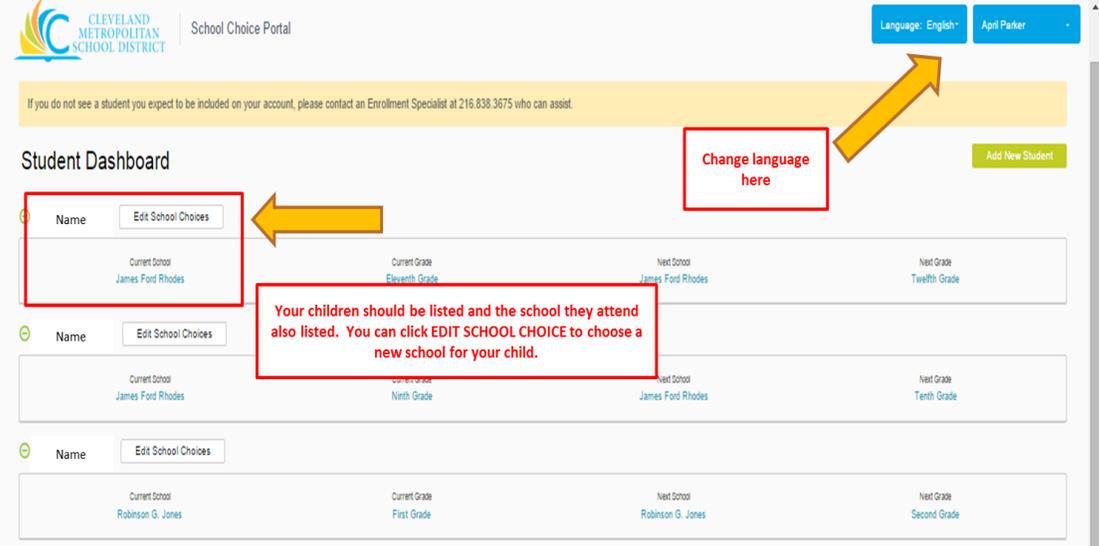


School Choice Portal Quick Reference Guide

Current CMSD Family

How To	Steps
<p>1. Log in</p>	<ul style="list-style-type: none"> In your internet address bar, type: www.chooscmsd.org Access this site from any computer with internet access or from your mobile device Click on SIGN IN under the current CMSD families side and use your CMSD login to go to your family information 
<p>2. Get Help</p>	<p>Technical Questions and Issues</p> <ul style="list-style-type: none"> If you forgot your username or password, click on the Forgot Username or Forgot Password to retrieve these. For system issues or for questions regarding school choice, call an enrollment specialist at 216-838-3675
<p>3. Review your family information</p>	<ul style="list-style-type: none"> Once you sign in, you'll see all the children in your family and their current schools Once you login, you can switch the language to Español in the upper right corner If you need to Add a Student that is not currently enrolled in a CMSD school, click Add Student on the right side of the screen <p>To begin the process, click MAKE/EDIT SCHOOL CHOICE next to your child's name</p> 

4. Make a School Choice

- Choose 2016 – 2017
- Click on the circle next to the student's name to enroll them
- Click MAKE SCHOOL CHOICE to continue the enrollment process for a new child added
- Click NEXT to continue

School year for your school choice

2016-2016 2016-2017

Please click on your student's name

Name	Birthdate	Current School	Current Grade
<input type="radio"/> Name	August 21st 1995	James Ford Rhodes	11
<input type="radio"/> Name	November 28th 2000	James Ford Rhodes	9
<input type="radio"/> Name	August 27th 2008	Robinson G. Jones	1
<input checked="" type="radio"/> AlmaDre Diggins	August 23rd 2010	Robinson G. Jones	K

Grade Applying to

Third Grade

Choose 2016–2017 and click on the circle next to the name of the student you'd like to edit. You can make school choices for one child at a time. Verify the grade your child will be in next year.

Click NEXT to continue

Cancel Next

5. Make a School Choice

- Review the list of schools, your “home” elementary school will appear at the top of the list, for high school, all schools will be listed
- Use the information to the right to find a quality school that meets your family’s needs
- Click on the circles to the left of the school name and select up to 8 schools for your child

Select up to 8 schools. You will rank your selections on the next page.
3 school(s) selected. Select up to 5 more.

Attermus Ward is your home school based on your address.

