

HOW TO APPLY FOR A CHOICES PROGRAM

UNIFIED ENROLLMENT | 10/1/18

Part I: Logging In

1. Go to apply.lausd.net
2. Click on the “Apply” button by any program or click “Log in”.

The screenshot shows the 'Unified Enrollment' website. At the top, there are navigation links: 'Find a School', 'How to Attend', 'Need Help?', and a 'Log in' button highlighted with a red box. Below the navigation bar is a 'Programs' section with a 'Go to my Dashboard' link. The 'Programs' section lists five programs, each with an icon, a description, and an 'Apply' button highlighted with a red box:

- Magnet**: Magnet Programs vary by theme and are court-ordered voluntary integration opportunities available to students in grades K-12 living within... **Open now!** **ON-TIME TIMELINE:** October 1 - November 9, 2018: Choices Application Period; March 2019: **Apply**
- Permits With Transportation (PWT)**: PWT is a voluntary integration program that provides students with experiences in integrated school settings. **Open now!** **ON-TIME TIMELINE:** October 1 - November 9, 2018: Choices Application Period; March 2019: **Apply**
- Dual Language Education Programs**: LAUSD offers Dual Language Education programs from Transitional Kindergarten (TK) to 12th **Open now!** **ON-TIME TIMELINE:** October 1 - November 9, 2018: Choices Application Period; March 2019: **Apply**
- Admission Criteria Schools (ACS)**: The Admission Criteria Schools offer specialized programs with additional selection requirements. L.A. Unified recognizes and offers different types **Open now!** **Important Dates: On-Time Application Window** October 1, 2018 – November 9, 2018; Admission Criteria Schools application period. **Apply**
- Schools for Advanced Studies (SAS)**: Schools for Advanced Studies (SAS) is a designation given to resident K-12 schools for exemplary implementation of Gifted and **Open now!** **October 1, 2018 - November 9, 2018:** Schools for Advanced Studies (SAS) On-Time paper application period; **April 2019 - Placements announced** **Apply**

3. If you already have a parent portal account you may log in with your account email and password.

Parent Login

Username

Password

[Forgot your password?](#)

[Register](#)

[Log In](#)

- Username is the email address you used for account registration.
- Session times out after 60 minutes.
- If you'd like to change the email address associated with your account, please sign in using old email address. Account edits can be made once you logged in successfully.

4. If you do not have an account you may create a new parent account by clicking on “Register”.

Parent Login

Username

Password

[Forgot your password?](#)

Register

Log In

- Username is the email address you used for account registration.
- Session times out after 60 minutes.
- If you'd like to change the email address associated with your account, please sign in using old email address. Account edits can be made once you logged in successfully.

5. To register an account please fill out all the required information and click “Register”. You will receive a confirmation email that you must click on to finish creating your account.

Los Angeles Unified School District Account Registration

Your email address is your username. To create a parent account, enter a valid email address e.g. parent@webmail.com.

A parent account allows you to:

- Apply to multiple school choice programs offered by L.A. Unified.
 - eChoices (Magnet, Permits With Transportation and Dual Language), Zones of Choice, Incoming Inter-District Permits, District K-12 Open Enrollment and Conservatory of Fine Arts.
- Manage your application(s).
- Access Parent portal to monitor student's attendance, final grades, update emergency telephone numbers, track student's progress towards completion of graduation requirements and many more...

Parent First Name: *


Parent Middle (optional)

