

Columbus Municipal School District



Brandon Central Services Center
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Elementary Magnet Schools LOTTERY INFORMATION 2018

Columbus Municipal School District is pleased to announce the opening of this year's Lottery enrollment period for Columbus Magnet Schools for the 2018-2019 school year. The application window officially **OPENS** on **Tuesday, February 20, 2018** and closes on **Friday, April 13, 2018 at 2:00 p.m.**

Only complete applications will be considered for the Lottery. A complete application consists of a verified online application and the submission of the required enrollment documents if applicable.

WHO SHOULD APPLY?

ONLY THOSE STUDENTS NEW TO CMSD or THOSE WISHING TO MAKE A CHANGE MUST COMPLETE AN ONLINE APPLICATION.

Magnet Schools Applications will only be accepted from parents or legal guardians of students who reside within the Columbus Municipal School District's attendance zones. If your child meets one of the criteria below, you should complete the online Magnet Schools Application.

- **IS YOUR CHILD a CURRENT STUDENT WANTING a DIFFERENT SCHOOL?** If your child currently attends a Columbus Magnet School in Pre-K through fourth grade, and you wish to apply for a different school, you will need to complete the online Magnet School Application to enter the Lottery.
- **DO YOU WISH TO APPLY FOR the PRE-KINDERGARTEN PROGRAM?** Your child must be **FOUR** years old on or before September 1, 2018, to enroll in Pre-kindergarten. Parents or legal guardians must complete the online Magnet School Application and submit enrollment information to Brandon Central Services Center no later than 2:00 p.m. on April 13, 2018. Parents will need to BRING their child to Brandon Central Services Center to participate in **Pre-K TESTING** on **ONE** of the following dates:
 - Tuesday, April 17, 2018 (4:00 P.M. – 6:30 P.M.)**
 - Wednesday, April 18, 2018 (7:30 A.M. – 10:00 A.M.)**
- **WILL YOUR CHILD ENTER KINDERGARTEN in 2018?** Your child must be **FIVE** years old on or before September 1, 2018, to enroll in Kindergarten.
- **IS YOUR CHILD NEW to CMSD?** Your child is considered a **NEW** student if he or she **DOES NOT** currently attend a Columbus Municipal School District Magnet School.

IF YOU are SATISFIED WITH YOUR CURRENT SCHOOL, do nothing. Your child will automatically have a seat in his or her current school for next year.

OVER for MORE DETAILS



HOW DO I APPLY?

All Magnet School Lottery Applications will be submitted through **SchoolMint**, our online registration system. To submit an application, go to www.columbuscityschools.org. Click on the 2018-2019 School Choice Lottery banner.

WHAT IF I HAVE A USER ACCOUNT?

- If you **ALREADY** have a user account, you can log in with it. You can use this account to move a current student to a new school in the Lottery and to enroll a new student. After logging in, you will see the **Student Dashboard** screen. Select **Add/Edit New Student Application**. On the **Online Enrollment** screen, choose **2018-2019**. If you are applying to have your student moved during the Lottery, select the student's name at this time. If you have a new student, click **Add Another Student**. Follow the directions to complete the application(s).
- If you have **forgotten** your username and/or password, click the Forgot Username and/or Forgot Password links to reset them.

WHAT IF I DO NOT HAVE A USER ACCOUNT?

- You must **CREATE** a **NEW ACCOUNT**. After creating a new account, you will see the **Student Dashboard** screen. Select **Add /Edit New Student Application**. On the **Online Enrollment** screen, choose **2018-2019**. Click **Add Another Student**. Follow the directions to complete the application(s).
- Keep up with your login information. You will use it to register your student after he/she has been assigned to a school.

WHAT ENROLLMENT DOCUMENTS WILL I NEED?

FOR NEW STUDENTS ONLY (New to CMSD, PreKindergarten, and Kindergarten)

To apply for placement in a school, it is necessary to **BRING** the following information to the **Brandon Central Services Center** after completing the online application:

- A certified copy of your student's birth certificate
- An up-to-date copy of your student's Immunization Compliance Form (MS Form 121) – Shot Record

AND two proofs of residency (one of which must have been issued within the last 30 days) indicating that both the child and parent reside in the Columbus School District.

Acceptable documents include:

- Filed Homestead Exemption Application Form **OR** Mortgage Documents **OR** Lease Agreement **OR** Property Deed
- Utility Bill (**only one can be accepted**) – Electric Bill **OR** Water Bill **OR** Gas Bill **OR** Cable Bill **OR** Land Line Phone Bill
- Driver's License **OR** Voter Precinct Identification **OR** Automobile Registration

NOTE: The name and address must be the same on BOTH documents.

Your application will be considered INCOMPLETE and WILL NOT be processed for the Lottery unless these items are received by the 2:00 p.m. April 13, 2018, deadline.

