

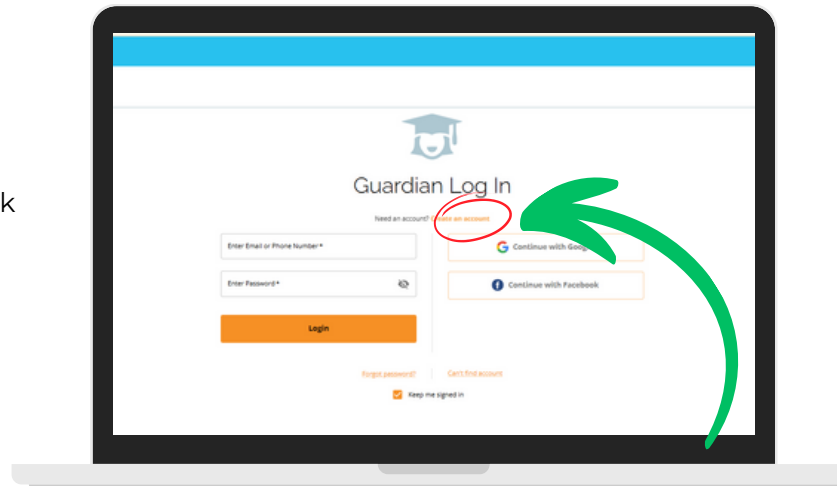


HOW TO APPLY FOR SCHOOL CHOICE

1 LET'S GET STARTED

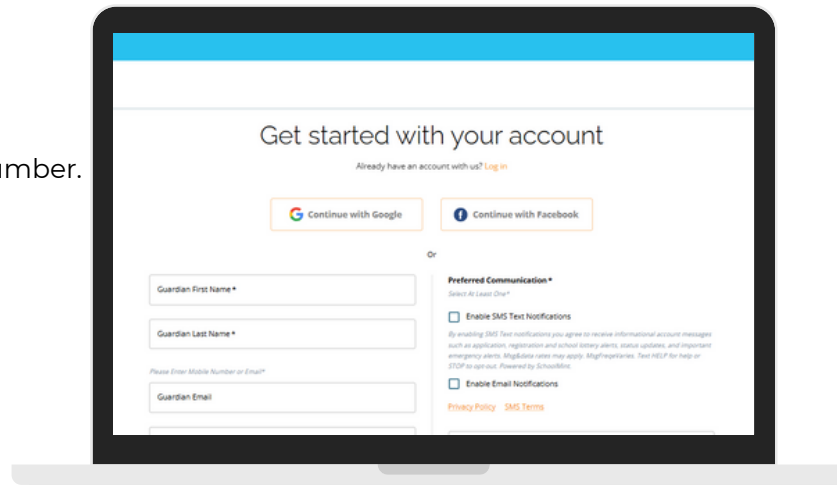
<https://dekalb.schoolmint.com>

- To get started, go to the website and click create an account.



2 CREATE AN ACCOUNT

- Enter parent/guardian name.
- Enter an email address and or mobile number.
- Select communication preferences.
- Create a password.



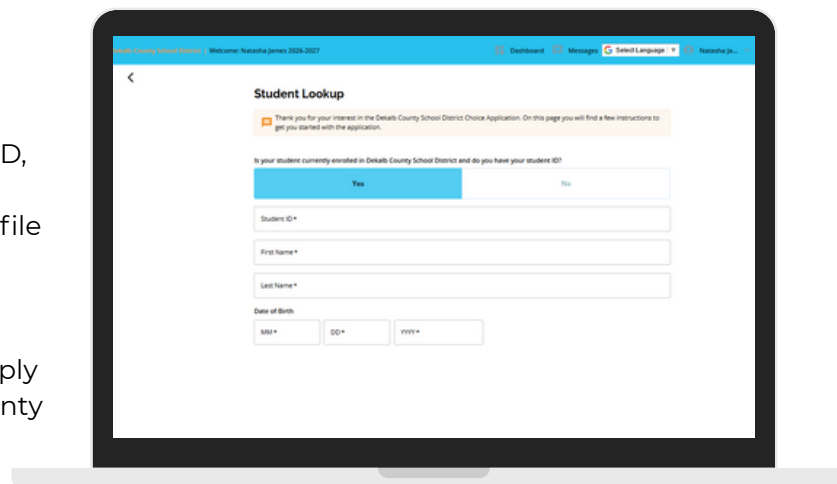
3 STUDENT INFORMATION

CURRENT STUDENTS CLICK 'YES' BUTTON

- If you are unsure of your child's Student ID, contact your school's registrar.
- You can also find it on your student's profile within Infinite Campus' Parent Portal.