Parent Last Name: *

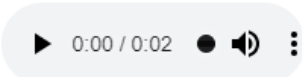
Email Address: *

Re-enter Email: *

Please enter the numbers below for security purposes *



OR

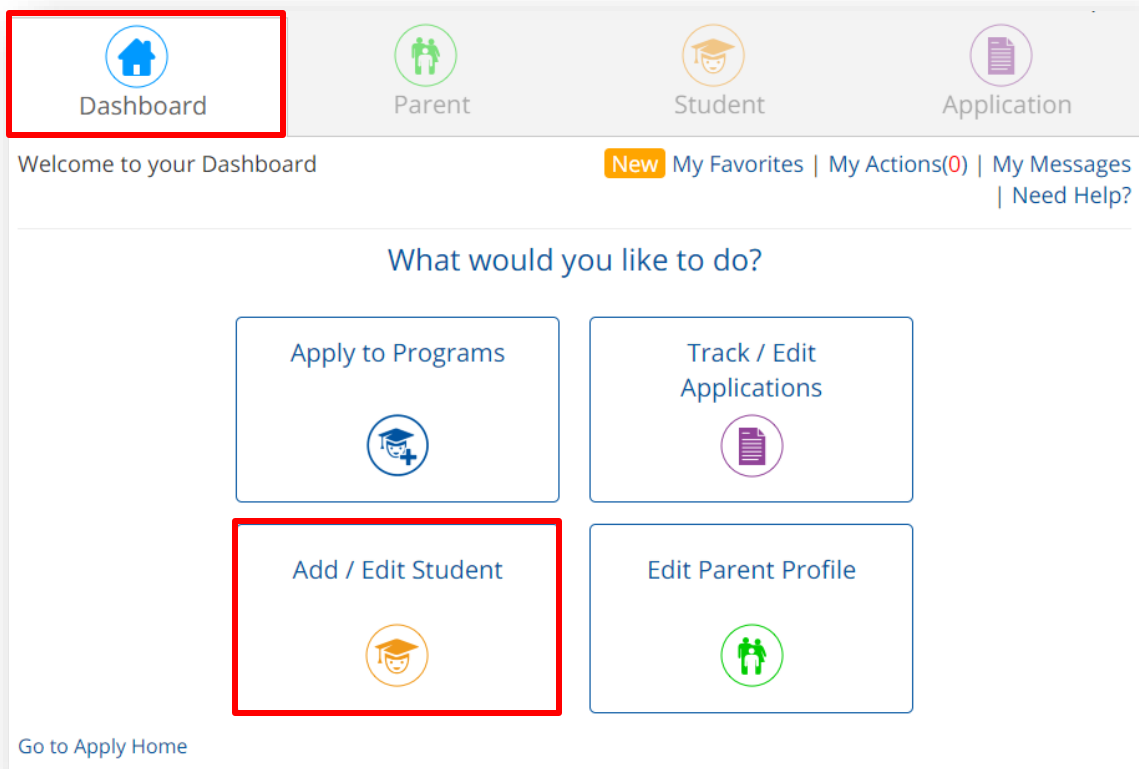


Cancel

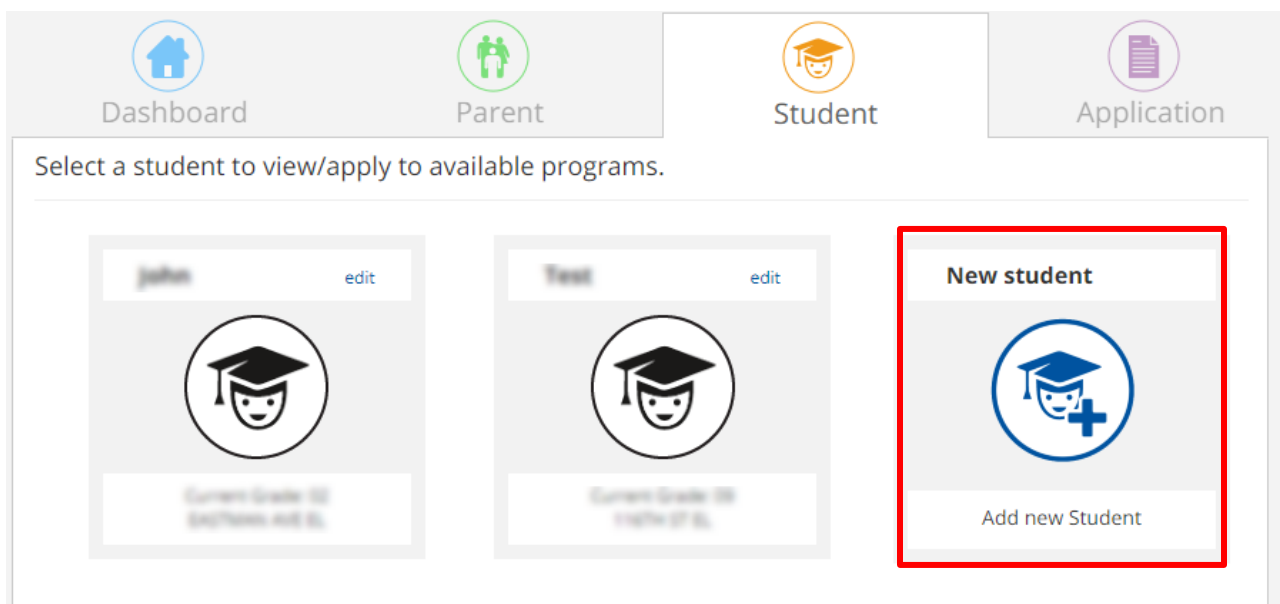
Register

Part II: Adding a Student

1. On the Dashboard screen click “Add/Edit Student”.



2. If you previously had an account your students will appear on this screen. To add a new student click on “New Student”.



3. On the first adding a new student screen fill out all of the required information and click “Next”.

Dashboard Parent Student Application

Adding new student [Cancel](#)

1 2 3

Please fill out the information below:

First Name *

Last Name *

Middle Initial

Date of Birth * Month Day Year

Ethnicity * Select

☐ Multi-racial/Multi-ethnic

Relationship to the student * Select

Gender * ☐ Male ☐ Female

Next

4. On the second adding a new student screen fill out all of the required information and click “Next”.

Dashboard Parent Student Application

Adding new student [Cancel](#)

1 2 3

Address Information [Copy Parent Address](#)

Address *

City *

Apt. No

Zip Code *

[Previous](#) **Next**

5. On the third adding a new student screen fill out all of the required information and click “Next”.

Adding new student [Cancel](#)

1 2 3

School Information

Current Grade (Year 18-19) *

Select

In the first box, enter the grade level your child is in this school year. For the 19-20 Kindergarten program, the student has to be 5 years old by September 1st of that school year.

Has Student Ever Been Enrolled in LAUSD? *

☐ Yes ☐ No

Current School *

☐ LAUSD

☐ Charter

☐ Private/Non LAUSD/Homeschool

☐ Preschool/Primary Center

☐ Other

[Previous](#) [Next](#)

6. On the final screen you will select any other students on your account that is a sibling to the newly added student. After selecting click “Next: Confirm and Apply”. You can always update this information the next time you add a student or on the student edit screen.

Adding new student [Cancel](#)

1 2 3

Sibling Information

Please check all the siblings you would like to link with [Jane](#)

Select	Sibling First Name	Sibling Middle Initial	Sibling Last Name
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			

