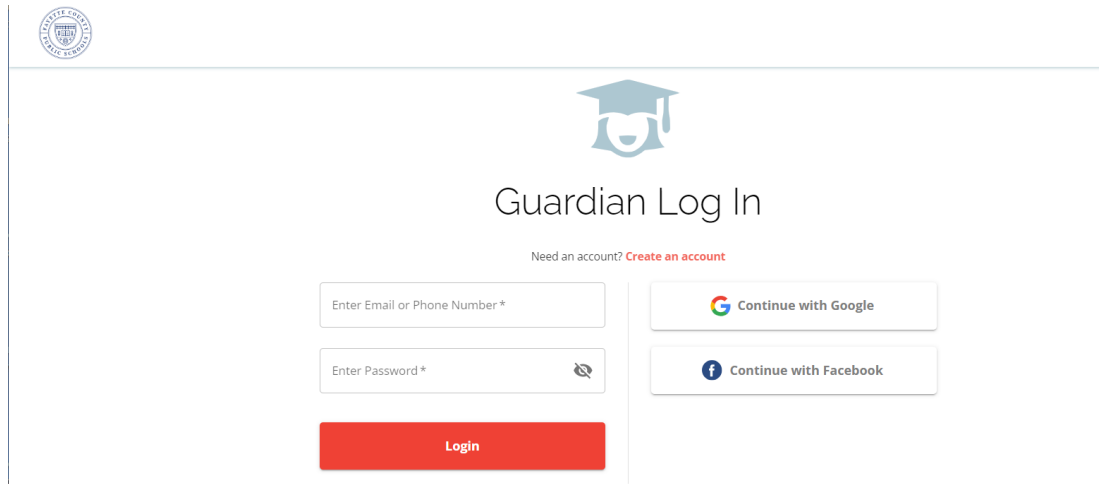


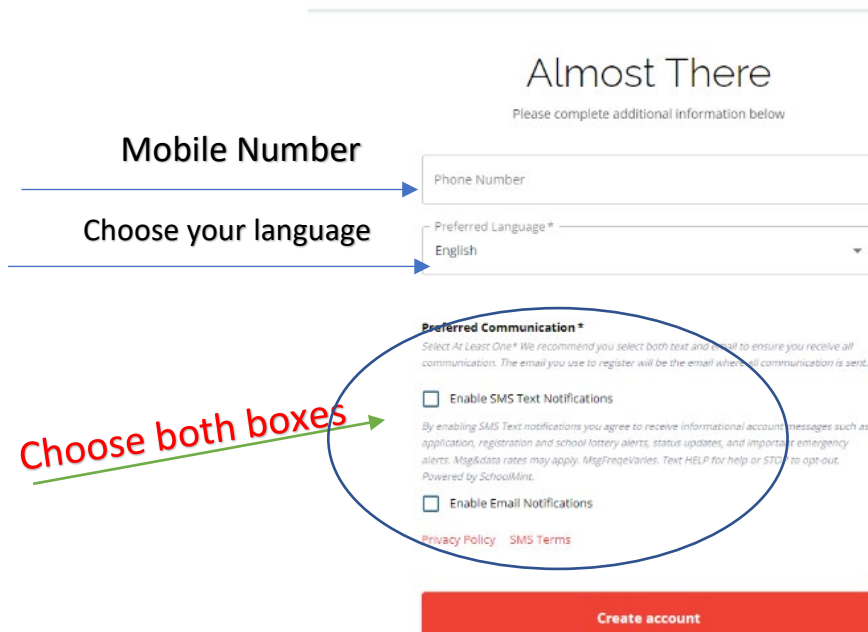
Districtwide Magnet and School Programs Application User Guide

Magnet and School Program Application User Guide

Step 1: Enter the following link to access the application platform www.fcps.net/apply. You can manually setup your login, use your Google account or Facebook to setup your login. **Notifications from the Office of Innovation will go to the email address or mobile phone number you enter.** It is your responsibility to ensure that your contact information is accurate.



Step 2: Once you choose your method of log in, you will be asked to enter a phone number, preferred language, and preferred communication. It is highly recommended that you **check both text and email** to receive notifications to ensure important communications are received.



Mobile Number

Phone Number

Choose your language

Preferred Language *
English

Preferred Communication *
Select At Least One* We recommend you select both text and email to ensure you receive all communication. The email you use to register will be the email where all communication is sent.

