



Lottery & Student Application Management Solution

Parent How To Manual

Poudre School District



Exclusive Smart Choice™ Reseller

Table of Contents

About Smart Choice™3

Applications4

 Parent Portal5

 Submitting The Student's Application7

 Submitting a Application for an Additional Student 16

 Updating Application Information.....17



About Smart Choice™

The Smart Choice™ system was conceived in 2004 as an online application and application management system. Created by then high school junior, Casey Bienvenu, it was a school project for the career academy he was attending, the Academy of Information Technology program at Carencro High School.

Casey's system was so well-received that the Lafayette Parish Schools System adopted it as its district wide choice application and application management platform.

Since then, the platform has grown and evolved into a full-featured system, and includes many of the features that our clients know and love today.

In 2012 Smart Choice™ was incorporated and contracted with [Firefly Digital](#) to exclusively market, implement and support the platform.



Applications

The **Smart Choice Application™** component provides parents with a quick and easy online school choice application process. That translates to happy parents and fewer support calls.

SIMPLE ONLINE APPLICATION EXPERIENCE

The Application component features a **multi-step application**, which is accessible through a web-based user portal. Applicants utilize a **single sign-on account** to submit multiple school choice applications for one or more children within a household in an easy and efficient process.

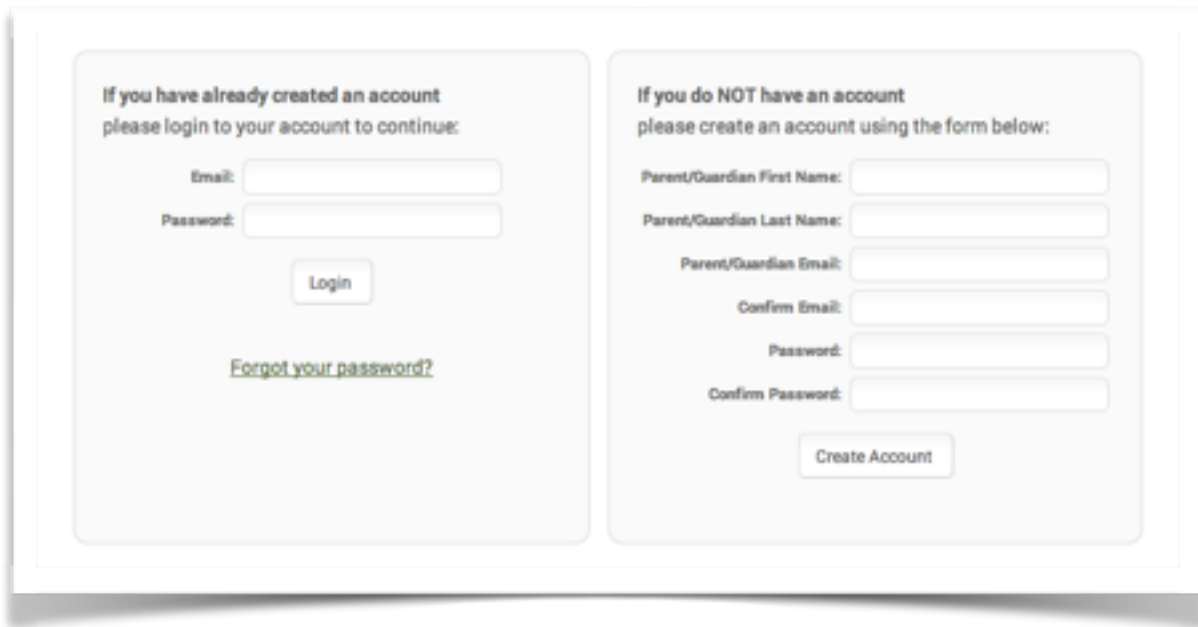
This application collects basic and detailed information, including student information, household and guardian information as well as school and district-specific required information.



Parent Portal

Create an Account

Before submitting a school choice application, a parent must create a single sign-on account that will allow them to submit applications for all the children in their household. This account is created with the parent's first and last name, email and password. The parent's email is the unique identifier for the parent account. Parents will use this email and password to login at a later date to submit school choice applications, check the status of applications and more.