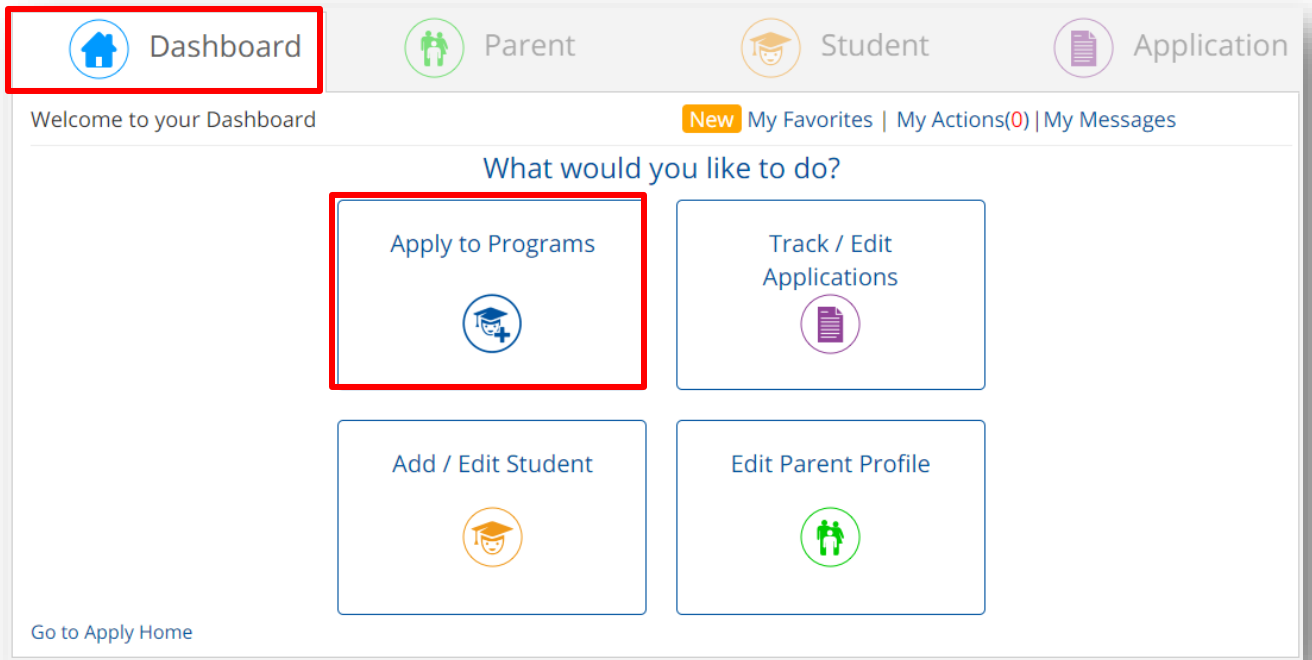
Important Note:
Are all the siblings associated with this student listed on the screen? If not, please click the link below to add siblings.

[Edit Student](#)

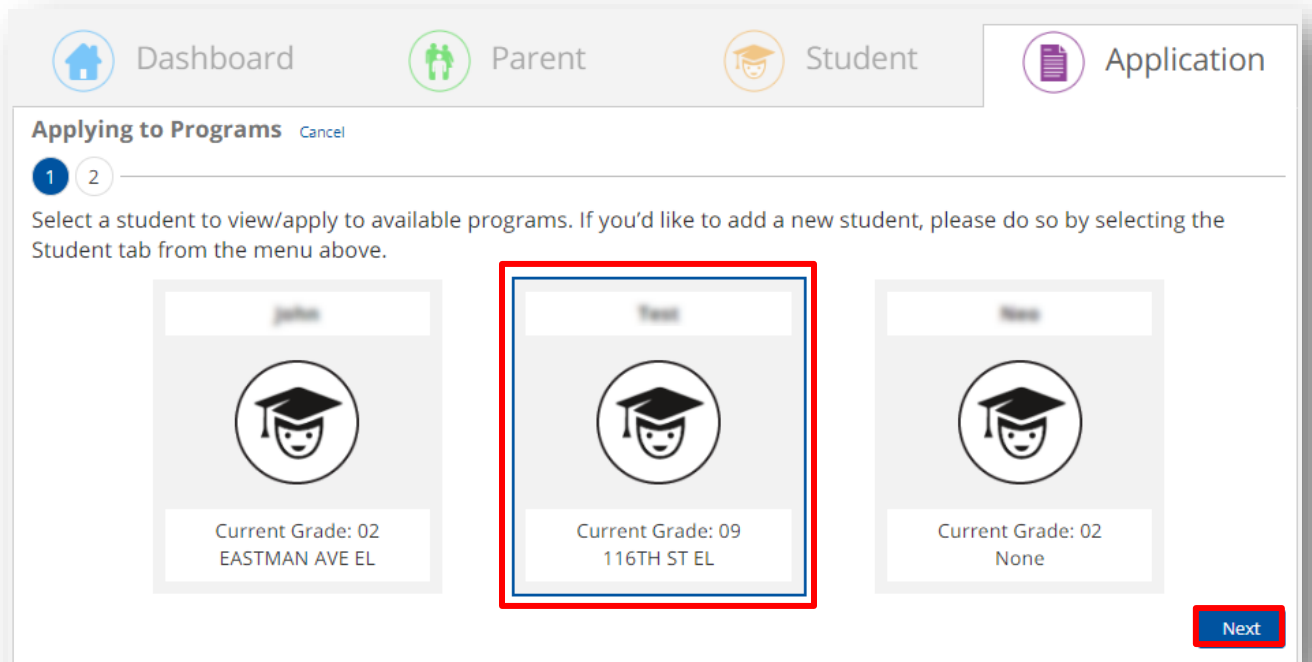
[Next: Confirm and Apply](#)

Part III: Applying for a Program

1. From the Dashboard click on “Apply to Programs”.



2. Click on the student you want to apply for and click “Next”.



- Click on each of the programs you would like to apply for and click “Next”.