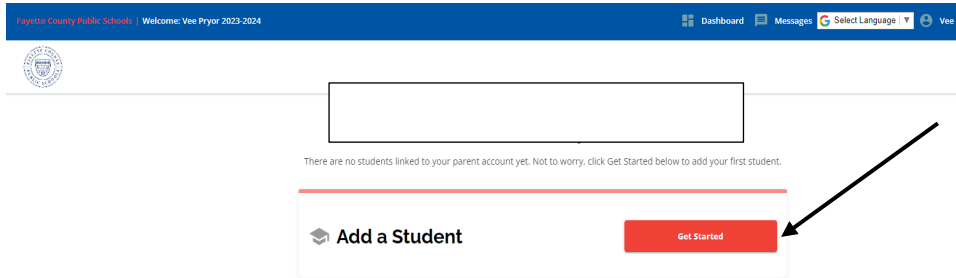
Enable SMS Text Notifications
By enabling SMS Text notifications you agree to receive informational account messages such as application, registration and school lottery alerts, status updates, and important emergency alerts. Msg&data rates may apply. MsgFreqVaries. Text HELP for help or STOP to opt-out. Powered by SchoolMint.

Enable Email Notifications

[Privacy Policy](#) [SMS Terms](#)

Create account

Step 3: Click on the “get started” button in red



Step 4: If your student currently attends **Fayette County Public School (FCPS)** the system will look for your student to minimize the amount of information you will have to enter. You will enter the requested information and agree to the “Requirements and Policies” before you can move forward. **If your student does NOT currently attend Fayette County Public Schools, answer NO to this question and enter the information manually.**

Get Started


Next: Student Information

Thank you for your interest in the Fayette County Public Schools Magnet/Special Program Application. On this page you will find a few instructions to get you started with the application. Before beginning the application, we ask that you read our Requirements & Policies.

School Year

Student Lookup

Is your student currently enrolled in Fayette County Public Schools and do you have your student ID?

Yes	No
Student ID *	
First Name *	
Last Name *	
Date of Birth * 	

Requirements & Policies

I have read and agree to the Requirements & Policies

I Agree

You must click to proceed

Fayette County Public Schools would like to assure all applicants that the information gathered on this application is kept confidential, and will not be shared with anyone outside our office.

Important: From the time the time current student’s information may fail to pop up or give error messages when performing the automatic student lookup. In those instances, please enter your student’s information manually by **selecting NO so you can proceed**. You will have the opportunity to manually enter your student’s current FCPS school.

Having your student’s “Student ID” number will lessen the likelihood of an error when pulling your student’s information from IC.

Step 6: During this step you will be asked to fill out various pieces of information to complete your application. At each step you will be asked to “save & continue” the information you have entered. **You will have the ability to GO BACK to your application if at any point you are unable to complete it.**

Magnet/Special Program Application:

The screenshot shows a web application interface for a Magnet/Special Program Application. On the left is a vertical sidebar with six steps: 1. Student Information (highlighted in red), 2. Guardian Information, 3. School Selection, 4. Siblings, 5. Signatures, and 6. Review and Send. The main content area is titled "Student Information" and features a progress indicator showing 1/6. Below the title are four input fields: "First Name *" (required), "Middle Name", "Last Name *" (required), and "Birthdate *" (required) with a calendar icon. Underneath is a "Gender" section with four radio button options: Male, Female, Non-Binary, and Decline to State. At the bottom right, there are two buttons: "Save & Exit" and "Save & Continue >".

Step 6: The parent/guardian will be asked to enter name, address, phone numbers, and email address. It is highly suggested that you **provide as much information as possible** to ensure you can be contacted with the most up-to-date information concerning your student’s application.

Magnet and School Program Application User Guide

The screenshot shows the 'Magnet/Special Program Application' interface. On the left is a vertical navigation menu with six steps: 1. Student Information (checked), 2. Guardian Information (active), 3. School Selection, 4. Siblings, 5. Signatures, and 6. Review and Send. The main content area is titled 'Guardian Information' with a progress indicator '2/6'. Below the title is a question: 'With whom does the applicant live? *'. There are five radio button options: 'Both Parents', 'Mother Only', 'Father Only', 'Mother & Step Parent', and 'Father & Step Parent'. At the bottom, there are three text input fields: 'Guardian 1 First Name *', 'Guardian 1 Last Name *', and 'Guardian 1 Address *'. The first two fields have a red border and a 'Required' label.

Step 7: Based on your student’s grade level a list of schools will populate to which your student can apply. You are able to choose more than one program and prioritize those selections in “rank order”.