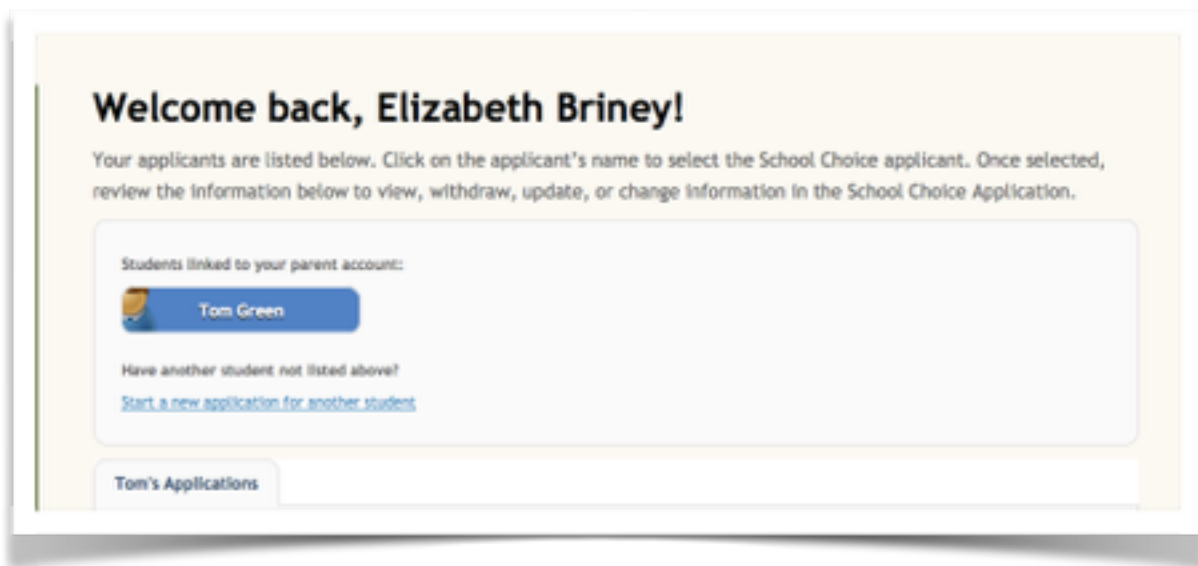
The screenshot shows a login and account creation interface. On the left, there is a login section for existing users with fields for 'Email:' and 'Password:', a 'Login' button, and a link for 'Forgot your password?'. On the right, there is a registration section for new users with fields for 'Parent/Guardian First Name:', 'Parent/Guardian Last Name:', 'Parent/Guardian Email:', 'Confirm Email:', 'Password:', and 'Confirm Password:', followed by a 'Create Account' button.

Each application submitted under a parent account can be reviewed and managed through the Parent Dashboard at any time.



Parent Dashboard


Within the Parent Dashboard, each student will have their own “profile” with a listing of their school choice application(s). Here parents can review information such as parent notes and more. This listing will show the program/school name, the status of the application and any parent notes input by the administration. Parents will also have the option to “withdraw” the application if it has been submitted or “delete” the application if it has not been submitted. There is also the ability to “edit” the application if applicable.



Welcome back, Elizabeth Briney!

Your applicants are listed below. Click on the applicant's name to select the School Choice applicant. Once selected, review the information below to view, withdraw, update, or change information in the School Choice Application.

Students linked to your parent account:

 Tom Green

Have another student not listed above?
[Start a new application for another student](#)