The screenshot shows the 'Applying to Programs' screen. At the top, there are navigation tabs: Dashboard (home icon), Parent (two people icon), Student (graduation cap icon), and Application (document icon). Below the tabs, the title 'Applying to Programs' is followed by a 'Cancel' link. A progress bar shows two steps, with the second step '2' highlighted. The instruction reads: 'You may choose multiple programs. Please select the program(s) you want to apply to for **Test** :'. There are five program cards displayed in a grid. Each card has a title, an icon, and an 'Application Period'.

Program Name	Icon Description	Application Period
Magnet Programs	Icon of a plug with a lightning bolt	Jun 1 - Nov 9
Dual Language Education Programs	Icon of a globe with flags	Jun 1 - Nov 9
Schools for Advanced Studies (SAS)	Icon of a peace symbol with a brain inside	Jun 1 - Nov 9
Admission Criteria Schools (ACS)	Icon of a document with a checklist and a checkmark	Jun 1 - Nov 9
Permits With Transportation (PWT)	Icon of a school bus	Sep 1 - Nov 9

At the bottom left is a 'Previous' button. At the bottom right, it says '4 Program(s) Selected' followed by a 'Next' button.

- On the Verifying Parent Information screen you will verify your information is correct and click “Next”. If you need to edit the information click “edit”.

The screenshot shows the 'Verifying Parent Information' screen. At the top, the title 'applying for ECHOices' is followed by a 'Cancel' link. A progress bar shows seven steps, with the first step '1' highlighted. The title 'Verifying Parent Information' is followed by an 'edit' button. The form contains the following fields:

First Name:	Middle Initial:
Last Name:	
Primary Phone:	Secondary Phone:
	Ext:
Address: 333 S Broadway	Apt. No:
City: Los Angeles	Zip Code: 90017

At the bottom right, it says 'Applying to 3 Program(s)' followed by a 'Next' button.

5. On the Verifying Student Information screen you will verify your student information is correct and click “Next”. If you need to edit the information click “edit”.

The screenshot shows the 'applying for EChoices' interface at step 2 of 7. The title bar includes 'applying for EChoices' and a 'Cancel' link. A progress bar at the top has steps 1 through 7, with step 2 highlighted. Below the progress bar, the heading 'Verifying Student Information' is followed by a red-bordered 'edit' button. The form contains two columns of fields: First Name, Last Name, Gender, Address, City, Next Year Grade (Year 19-20), Middle Initial, Date of Birth(mm/dd/yyyy), Ethnicity, Apt. No, Zip Code, and Current School (set to 'None'). At the bottom, there is a 'Previous' button on the left, 'Applying to 3 Program(s)' in the center, and a red-bordered 'Next' button on the right.

- 6a. On the Identifying School Choices screen you will make your selection by clicking on the dropdown menu and clicking “Next”. If you applied for a Magnet program you can make a maximum of three choices. If you used the school search tool at explore.lausd.net to favorite a school it will appear at the top of the drop down menu.


