
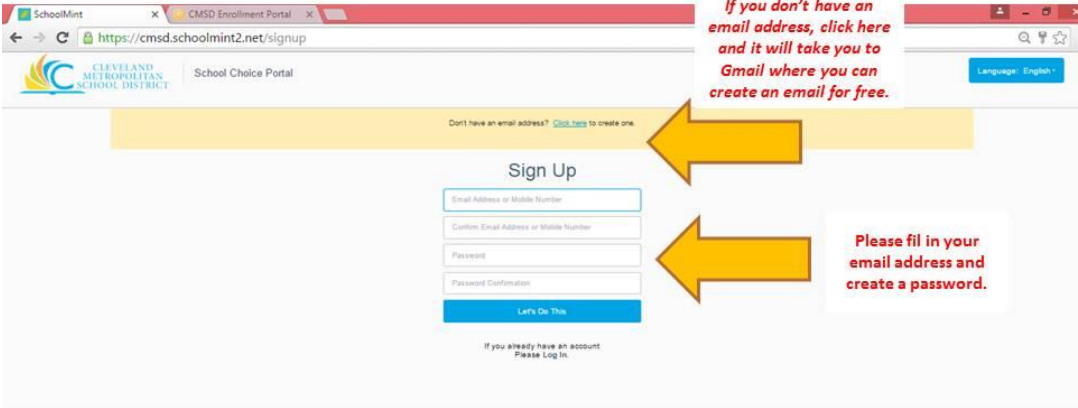


School Choice Portal Quick Reference Guide

New CMSD Family

How To	Steps
<p>1. Log in</p>	<ul style="list-style-type: none"> ▪ In your internet address bar, type: www.choosecmsd.org ▪ Access this site from any computer with internet access or from your mobile device ▪ If you are new to the CMSD school district, click CREATE ACCOUNT 
<p>2. Get Help</p>	<p>Technical Questions and Issues</p> <ul style="list-style-type: none"> ▪ For system issues or for questions regarding school choice, call an enrollment specialist at 216-838-3675
<p>3. Sign Up into the Enrollment System</p>	<ul style="list-style-type: none"> • Click the Let's Get Started button to begin • Once you login, you can switch the language to Español in the upper right corner • Enter an email address and create a password to begin • If you need an email address, click at the top to get a free email from Gmail. 

4. Create a Family Profile

- Enter all your family information including your name, relationship to the student you are enrolling, and address
- Please make sure to add your EMAIL and a PHONE number
- Make sure that if you enter more than one guardian, all the information for every guardian is correct

Relationship to students *
Mother

First name *
Tanya

Last name *
Jones

Home Address *
123 Main St

State/Province/Region *
Ohio

City *
Cleveland

Mobile Phone Number †
(123) 456-7890

Home Phone Number
Home Phone Number

Work Phone Number
(123) 123-1234

Email
tanyajones@abcmail.com

Email and Text Message

†Message and data rates may apply based on your wireless carrier's rate plan.
Note: Cleveland residents are given first priority in school placements, followed by residents outside of Cleveland.

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You can add another guardian if you would like (father, stepmother, etc.) or Click NEXT to continue

+ Add Another Guardian Next

5. Add your student's information

- Enter all your students' information
- Please make sure to select the correct address for the student
- IF the student lives with you, CHECK the "lives with Guardian" box. If not, then you can enter another address for the student.
- Click NEXT to continue

Student Information

Personal Information
Please enter name as it appears on your student's birth certificate.

First Name *
Abby

Middle Name
Jones

Last Name
Smith

Birth Date *
January 1, 2000

Gender
 Female Male

Address Information

Student lives with one of the account's guardians

123 Main St 1, Cleveland, Ohio, 44114 Tanya Jones

123 Main Street 1, Cleveland, Ohio, 44114 Adam Smith

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Add another student to your family or Click NEXT to continue

+ Add Another Student Next

6. Make a School Choice

- After you enter the student's information, your student's name will appear on the Student Dashboard
- Click MAKE SCHOOL CHOICE to continue the enrollment process

The screenshot shows the 'School Choice Portal' for the Cleveland Metropolitan School District. At the top, there is a language dropdown set to 'English' and a user email 'lanyajones@abcmail.com'. A yellow banner below the header reads: 'If you do not see a student you expect to be included on your account, please contact an Enrollment Specialist at 216.838.3675 who can assist.' The main heading is 'Student Dashboard'. Below it, a user profile for 'Abby Smith' is shown with a 'Make school choice' button. A green 'Add New Student' button is in the top right corner, with a large yellow arrow pointing to it. A red-bordered box in the center contains the text: 'Once you have entered all your student information and clicked "next" all the student's names you have entered will appear on the STUDENT DASHBOARD screen'. A smaller red-bordered box on the right side of the dashboard says: 'If you forgot a student, you can still add them by clicking here. After you add their information and click NEXT they will appear on your STUDENT DASHBOARD'.