Tom's Applications

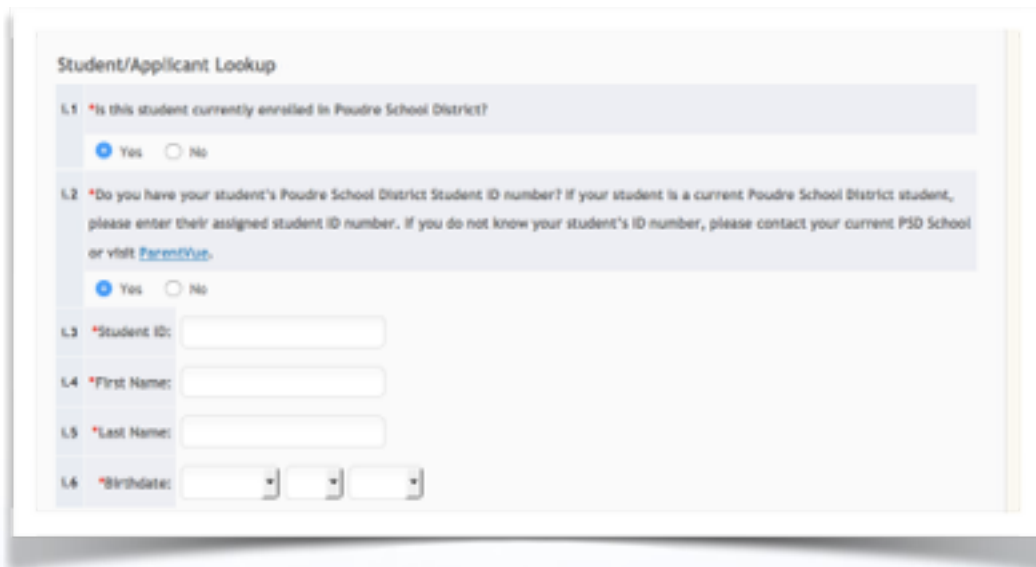


Submitting The Student's Application

Student/ Applicant Lookup

If the parent has a student that is currently enrolled in Poudre School District they will be prompted to enter the Poudre School District student ID number that is assigned to their student. By using the student look up the school choice application will be pre-populated with the student's details.

If the parent does not know the student's ID number, please contact your current Poudre School District school or visit ParentVue on the Poudre School District website at www.psdschools.org. If the parent does not have the applicant's Poudre School District student ID number or their child is not currently enrolled in the school district, then the parent will fill out a blank school choice application.



The screenshot shows a web form titled "Student/Applicant Lookup" with the following fields:

- L.1 *Is this student currently enrolled in Poudre School District?
 Yes No
- L.2 *Do you have your student's Poudre School District Student ID number? If your student is a current Poudre School District student, please enter their assigned student ID number. If you do not know your student's ID number, please contact your current PSD School or visit [ParentVue](#).
 Yes No
- L.3 *Student ID:
- L.4 *First Name:
- L.5 *Last Name:
- L.6 *Birthdate:



Review Requirements & Policies

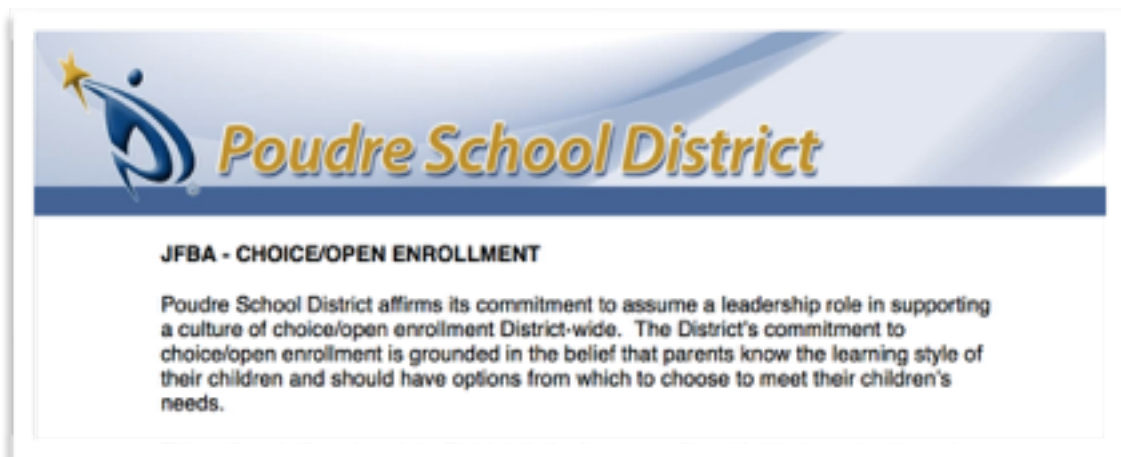
Parents are presented with a link to review the Requirements & Policies for Poudre School District before proceeding to the application. By clicking the “Requirements & Policies” link, a new tab will appear with district specific policy details.