The screenshot shows the 'applying for EChoices' interface at step 3 of 7. The title bar includes 'applying for EChoices' and a 'Cancel' link. A progress bar at the top has steps 1 through 7, with step 3 highlighted. Below the progress bar, the heading 'Identify School Choices:' is followed by the instruction 'You may select up to three school sites when applying for Magnet program.' The main content area is divided into three sections: 'Magnet Programs' with a logo, 'Application Period Jun 1 - Nov 9', and a list of three choices. The 'First Choice' dropdown menu is highlighted with a red border and shows 'Please Select'. The 'Second Choice (optional)' and 'Third Choice (optional)' dropdown menus also show 'Please Select'. To the right of the choices, there is an 'Important Note' box stating: 'If you are currently enrolled in a magnet program, and you apply and are selected into another magnet program, you will automatically lose your current magnet placement. Gifted programs are criteria-based, click here for gifted criteria. To find out more about the magnet options and themes click here'. At the bottom, there is a 'Previous' button on the left, 'Applying to 3 Program(s)' in the center, and a red-bordered 'Next' button on the right.

- 6b. If you applied for a Dual Language Education program you will need to select the Language(s) spoken at home and the language(s) your child speaks before making your selections and click “Next”. If you used the school search tool at explore.lausd.net to favorite a school it will appear at the top of the drop down menu.

1 2 3 4 5 6 7 8

This option allows you to select up to three Dual Language Education Programs. Your answers will help determine the priority order for potential placement in the Dual Language Education Program. Wondering which program might be a good fit for your student? Click [here](#) to learn more.

Dual Language Education Programs



Application Period
Sep 1 - Nov 9

Language(s) spoken in the home:

<input type="checkbox"/> Arabic	<input type="checkbox"/> Armenian
<input type="checkbox"/> French	<input type="checkbox"/> Korean
<input type="checkbox"/> Mandarin	<input type="checkbox"/> Spanish
<input type="checkbox"/> English	<input type="checkbox"/> Other

What language(s) does your child speak?

<input type="checkbox"/> Arabic	<input type="checkbox"/> Armenian
<input type="checkbox"/> French	<input type="checkbox"/> Korean
<input type="checkbox"/> Mandarin	<input type="checkbox"/> Spanish
<input type="checkbox"/> English	<input type="checkbox"/> Other

Is the student currently enrolled in a Dual Language, Maintenance Bilingual, Transitional Bilingual, or Foreign Language Immersion Program?

☐ Yes ☐ No

Please note:
Franklin HS and Griffith MS: Apply through the Magnet Program

New Your Favorites are available in the drop down below. To Edit your Favorites click [here](#).

First Choice

Please Select

Second Choice (optional)

Please Select

Third Choice (optional)

Please Select

[Previous](#) [Applying to 4 Program\(s\)](#) [Next](#)

Important Note:

- **English Speakers in grades 2-12**
Schools will contact parents of English speakers in grades 2 - 12 who have not previously participated in a Dual Language Education program to determine eligibility. A target language assessment will be administered prior to offering placement.
- **English Learners in grades 2-12**
Schools will contact parents of English learners (ELs) in grades 2 - 12 who have not previously participated in a Dual Language Education program to determine eligibility. ELs of the same target language of the program to which they are applying can enter at any time.


- 6c. If you applied for a School for Advanced Studies program please select a maximum of three schools and click “Next”. If you used the school search tool at explore.lausd.net to favorite a school it will appear at the top of the drop down menu.

1 2 3 4 5 6 7 8

Identify School Choices:

You may select up to three school sites when applying for Schools for Advanced Studies (SAS).

Schools for Advanced Studies (SAS)



Application Period
Sep 1 - Nov 9

New Your Favorites are available in the drop down below. To Edit your Favorites click [here](#).

First Choice

Please Select

Second Choice (optional)

Please Select

Third Choice (optional)

Please Select

[Previous](#) [Applying to 4 Program\(s\)](#) [Next](#)

Important Note:

All non-LAUSD applicants must submit the Verification of Eligibility form and Schools for Advanced Studies (SAS) Kindergarten Checklist, if applying for kindergarten, prior to the deadline of Friday, November 9, 2018. Affiliated charter SAS sites do NOT participate in the Choices application and verification

- 6d. If you applied for an Admission Criteria School you may only select one school. After making your selection click “Next”. If you used the school search tool at explore.lausd.net to favorite a school it will appear at the top of the drop down menu.

