

How to Accept Your Second Choice Offer by Releasing Your First Choice

If your student has received multiple offers, you can accept your second-choice offer by first declining your first-choice offer. Below are the steps to help you through the process.

Step 1: View Your Current Accepted Offer (First Choice)

Start by logging in to your **Family Dashboard**. On your homepage, you'll see your student's applications. Locate the application that shows an *offered seat* — this will be your first-choice offer.

Grade	Requested School/Program	Documentation Required	Status / Message(s)	Action(s)
Kindergarten	CMS School Choice 2026-2027	Complete	Lottery / Placement Seat Confirmed	Accept Reject
1st Choice: Blythe Elementary (IB at Legette Blythe) (Offered)				
2nd Choice: Charlotte East Language Academy (Spanish Immersion @ Charlotte East) (Offered)				
3rd Choice: DJV Academy of Technology at Parkside (Computer Science at DJV Academy of Technology at Parkside) (Offered)				

Step 2: Decline Your First Choice

Before you can accept your second choice, you'll need to officially reject your first-choice offer.

- **Find the "Reject" button:** Open your first-choice application details and click **Reject**.
- **Confirm your selection:** A 2nd page will appear asking if you're sure you want to reject the offer. Click **Yes** or **Confirm** to proceed.
- **Check your status:** Once completed, the application should show **Rejected** or **Declined** next to your first choice.

Are you sure?

By selecting the 'Reject Seat' button on this screen, you are confirming that although [REDACTED] has been accepted into the IB at Legett Blythe program at Blythe Elementary, you do **NOT** wish to accept this seat.

**REJECT
SEAT**

Once you have selected the checkbox to confirmed your REJECTION of this seat, please sign electronically. (use your mouse, or finger)

Warning...

Please note that by rejecting acceptance of this student placement, you will be removing this student from contention for a seat in the IB at Legett Blythe program at Blythe Elementary.

THIS ACTION IS NOT REVERSIBLE.

The student will not be removed from any waitlist or any other accepted offers.

Grade	Requested School/Program	Documentation Required	Status / Message(s)	Action(s)
Kindergarten	CMS School Choice 2026-2027	Complete	Lottery / Placement Seat Confirmed	Accept Reject
	1st Choice: Blythe Elementary (IB at Legett Blythe) (Rejected)			
	2nd Choice: Charlotte East Language Academy (Spanish Immersion @ Charlotte East) (Offered)			
	3rd Choice: DJV Academy of Technology at Parkside (Computer Science at DJV Academy of Technology at Parkside) (Offered)			

Step 3: Accept Your Second Choice Offer

After rejecting your first-choice offer, you'll be redirected back to your Family Dashboard homepage.

- **Find your second-choice application:** Look for the application you'd like to accept. Click **"Accept"**: Select the **Accept** button, and when prompted, confirm your decision by clicking **Yes** or **Confirm Acceptance**.
- **Verify your status:** Once accepted, the status for your second choice should now show **Accepted**.

Almost Done!

ACCEPT
SEAT

██████ has been accepted into the **Spanish Immersion @ Charlotte East** program at **Charlotte East Language Academy**. You must confirm your acceptance of this placement by selecting the checkbox below and clicking the 'Accept Seat' button.

Once you have selected the checkbox to confirm your acceptance, please sign electronically. (use your mouse, or finger)

Warning...

Please note that by confirming acceptance of this student placement, you will be removing this student from any other currently accepted placements. In other words, you can only accept placement to one program at a time; **by accepting placement into this program you are rejecting any other accepted programs.**

- Confirming this placement will reject Application DG4OJ4EKGAD - **Computer Science at DJV Academy of Technology at Parkside** program at **DJV Academy of Technology at Parkside**.

Step 4: Confirm Everything Is Complete

Double-check your application statuses on your dashboard:

- **First Choice:** Should show as **Rejected**
Second Choice: Should show as **Accepted**

We recommend taking a quick screenshot of this confirmation for your records.

Grade	Requested School/Program	Documentation Required	Status / Message(s)	Action(s)
Kindergarten	CMS School Choice 2026-2027	Complete	Parent Accepted Seat	
	1st Choice: Blythe Elementary (IB at Legette Blythe) (Rejected)		Congratulations: you have accepted this offer.	
	2nd Choice: Charlotte East Language Academy (Spanish Immersion @ Charlotte East) (Accepted)			
	3rd Choice: DJV Academy of Technology at Parkside (Computer Science at DJV Academy of Technology at Parkside) (Rejected)			
	2026-2027 School Year			

If you experience any technical issues while completing these steps or have any questions, please don't hesitate to reach out — we're always happy to help!