Requirements & Policies

TIPS:

- You can save what you have already entered and return at a later time to complete the application by clicking the “Save and Edit” button.
- If you need to go back to any step, use the navigation bar to the left, or the “← Back” button at the bottom of the screen.



 **Poudre School District**

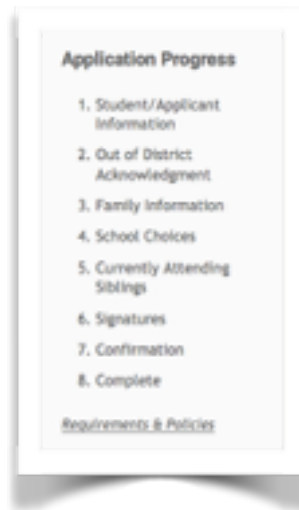
JFBA - CHOICE/OPEN ENROLLMENT

Poudre School District affirms its commitment to assume a leadership role in supporting a culture of choice/open enrollment District-wide. The District’s commitment to choice/open enrollment is grounded in the belief that parents know the learning style of their children and should have options from which to choose to meet their children’s needs.



Online Application Process

The online application utilizes a multi step process in which applicants/parents have the option to save and exit the application at any of the steps and resume their application work at a later time/date by logging into their parent account. Below are examples of steps within an application process.



Student/ Applicant Information

Within the Student/Applicant Information step, parents will fill in details about the student such as name, age, grade, address and more. This portion of the system also cross references applicants with previously submitted applications based upon the students' first name, last name, and date of birth. This feature prevents the submission of duplicate applications for the same student.

Parents applying for multiple birth siblings (twins, triplets, etc.) will have the option to apply for these students as a unit within the Student/ Applicant Information step.

By answering "YES" to the question, "Are there any multiple birth siblings (i.e. twins, triplets, etc.) being attached to this application?"; the parent is now prompted to enter any additional multiple birth sibling information. If the parent does not wish to submit an application for their multiple birth siblings as a unit they will answer "NO" to the question,



“Are there any multiple birth siblings being attached to this application?”; the parent will then fill out separate applications for each student.

Multiple Birth Siblings (twins, triplets, etc.)

1.12 *Are there any multiple birth siblings (i.e. twins, triplets, etc.) being attached to this application?

Yes No

- Multiple birth siblings are defined as siblings born to the same mother, share the same birthdate, and reside at the same address.
- Students applying as multiple birth siblings will be considered as a unit and either all accepted or all waitlisted. If you want these students to be considered for acceptance individually, please fill out a separate application for each student.
- To apply as multiple birth siblings, students must be applying for the same grade and schools.

First Name: Last Name: Birth Date: Current School (2015-2016): Grade Applying for

Tommy Jones 01/01/2010 None K

Multiple Birth Siblings (twins, triplets, etc.)

1.12 *Are there any multiple birth siblings (i.e. twins, triplets, etc.) being attached to this application?