The screenshot shows the 'Magnet/Special Program Application' interface at Step 3: School Selection. The navigation menu on the left shows '3. School Selection' as the active step. The main content area is titled 'School Selection' with a progress indicator '3/6'. Below the title is a note: 'For students seeking entry into the immersion program after 1st grade (for 2nd grades-9th grade), demonstration of Spanish and English language is required.' There is a search bar labeled 'Search by School or Program Name' with a magnifying glass icon. Below the search bar are two buttons: 'Filter & Sort' and 'Map View'. A list of schools is displayed, with 'Lexington Traditional Magnet' selected. The details for this school are: Address: 350 North Limestone, Lexington; Distance: 1.23 mi (with a 'See Map' link); Grades: 6 to 8. Below the details is a section 'Select Program(s) to Apply:' with a 'Magnet' sub-section containing a checkbox for 'Lexington Traditional Magnet'. A 'Show Less ^' link is at the bottom right of the list. At the bottom of the page, there are two buttons: 'Save & Exit' and 'Save & Continue >'. The browser's address bar shows 'fcpssapply.sandbox.schoolmint.com/apply/2442462/346/1186'. The Windows taskbar at the bottom shows the system tray with a temperature of 57°F, a sunny weather icon, and the date/time: 10:15 AM 10/24/2022.

Step 8: If your student **currently has** a sibling **in the program school** for which you are applying, please add their name in this section. Adding more than one sibling is not necessary and does not increase your chances in the lottery. It is not necessary to add students who are NOT in the program school to

Magnet and School Program Application User Guide

which you are applying.

Magnet/Special Program Application:

1. Student Information	✓
2. Guardian Information	✓
3. School Selection	✓
4. Siblings	🔔
5. Signatures	
6. Review and Send	

Siblings

4/6

If you answer "Yes" to the question below, please enter the relevant sibling information.

Does the student have a sibling CURRENTLY ATTENDING a school in this organization?

Yes	No
-----	----

Please list any and all siblings attending a school in this organization. Your child may be eligible for a sibling priority. A sibling preference weight is not utilized in all programs. Please check your program school to determine if sibling weights will be used in their selection process.

Sibling 1:

First Name *	Last Name *
Birth Date *	Grade *
School *	
+ Add Another Sibling	

Save & Exit

Save & Continue >

Step 9: You will need to sign and click the “agreement” button before you can proceed to submit the application.

<

Magnet/Special Program Application

1. Student Information	✓
2. Guardian Information	✓
3. School Selection	✓
4. Siblings	✓
5. Signatures	🔔
6. Review and Send	

Signatures

5/6

I certify the information provided in this application is true and accurate.

Parent's Initials *
No Name

Date: 10/24/2022

No Name

*I agree to use my above name/initials as an electronic signature

Save & Exit

Save & Continue >


Magnet and School Program Application User Guide

Step 10: Once you sign your application you will then go the next screen to “review and submit” your application. Please make sure the information you have entered is accurate before submitting your application.

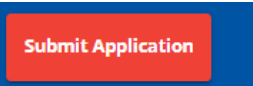
Application:

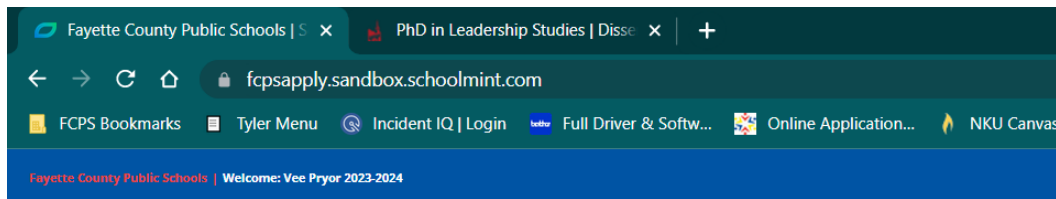
Review and Send 6/6

General Information	
Student Name	Alex Charles
Registration Year	2023 - 2024
Grade level	8
School(s) Applying To:	
Lexington Traditional Magnet	
Pre-engineering @ Leestown Elementary	

1. Student Information 

Please note: You can go back and edit the information by click the “pencil” to make corrections. Once you have completed your review you will click the “Submit” button.

Your student application(s) will now show on your personal Dashboard,  application(s) submitted.



FAYETTE COUNTY PUBLIC SCHOOLS

Click the child's card to manage Fayette County Pul

Alex

✓ 2 Applications Submitted +

View All

Your Dashboard

Your dashboard will house all applications you have submitted. You can apply to additional programs for student(s) for which you have already submitted applications without having to start from the beginning. You can also “withdraw” your application for a particular program from your dashboard.

The screenshot shows a dashboard titled "Submitted Forms" for a user named Alex. Below the title is a subtitle: "View status and take action on all submitted applications and registration forms for Alex Charles." The main content area is titled "Alex's Applications" and contains a list of applications under the heading "Magnet/Special Program Application".

Application Name	Status	Action
Lexington Traditional Magnet	Submitted & In Processing	Withdraw
Pre-engineering @ Leestown Elementary	Submitted & In Processing	Withdraw

Annotations in the image include:

- A black arrow pointing to a red "+ Applications" button in the top right corner of the application list, with the text "Click here to add an additional applications".
- An orange arrow pointing to a "Withdraw" button next to the "Pre-engineering @ Leestown Elementary" application, with the text "Click here to withdraw a submitted application".