

Completing the School Application

Quick Guide

Enrolling in a Magnet school or high school requires participation in the **School Application Process**. Applying is easy from any computer or smartphone with Internet access. Follow these steps to complete the school application for a newly enrolled or returning student.

1 Access School Application Form

Login to <https://www.cps-k12.org/parentportal>

From the left menu, click **School Application** below student name. This will open the application.

2 Review Student Information & Course of Study

Review student information. If data is incorrect, please contact the **Family Technology Support Center**. Next, enter if your student is or is not in a specialized course of study and provide the requested information.

3 School Selection

Select your **THREE** program choices using the choice drop-down cell. Review choices then confirm **Projected Grade**. Next, indicate if the student has siblings attending any of the selected choices. Siblings will need separate magnet applications.

4 Submit Application

You will receive a confirmation email once the application is submitted.

Note: *Before* accessing and completing the **School Application**, a Parent Portal account must be created and a newly enrolled student or a current student must be linked to a parent account. Access more extensive support materials for the School Application Process at:

<https://www.cps-k12.org/our-district/lottery-calendar>