

How to Apply for a **HIGH SCHOOL TRANSFER OPTION**



STEP

1

DETERMINE IF YOUR CHILD QUALIFIES FOR A PUBLISHED, ALLOWABLE TRANSFER OPTION.

- Review the Capacity, Diversity, & Maximization Chart published in February.
- Review the SCPS Employee Student Transfer Information Item published in February.
- Review the Program of Emphasis Information Item published in February.
- Review the Controlled Open Enrollment Information Item published in April.

STEP

2

COMPLETE THE APPROPRIATE TRANSFER APPLICATION.

- Apply online at www.seminoleschoolchoicesapplication.us.
- Select from the menu of allowable options for your student.
- Students may only apply for one transfer option.

STEP

3

SUBMIT THE TRANSFER APPLICATION VIA THE ONLINE APPLICATION SYSTEM.

- Confirmation email will be sent upon submission.
- If you do not receive a confirmation email, you did not submit the application.
- Please check the Student Assignment & Program Access Department website for specific application timelines.

STEP

4

RECEIVE A TRANSFER REQUEST NOTIFICATION EMAIL.

- This email notification will inform parents/guardians if the request was approved or denied.
- If request is denied there will be a reason for the denial in the email notification.

STEP

5

IF A TRANSFER REQUEST IS APPROVED, FAMILIES MUST COMPLETE THE APPROPRIATE STEPS FOR ENROLLMENT

- The school is responsible for checking all required enrollment documentation and verifying residency.
- All approved transfer notifications have an enrollment deadline.
- If the parents/guardians do not enroll their child by the stated deadline, they will be required to submit a new transfer application.

ONLINE APPLICATION SETUP

Only one account is needed for all students and all applications for all school years. There will never be a need to create a second account. Using the parent dashboard, your online account will allow you to track the status of an application and read critical notifications about an application.



TO APPLY FOR A SCHOOL CHOICE OPTION THROUGH THE ONLINE APPLICATION SYSTEM:

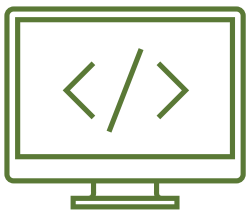
- 1 Go to **www.seminoleschoolchoicesapplication.us** on your computer, tablet, or smartphone.
- 2 Create your Parent/Guardian Account with an email address and password that is easy to remember.
- 3 Click on **"Create Account"** to create your online account and login for the first time.

Additional emails may be sent to communicate missing pieces of information from an application or to address issues on an application that is deemed ineligible. Check your email and the user dashboard on your recently created Parent/Guardian Account frequently for updates during the application process.

***Please Note:** If you reach the **"Confirmation"** page of the application you must still click on the **"Send My Application"** button in order to submit your application. If you do not click on that button the application will not officially be submitted.

YOU WILL RECEIVE NOTIFICATION EMAILS FOR THE FOLLOWING REASONS:

- Your application has been received.
- Your application has been processed and is eligible/ineligible for consideration.
- The results of the random selection process (if applicable).
 - Offered a seat in a program.
 - Placed on the wait list for that program.



ONLINE APPLICATION STATUS CHECK

To check the status of an application that was submitted via the online application system:

- 1 Go to **www.seminoleschoolchoicesapplication.us** on your computer, tablet, or smartphone.
- 2 Enter your user ID (email address) and password.
- 3 Click on **"Login"** to sign back into the Parent/Guardian Account that was previously created.
- 4 Once logged in, click on **"Dashboard"** in the upper left corner of the screen next to your name.
- 5 From this dashboard, look to the middle of the screen to then check the status of the appropriate:
 - a. Magnet School Application
 - b. Region School Application
 - c. Transfer Application

From this dashboard you may also do the following:

- Click on "My Messages" to read previous communications regarding your application account.
- Click on "Select Language" to view the application site in a different language.
- Submit additional school choice applications by school year.