NEW STUDENTS CLICK 'NO' BUTTON

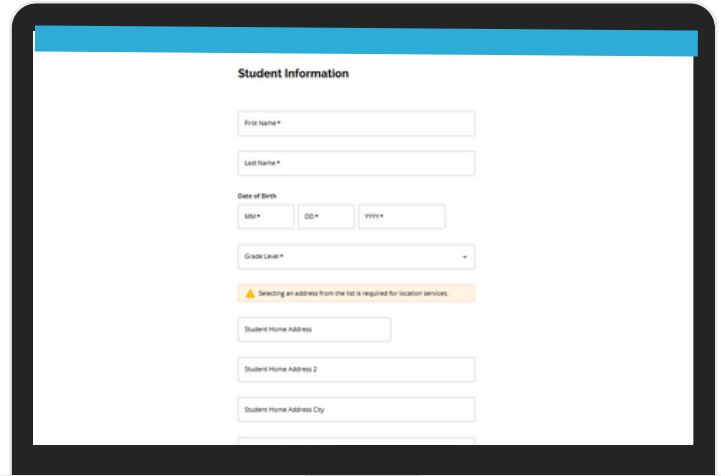
- Students not currently registered can apply as long as they reside within DeKalb County School District.



HOW TO APPLY FOR SCHOOL CHOICE

4 CONTINUE ADDING THE STUDENT'S INFORMATION

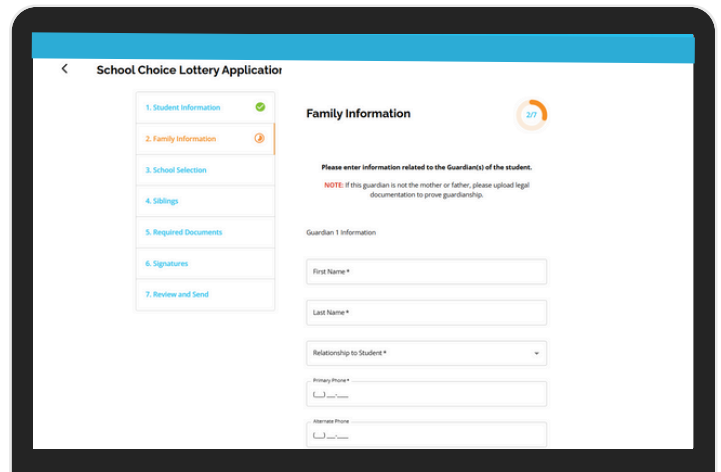
- Be sure to enter the remainder of the student's information.
- There will be a total of 3 screens.
- **NOTE: If you have more than one student, once you complete the application for the first student:**
 - click the dashboard icon in the top right corner of the screen.
 - click add a student.



The screenshot shows the 'Student Information' form. It includes fields for First Name, Last Name, Date of Birth (MM, DD, YY), Grade Level, and three address fields: Student Home Address, Student Home Address 2, and Student Home Address City. A warning message states: 'Selecting an address from the list is required for location services.'

5 ENTER FAMILY INFORMATION

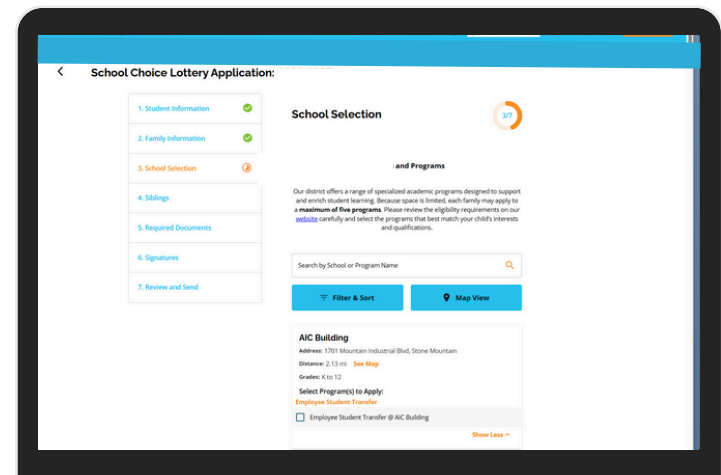
- Enter the parent/legal guardian information as it appears on the government issued, photo ID.