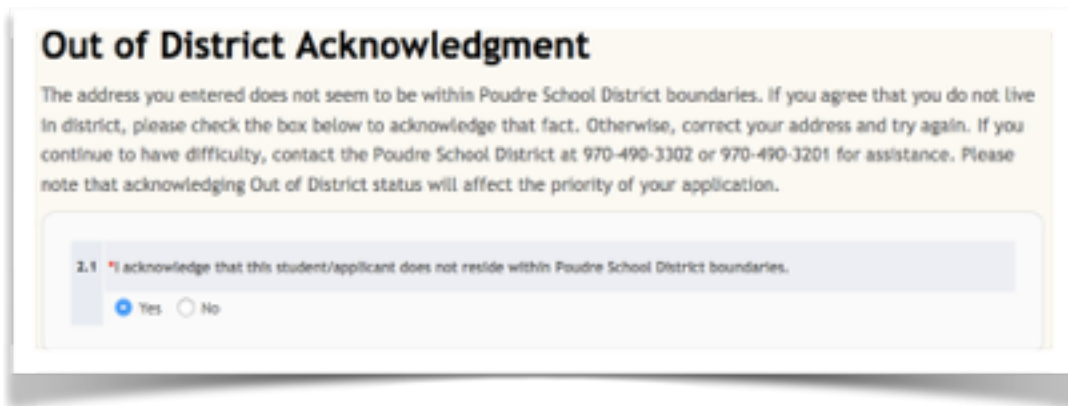
Yes No

- Multiple birth siblings are defined as siblings born to the same mother, share the same birthdate, and reside at the same address.
- Students applying as multiple birth siblings will be considered as a unit and either all accepted or all waitlisted. If you want these students to be considered for acceptance individually, please fill out a separate application for each student.
- To apply as multiple birth siblings, students must be applying for the same grade and schools.



Out of District Acknowledgement

Should the address entered in the Student/ Applicant Information step not fall outside of the Poudre School District boundaries the parent is prompted to complete the Out of District Acknowledgment step in which they will confirm that their address is outside of the Poudre School District boundaries.



Out of District Acknowledgment

The address you entered does not seem to be within Poudre School District boundaries. If you agree that you do not live in district, please check the box below to acknowledge that fact. Otherwise, correct your address and try again. If you continue to have difficulty, contact the Poudre School District at 970-490-3302 or 970-490-3201 for assistance. Please note that acknowledging Out of District status will affect the priority of your application.

2.1 acknowledge that this student/applicant does not reside within Poudre School District boundaries.

Yes No

Family Information

Within the Family Information step of the application the parent(s) will include information such as parent's/parents' or guardian's/guardians' information including name, address and contact information. Some guardian #1 information will be pre-populated with the information submitted upon the parent's account creation as well as the address of the student for which the application is being submitted. If a parent is a PSD employee they may enter their employee ID number.

School Choices

The School Choices step of the application process allows parents to indicate up to 5 schools they would like their student to be considered for placement. Order of selection does not matter and schools are not placed in order of preference. Parents have the ability to enter any additional notes school officials may need to be made aware of after selecting their school choices.



School Choices

Select up to a maximum of five schools on one application. Please note that schools are not placed in order of preference.

4.1 *Please select a school:
Please select a school

4.2 Please select a school:
Please select a school

4.3 Please select a school:
Please select a school

4.4 Please select a school:
Please select a school

4.5 Please select a school:
Please select a school

Parents applying for Kindergarten students will have the option to select their attendance preference for each school choice.

4.1 *Please select a school:
Polaris Expeditionary Learning School (K-5)

Please select your attendance preference: Half Day Afternoon

4.2 Please select a school:
McGraw Elementary, IB World School (K-5)

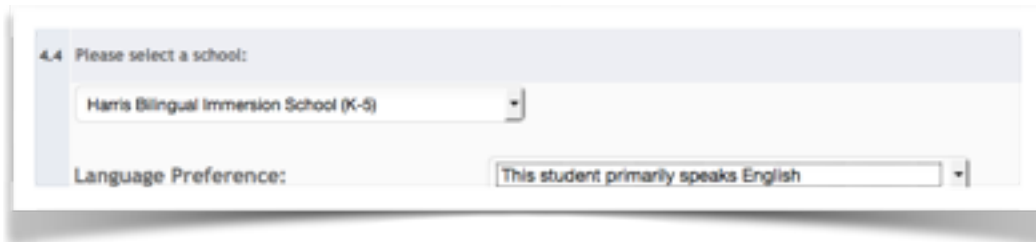
Please select your attendance preference: Full Day Morning

4.3 Please select a school:
Bacon Elementary School (K-5)

Please select your attendance preference: Prefer Full Day, will accept Half Day Either



Parents submitting an application for Harris Bilingual Immersion School will have the option to select their student's language preference.



