

Looking for Magnet Information? The AACPS Online Application System is used to submit applications to Charter Schools, Contract Schools, and Magnet Programs. If you are looking for information about submitting an application to an AACPS Magnet Program, go to the Magnet Application Step-by-Step Guide (www.aacps.org/magnet).

Si necesita ayuda idiomática para completar la solicitud, por favor contacte la Oficina de Estudiantes Internacionales al 410-263-6420.

Signing-In

To start an application, enter your student UserName and Password.

If your student currently attends a public school in Anne Arundel County (AACPS students)...

UserName

Your UserName is the 6-digit Student ID that every student in the Anne Arundel County Public Schools System is given. This is the same number that students use to log on to a computer at school. It may also be called a PermNum, Lunch Number, or Cafeteria/Food System ID. This ID is printed on report cards and grade reports. If you do not know your Student ID, please contact the counseling office at your school.

Password

Your password is the same password used to log on to a computer at school. If you do not know your password, contact your school to have your password reset. You will not be able to use the “I forgot my password” link.

Current AACPS students cannot use the link to “Create New Account.”

If your student does not currently attend a public school in Anne Arundel County (Non-AACPS Students)...

Applicants who currently attend private school, are under parent instruction/homeschooling, or will be moving to Anne Arundel County before the start of next school year, will need to create a UserName and Password. To do this, click on the “Create New Account” link. Here, you will be able to choose a username and password.

Parent/Guardians, teachers, and other adults submitting an application for a student should create an account using the **student’s** name and birthday.

After you create an account, make a note of your username and password because you will need them to log back in to the Magnet Application system to review your application(s).

Once you enter your log-in information, select the type of application you would like to submit from the list provided. If you are only eligible to apply to one program (based on your current grade level or home school) you will be taken directly to the Student Information Page for that program’s application.

If you exit your application, either by mistake or on purpose, you will be able to re-enter your log-in information and return to your In-Progress application. You will be logged out automatically after 20 minutes of inactivity. Students who wish to apply to multiple programs will be able to submit additional applications after the first is completed.

Student Information

After you log in, you will be taken to the first page of the application: *Student Information*. Some or most of this information will already be entered based on either your AACPS UserName or the information you provided when creating an account. Information marked with a red star (*) is required and must be completed before moving onto the next page. You will not be able to move onto the next page until all required information is complete.

AACPS Students

If you currently attend a public school in Anne Arundel County, most of your student information will already be displayed on this page. After you entered your AACPS UserName and Password, this information was automatically generated from the information available in the AACPS student data system. The only information you will be able to enter on this page is your Cell Phone Number (if available), your Primary Email Address, a Student/Other Email Address (if available), and the language spoken at home.

If any of the information already provided on this page is missing or incorrect you must contact the counseling office at your school right away to update this information. Once your school makes the correction, it will take 24 hours for those changes to appear in the application system.

Non-AACPS Students

If you are a non-AACPS student, your name, birth date, grade and Primary Email Address will be displayed on this page. This data is pulled from the information you entered when creating a new account. You will also see a seven-digit "PermNum" beginning with a "T." This is a student ID automatically created by the application system. Make a note of this number because you may need it later in the application process.

Complete this page by entering the student's Home Address, Home/Primary Phone, Cell Phone (if applicable), Student/Other Email (if applicable), whether or not the student is Hispanic/Latino, the student's ethnicity, whether or not the student is part of an active-military family, and the primary language spoken at home. .

Please make sure that all information is complete and correct before continuing with the application.

When all of the information on this page is complete, click the button labeled "Next" on the bottom right-hand corner of the page. You may have to scroll down and over to view this button.

Parent Information

The second page of the application is the *Parent/Guardian Information* page. Again, information marked with a red star (*) is required and must be completed before moving onto the next page. You will not be able to move onto the next page until all required information is complete.

AACPS Students

As with the Student Information page, if you currently attend a public school in Anne Arundel County, most of your student data will already be displayed on this page. You **will** be able to enter whether or not “Contact One” is the Primary Contact and the Primary Language Spoken at home.

If any of the information already provided on this page is missing or incorrect you must contact the counseling office at your school to update this information. Once your school makes the correction, it will take 24 hours for those changes to appear in the application system.

Non-AACPS Students

If you do not currently attend a public school in the county, your address will be displayed. This data is pulled from the information you entered on the Student Information page of the application.

Complete this page by entering the required contact information for Parent/Guardian One and (if applicable) the contact information for Parent/Guardian Two. Please also select which guardian is the Primary Contact, which guardian the student lives with, and the primary language spoken at home.

Please make sure that all information is complete and correct before continuing with the application.

When all of the information on this page is complete, click the button labeled “Next” on the bottom right-hand corner of the page. You may have to scroll down and over to view this button.

School Information

This page gathers information about the school you are currently attending.

In some cases, your *Current School* may be different from your *Home School*. Your *Current School* is the school that you attend each day during this school year. This may or may not be the same as your *Home School*, which is the school your student is automatically assigned to based on where you live. If you have to choose your Home School, click on the name of the Home School listed and look at the drop-down list to choose the school you would be attending if you walked or took the bus to school with other students in your neighborhood.

If the Home School listed on this page is incorrect, but you cannot change it (the name of the school will look like it is grayed out), contact your school counselor right away to update this information. **Current Monarch Academy—Glen Burnie** students may automatically have their “Home School” set to Monarch Academy. This should be corrected to your Home School before moving on to the next page.

Start a New Application

If you would like to apply to another Charter School, Contract School or Magnet Program, click the button labeled “Start Additional Application” under the List of Existing Applications table. You will only be able to click this button if there are additional programs available for your grade level and/or geographic area. If you think that you should be able to apply to another program but cannot select this button, contact the program to which you just applied.

What’s Next?

You have successfully completed your application to a Charter or Contract School! The lottery will be conducted by mid-February. Lottery results will be posted on the webpage for that Charter or Contract School. You will be contacted through email with further information about the lottery when more details about the are known.

Do you still have questions about the Online Application or one of the Charter or Contract Schools? Contact us at:

Chesapeake Science Point (CSP):

Angie O’Brien ; 443-757-5277 x307

<http://www.mycsp.org/>

Monarch Academy—Glen Burnie:

Crystal Fink; 410-760-2072

monarchapplication@monarchcharter.org

Monarch Global Academy—Laurel:

Susan Callaway; 301-886-8648

MGAapps@monarchcharter.org

Monarch Annapolis:

Sue Myers; 443 -449- 2757

MAAAplications@monarchacademyannapolis.org

**Thank you for your interest in a
Public Charter or Contract School!**