Select	School	Distance	Location	Website	Academic Performance	Special Programs	Learning Score	
<input type="radio"/>	Attermus Ward <small>-This is your neighborhood district school</small>	PK - 8	0.0 mi	See Map	Website	3 - Low Performing	Pre-K Schools	2
<input type="radio"/>	Garfield				Performing	Pre-K Schools	3	
<input checked="" type="radio"/>	Robinson G. Jones				Performing	Investment Schools, Wiggins and Strategy Schools, Pre-K Schools	4	
<input checked="" type="radio"/>	Louis Agassiz				Performing	Pre-K Schools	4	
<input type="radio"/>	McKinley				Falling	Pre-K Schools	3	
<input type="radio"/>	Wilbur Wright	PK - 8	1.7 mi	See Map	Website	3 - Low Performing	Pre-K Schools	4
<input type="radio"/>	Newton D. Baker School of the Arts	PK - 8	1.8 mi	See Map	Website	3 - Low Performing	Art Academies, Pre-K Schools	5
<input checked="" type="radio"/>	Valley View Boys' Leadership Academy	PK - 8	1.8 mi	See Map	Website	1 - High Performing	Single Gender Academies, Pre-K Schools	4
<input type="radio"/>	Riverside	PK - 8	1.9 mi	See Map	Website	3 - Low Performing	Pre-K Schools	4

Use this information to find programs and look at school quality

For elementary schools, your “home” school will appear at the top of the list, but you can choose any school. For High School, you can make a choice of school you would like to attend

6. Prioritize your school choice

- Once you have selected schools, you can prioritize your school choice by ordering them with your TOP school in slot #1
- This does not necessarily mean you will get a spot at that school. A lottery will be run for any schools that have a greater number of applications than seats.

CLEVELAND METROPOLITAN SCHOOL DISTRICT School Choice Portal

Language: English April Parker

Student Information → Choose Preferred Schools → Rank Schools → Fill out Information → Confirm Information

Rank your selected schools

Place your first choice at the top
Each school must be selected exactly once.

Rank	School
1	Valley View Boys' Leadership Academy
2	Robinson G. Jones
3	Louis Agassiz

Click on the arrow to get a list of the schools you choose and then rank them with your TOP preference listed in the #1 spot.

Click on the NEXT button when done to continue

7. Verification

- CMSD just needs you to confirm the information and provide the best way for CMSD to reach you by filling out the next screen
- A School Enrollment Specialist will contact you within 48 hours

The screenshot shows a verification form with the following sections:

- How did you hear about us?** (Dropdown menu)
- Please provide your preferred email address and phone number to receive School Choice results and updates. Don't have an email address? Click here to create one.**
- Guardian Email:**
- Guardian Mobile Phone Number:**
- What is most important to you when making a school choice for your child? *** (Dropdown menu)
- If other, please explain:**
- What information did you use to learn about school options for your child? ***
 - Cleveland Metropolitan School District Website
 - Cleveland Transition Alliance Website
 - Cleveland Transition Alliance 2015 School Quality Book
 - School Tours
 - Recommendation word of mouth
 - Other
- If other, please explain:**

Callouts:

- A red box: "We need just a little bit more information to help our School Enrollment Specialists help you. Please fill in this form."
- A red box: "You can save your work for later, or click NEXT to complete the process" with a yellow arrow pointing to the "Next" button.

Buttons: Back, Save Progress, Next

8. Confirmation

- The last step is to review your data
- Once you submit the information, you will see the confirmation screen
- THANK YOU for choosing CMSD

The screenshot shows a confirmation screen with the following information:

- Student Name:** Christopher April
- Grade Applying to:** Third Grade
- Additional Information:**
 - Guardian Email: april.parker@abomail.com
 - Guardian Mobile Phone Number: 2165589409
 - What is most important to you when making a school choice for your child?: Distance from home/work/childcare
 - If other, please explain:
 - What information did you use to learn about school options for your child?:
 - Other
 - If other, please explain:
- School Choices:**
 - Grade Applying To: Third Grade
 - Schools:
 - 1 - Valley View Boys' Leadership Academy
 - 2 - Robinson G. Jones
 - 3 - Louis Agassiz
 - School Year: 2016-2017

Callout:

- A red box: "Review the information on this page and then click SUBMIT to submit your enrollment requests." with a yellow arrow pointing to the "Submit" button.

Buttons: Back, Submit

- After you click Submit, you will receive an email and/or text to your preferred contact cell number and email address.

Submit School Choices

THANK YOU FOR CHOOSING CMSD!
Click Submit to confirm your school choice selections.

- 1 - Cleveland High School for Digital Arts
- 2 - Facing History New Tech High School
- 3 - Design Lab Early College
- 4 - Washington Park Environmental Studies

NEW CMSD FAMILIES PLEASE READ:
You will be contacted by a CMSD enrollment specialist within 48 hours to help you complete your student(s) enrollment with CMSD. Please gather the following required documents:

- Birth Certificate
- Immunization Record (Baby Shots)
- Proof of Address
- Withdraw Form, Most Recent Report Card, or Transcript
- Guardian's State ID
- Guardianship/Custody Documents (if applicable)

Once this information is processed by the enrollment specialist, your student will be assigned a CMSD student ID. School Choices are not able to be considered until this process is completed.

Please click the following [link](#) for additional information on completing the enrollment process.

Thank you for choosing CMSD!

Cancel Submit

Thank you, we're almost done. click SUBMIT to submit your enrollment requests.

- You will then return to the Student Dashboard where you can make choices for your other children by following the same process as specified in the previous pages.
- **If you are at a public computer, remember to LOG OUT when you are done.**