4.4 Please select a school:

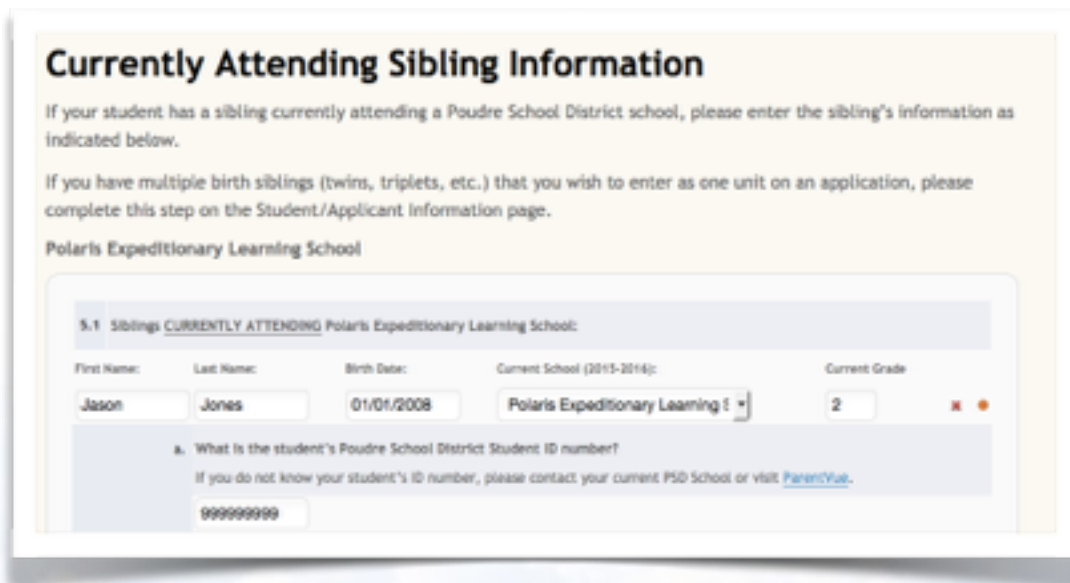
Harris Bilingual Immersion School (K-5)

Language Preference: This student primarily speaks English

Currently Attending Siblings

If the student has sibling that is currently attending a Poudre School District school to which the parent is submitting an application they may input the currently attending sibling's information within the Sibling Information Step.

Parents can enter "attending" students by entering their name, date of birth, grade and Poudre School District Student ID number; these siblings can be verified and by administrators to assign specific priorities.



Currently Attending Sibling Information

If your student has a sibling currently attending a Poudre School District school, please enter the sibling's information as indicated below.

If you have multiple birth siblings (twins, triplets, etc.) that you wish to enter as one unit on an application, please complete this step on the Student/Applicant Information page.

Polaris Expeditionary Learning School

5.1 Siblings CURRENTLY ATTENDING Polaris Expeditionary Learning School:

First Name:	Last Name:	Birth Date:	Current School (2015-2016):	Current Grade
Jason	Jones	01/01/2008	Polaris Expeditionary Learning	2

a. What is the student's Poudre School District Student ID number?
If you do not know your student's ID number, please contact your current PSD School or visit [ParentVue](#).