The screenshot shows the 'Family Information' form. It includes a progress bar on the left with steps: 1. Student Information, 2. Family Information, 3. School Selection, 4. Siblings, 5. Required Documents, 6. Signatures, and 7. Review and Send. The form fields include First Name, Last Name, Relationship to Student, Primary Phone, and Home Phone. A note states: 'Please enter information related to the Guardian(s) of the student. NOTE: If this guardian is not the mother or father, please upload legal documentation to prove guardianship.'

6 SCHOOL AND PROGRAM SELECTION

- Each family may apply to a maximum of **five (5) options**.
- You can filter and sort by school, program or distance.
- Please review the eligibility requirements on our [website](#) carefully.



The screenshot shows the 'School Selection and Programs' form. It includes a progress bar on the left with steps: 1. Student Information, 2. Family Information, 3. School Selection, 4. Siblings, 5. Required Documents, 6. Signatures, and 7. Review and Send. The form includes a search bar for 'Search by School or Program Name', buttons for 'Filter & Sort' and 'Map View', and a list of programs with details for 'AIC Building' (Address: 1701 Mountain Industrial Blvd, Stone Mountain, Distance: 2.13 mi, See Map, Grades: K to 12, Select Program(s) to Apply: Employee Student Transfer, Employee Student Transfer @ AIC Building, Show Less).

HOW TO APPLY FOR SCHOOL CHOICE

7 ENTER SIBLING INFORMATION

- Indicate if the student has a sibling attending the school and if he or she is applying on a separate application.

The screenshot shows the 'Siblings' section of the 'School Choice Lottery Application' form. On the left is a progress bar with 7 steps: 1. Student Information, 2. Family Information, 3. School Selection, 4. Siblings (active), 5. Required Documents, 6. Signatures, and 7. Review and Send. The main content area asks: 'Does the applicant have a sibling current attending any of the schools that you have applied for this student?' with 'Yes' and 'No' buttons. Below this, it asks: 'Is there a sibling also applying on a separate application for this school?' with radio buttons for 'Yes' and 'No'. A progress indicator shows 4/7.

8 REQUIRED DOCUMENTS

The following documents are required to be uploaded for **ALL applications for STUDENTS NEW TO DEKALB COUNTY SCHOOL DISTRICT:**

- Birth Certificate/Passport
- Proof of Residency
- 2025 Spring Semester Report Card/Transcript
- Fall MAP Scores in Reading and Math

The screenshot shows the 'Required Documents' section of the 'School Choice Lottery Application' form. The progress bar on the left is the same as in Step 4. The main content area has an 'IMPORTANT!' notice: 'The following documents are required to be uploaded for ALL applications for STUDENTS NEW TO DEKALB COUNTY SCHOOL DISTRICT ONLY, in order to complete the process. These documents MUST be provided before the application period closes. You may upload these documents once you complete this application, via the Family Dashboard. Again, this applies to STUDENTS NEW TO DEKALB COUNTY SCHOOL DISTRICT ONLY.' The required documents listed are: Birth Certificate/Passport, Proof of Residency, Spring Semester Report Card/Transcript, and MAP Score Report. It also states: 'Directions will be provided by email sent upon order receipt and on the receipt page for this application. All documents MUST be received before the application deadline, or your application will be denied.' There is a checkbox for 'I understand and agree that I will provide all of the documents in the time frame(s) listed above.' which is checked. Below this is a field for 'Guardian's Initials*' and a date 'Nov 09/10/2025'. At the bottom, there is a checkbox for 'I agree to use my above name/initials as an electronic signature' and a 'Birth Certificate' label.

10 SIGN, REVIEW AND SEND THE APPLICATION

- Review the agreement of understanding.
- Electronically sign the application.
- Carefully review the information entered into the application summary.
- Make any changes by clicking on the pencil icon.
- Once finished, click the Submit Application button.

The screenshot shows the 'Signatures' section of the 'School Choice Lottery Application' form. The progress bar on the left is the same as in Step 4. The main content area has a heading 'Agreement of Understanding' and a note: 'The deadline to submit the application and all supporting documentation is 5:00 p.m. October 31st, 2025.' It lists 11 numbered points regarding the application process, including requirements for guardians, deadlines, and the lottery process. At the bottom, there is a 'Signatures' section with a line for the guardian's signature and a date field.