7. Make a School Choice

- Select the school year
- Select the grade for the next school year
- Click Next to Continue

The screenshot shows the 'School year for your school choice' selection screen. At the top, there are two radio button options: '2015-2016' and '2016-2017'. The '2016-2017' option is selected, and a red-bordered box next to it says: 'Choose 2016-2017 as the enrollment year for your student'. Below this, the text reads 'Please click on your student's name'. A list of student names is shown, with 'Abby Smith' selected and marked with a checkmark. To the right of the list is a '+ Add another student' link. A red-bordered box next to the student list says: 'Click on the Student Name so there is a Check Mark next to it and select the year he or she will be in school next year.' At the bottom of the screen, there is a 'Click NEXT to continue' instruction with a large yellow arrow pointing to the 'Next' button, which is next to a 'Cancel' button.

- Review the list of schools, your “home” elementary school, based on address, 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

8. 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.

9. 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 CMSD Enrollment Specialist will contact you within 48 hours with instructions on completing the CMSD enrollment process. They will plan a time to meet with you to collect the required enrollment documentation.
- **Your student's School Choices are considered pending until you complete the CMSD Enrollment process.**

These school selections are for: Cleveland High School for Digital Arts, Design Lab Early College, Washington Park Environmental Studies, Facing History New Tech High School.

Please contact an Enrollment Specialist at enrollment@cmsd.org for instructions on how to update your mailing address.

Additional Information

Student Name
Last: First: Middle:

How did you hear about us?
Select:

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?
Programs Offered at Building:

Further, please explain:

What information did you use to learn about school options for your child?
 Cleveland Metropolitan School District Website
 Cleveland Transformation Alliance Website
 Cleveland Transformation Alliance 2015 School Quality Book
 School Tours
 Recommendation word of mouth
 Other

Further, please explain:

We need just a little bit more information to help our School Enrollment Specialists help you. Please fill in this form

You can save your work for later, or click NEXT to complete the process

10. 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

Confirm Information

Student Name

Student Name	Aho Jones Smith
Birth Date	January 1st 2000
Grade Applying to	Tenth Grade

Additional Information

Guardian Email: larry.jones@gmail.com
Guardian Mobile Phone Number: (123) 456-7890

What is most important to you when making a school choice for your child? Programs Offered at Building:
Further, please explain:

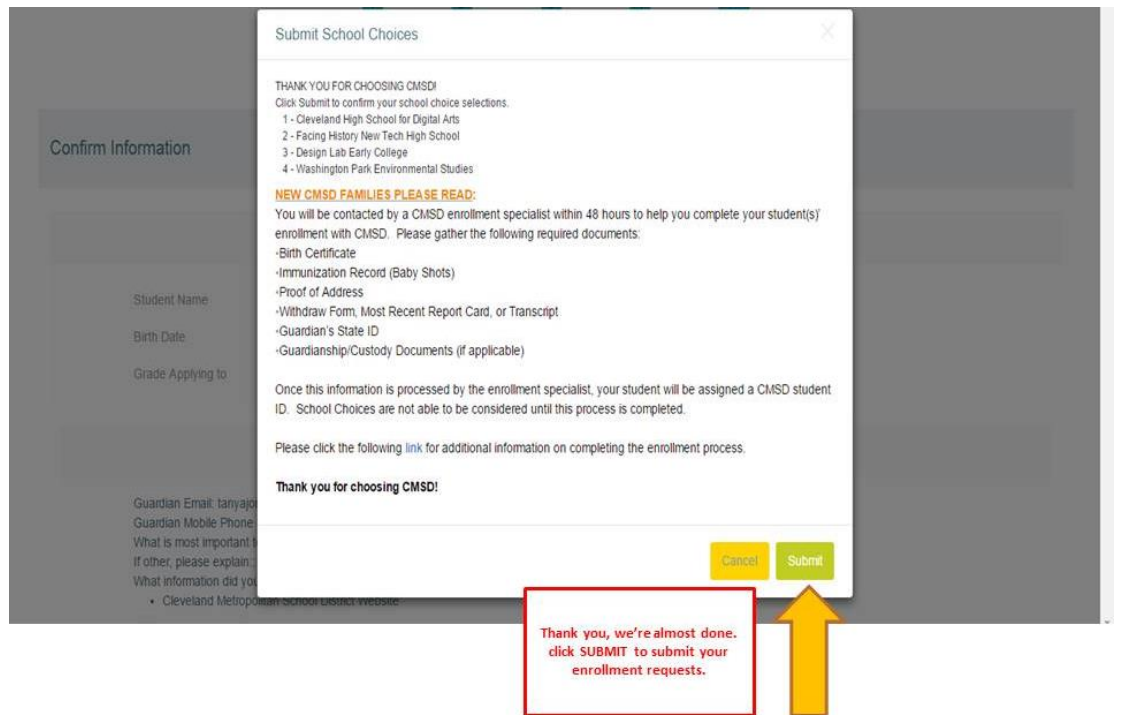
What information did you use to learn about school options for your child?
 Cleveland Metropolitan School District Website
Further, please explain:

School Choice

Grade Applying To:	Tenth Grade
Schools:	<ul style="list-style-type: none">1- Cleveland High School for Digital Arts2- Facing History New Tech High School3- Design Lab Early College4- Washington Park Environmental Studies
School Year:	2016-2017

Review the information on this page and then click SUBMIT to submit your enrollment requests.

- 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.**