99999999



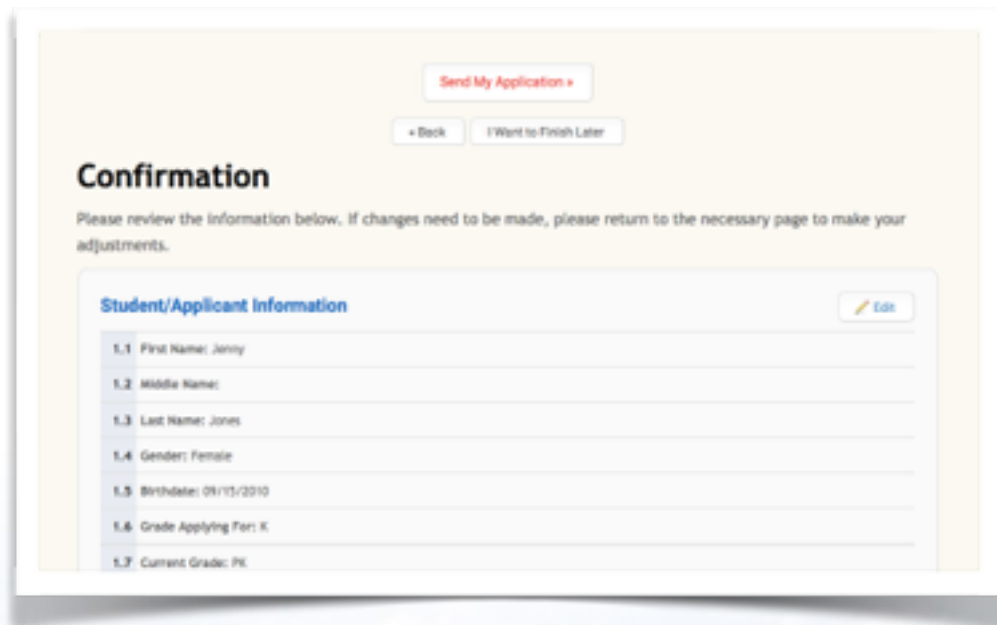
Signatures

The school choice application includes a Signatures step where the applying parent can electronically sign the application.

This step of the application has a unique tracking feature that notates the date and time of the signature, initials entered within the signature step, as well as an IP address that allows for the applying parent to legally “sign” the application.

Confirmation

The Confirmation portion of the application allows parents to review the information submitted within each step of the application form. By clicking the “Edit” button located at the top of each step, the parent will be taken back to that step to make any changes necessary.



The screenshot shows the 'Confirmation' step of the application. At the top, there are three buttons: 'Send My Application >' (highlighted in red), '< Back', and 'I Want to Finish Later'. Below the buttons is the heading 'Confirmation' followed by the instruction: 'Please review the information below. If changes need to be made, please return to the necessary page to make your adjustments.' A table titled 'Student/Applicant Information' is displayed with an 'Edit' button to its right. The table contains the following information:

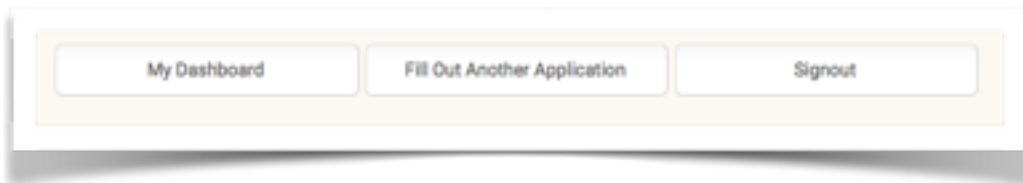
Student/Applicant Information	
1.1	First Name: Jenny
1.2	Middle Name:
1.3	Last Name: Jones
1.4	Gender: Female
1.5	Birthdate: 09/13/2010
1.6	Grade Applying For: K
1.7	Current Grade: PK



Complete

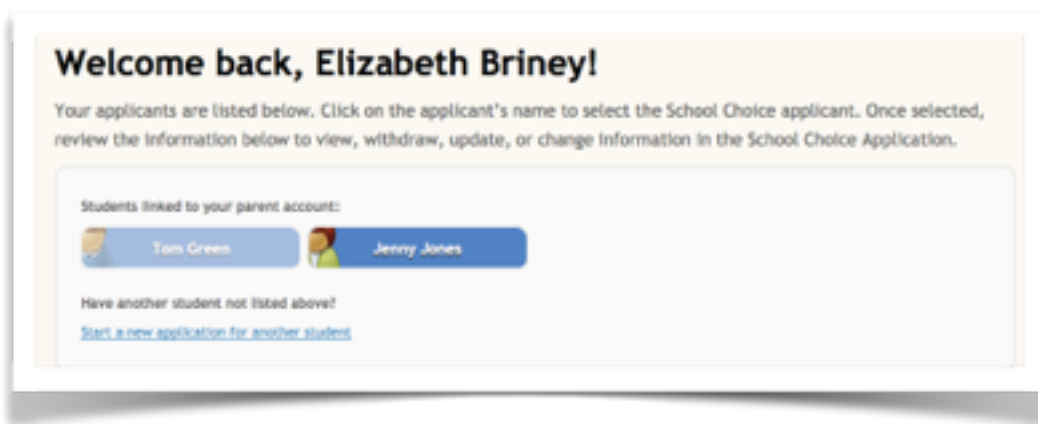
Upon submitting the application, the parent will be prompted with a pop-up warning that will ask the parent if they are sure they want to submit the application. Once the parent clicks the “Ok” button, then they will be brought to a screen from which a copy of the application can be printed.