The screenshot shows a web form titled "Test applying for EChoices" with a "Cancel" link. At the top, a progress bar has steps 1 through 8, with step 5 highlighted. Below the progress bar, the heading "Identify School Choice:" is followed by the instruction "You may select one school site when applying for Admission Criteria Schools (ACS).". On the left, a card for "Admission Criteria Schools (ACS)" features a document icon with a checkmark and the "Application Period Sep 1 - Nov 9". To the right, a "New" banner states "Your Favorites are available in the drop down below. To Edit your Favorites click [here](#)." Below this, the "First Choice" section contains a dropdown menu with the text "Please Select", which is highlighted with a red rectangle. On the far right, an "Important Note" box explains that applicants must attend informational sessions before submitting an application. At the bottom, there are "Previous" and "Next" buttons, with the "Next" button highlighted in red.

- 6e. If you applied for Permits With Transportation and are eligible your school selection will be based on your resident school. To find out more information click on the “here” button or visit echoices.lausd.net. Click “Next” to proceed to the next screen.

The screenshot shows a web form titled "Test applying for EChoices" with a "Cancel" link. At the top, a progress bar has steps 1 through 5, with step 3 highlighted. Below the progress bar, the heading "Identify School Choice:" is followed by the instruction "The PWT program is a stand-alone program and does not offer transportation to other Choices programs (such as Magnet, DLE, SAS, etc.)". Below this, a card for "Permits With Transportation (PWT)" features a school bus icon and the "Application Period Sep 1 - Nov 9". To the right of the card, text states "Students who reside within a PWT sending area boundary can apply to the PWT Program." Below this text, a red rectangle highlights the instruction "Please click [here](#) for more information." On the far right, an "Important Note" box explains that the PWT program offers transportation to pre-identified LAUSD Desegregation Receiver schools. At the bottom, there are "Previous" and "Next" buttons, with the "Next" button highlighted in red.

7. After selecting all of your choices you will be asked if you would like to share your information. Click “Yes” or “No” and then click “Next: Terms and Conditions”

Neo applying for EChoices [Cancel](#)

1 2 3 4 5 6 7

Information Sharing

If your child is placed on a waiting list, do you want his/her name shared with other schools that may have space available?

☐ Yes ☐ No

[Previous](#) [Next: Terms and Conditions](#)

8. Finally read the terms and conditions and click on “I agree...” and click “Submit”.

Terms and Conditions

Please read the following terms and conditions carefully prior to submitting a Choices application:

General MAGNET DLE SAS

Terms and Conditions for All Applicants:

- The deadline to submit a Choices application for the 2019-2020 school year is Friday, November 9, 2018 at 11:59 p.m.
- Any corrections to the “pre-populated” information (i.e.address, telephone, grade level, etc.) that appears on the online application must be made at your child’s current LAUSD School of attendance by Friday, November 9, 2018.
- Only one Choices application (paper or electronic) may be submitted per child and must be for the grade the applicant will be in for the 2019-2020 school year. In the event that multiple applications are submitted for the same student, only the first application will be processed.
- Parents/Guardians who submit a Choices application online will receive all correspondence electronically, including the status of the application.
- For the student to be eligible for selection or assignment, all information must be complete and accurate. Falsification of information will result in an application not being processed and/or an applicant’s removal from the program. It is the responsibility of the parent/legal guardian to complete the application correctly or it will be rejected.
- The applicant agrees to abide by dress code set by the school selected.
- Your electronic signature on the application signifies that you have read and understood the Choices Application Guidelines and Instructions.
- If the applicant is not selected into a Choices Program(s), the applicant will be placed on a waiting list for his/her First Choice(s), if available.

☐ I agree that I have read the Choices brochure and agree to the terms and conditions of the Choices application.

[Previous](#) [Applying to 3 Program\(s\)](#) [Submit](#)

9. Congratulations you have just submitted your student’s application. You may print your confirmation now or return to the Apply site and view it at any time. You will also receive a confirmation email so please check your email inbox.

Dashboard Parent Student Application

Confirmation [Return to profile](#)

Thank you for completing the Choices application!

Your Confirmation number is: **6194117**

[Print Confirmation](#)

Click [here](#) to view/edit your application.

What would you like to do next?

- [Apply for another student](#)
- [My Dashboard](#)