At the bottom of this page, parents also have the option to go back to their Dashboard, fill out another application or sign out of their account.



Submitting a Application for an Additional Student

In the Parent Dashboard, a parent can create an application for a new student by clicking on the “Start a new application for another student” link under the blue rectangle with the first child’s name on it.



The parent will have the option to use the Student/ Application Lookup, review the Requirements & Policies and proceed to the application.

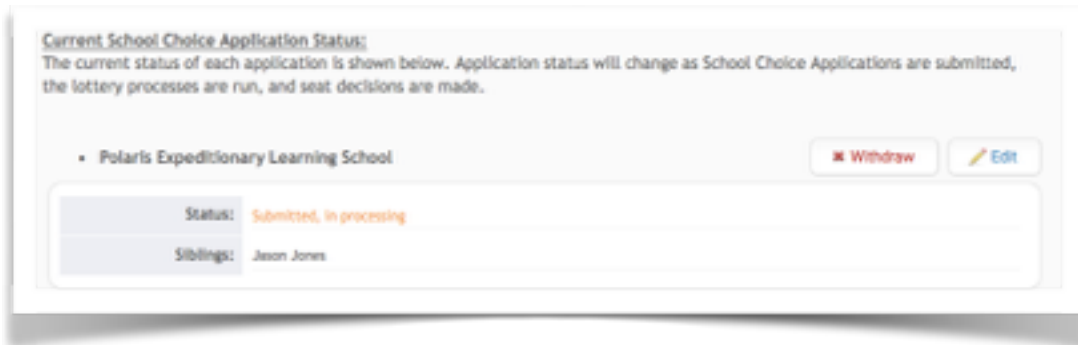
Once the parent is brought to the application the parent will enter in student specific information into the application steps and format as seen in previous applications.



Updating Application Information

Should a parent wish to come back and update information on their submitted application, a parent can do so as long as the application dates are still open.

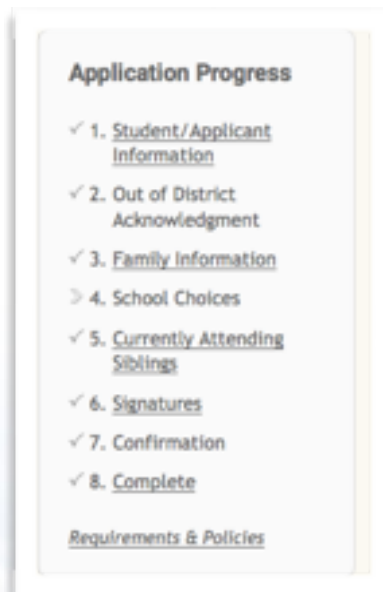
To do this, the parent can login to their account and under each student, the parent can click on the “Edit” button next to the application. Then the parent will be taken into the School Choices step of the application. The parent can click on the step that needs to be edited using the Application Progress box in the left sidebar and change information such as addresses or phone numbers.



Current School Choice Application Status:
The current status of each application is shown below. Application status will change as School Choice Applications are submitted, the lottery processes are run, and seat decisions are made.

- Polaris Expeditionary Learning School Withdraw Edit

Status:	Submitted, in processing
Siblings:	Jason Jones



Application Progress

- ✓ 1. [Student/Applicant Information](#)
- ✓ 2. [Out of District Acknowledgment](#)
- ✓ 3. [Family Information](#)
- > 4. [School Choices](#)
- ✓ 5. [Currently Attending Siblings](#)
- ✓ 6. [Signatures](#)
- ✓ 7. [Confirmation](#)
- ✓ 8. [Complete](#)

[Requirements & Policies](#)



If you have any additional questions regarding the application process, please contact Poudre School District at info@psdschools.org.

