

# The AACPS Charter & Contract School Online Application

## Frequently Asked Questions

### General Information about the Online Application

**Can I submit a paper application?** No. AACPS Public Charter and Contract Schools will no longer accept paper applications. Students without easy access to a computer should contact their school counselor for help submitting an application.

**Is it important for me to submit an application as soon as the applications open?** No. All applicants who submit an application before the deadline will be included in the lottery.

**How many Charter/Contract Schools can I apply to?** As many as are available in the area where you live and for your grade level. You must submit a separate application to each school or program.

**Can I apply to a Charter School and a Magnet Program?** Yes. You can apply to any program available for your geographic area and grade level.

### Logging On to the Application System

#### I currently attend a public school in Anne Arundel County

**What is my UserName?** This six-digit number is also called a Student ID/Permnum/ Lunch Number, or Cafeteria/Food System ID and is used to log onto computers at school. This number is posted on all report cards and grade reports

**What if I don't know my UserName?** Contact the Counseling Office at your school.

**What is my Password?** It is the same password that students use to log into computers at school.

**What if I've forgotten my password or if it is not working?** Contact the Counseling Office at your school and ask them to help you reset your password. You will not be able to use the "I forgot my password" link.

#### I currently attend a private school, am home-schooled, or will be moving to this county.

**How do I log in?** Create a UserName and Password by clicking on the link called "Create New Account." Complete the requested information for the student submitting the application.

**What if I've forgotten the password that I've created?** Follow the directions from the "I've forgotten my password" link on the front page of the application.

#### Do I have to live within Anne Arundel County to attend an AACPS Public Charter or Contract School?

Yes. If you do not currently live within Anne Arundel County, you will need to prove that you will be living in Anne Arundel County by the next school year.

*More questions answered on page 2.*

**The deadline to submit an application to a Charter or Contract School is noon on Friday, December 20, 2013.**

Applications submitted after the deadline will be marked "Late" and will not be included in the lottery.

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### *Completing the Online Application*

***Why can't I change my Student/Parent/School Information listed in the application?*** The Online Application system automatically pulls information from the AACPS student database based on your UserName. If this information is incorrect or incomplete, contact your school counselor. It will take 24 hours for a change to appear in the application.

***Why do I need to provide sibling information?*** To help keep families together, each Charter and Contract school takes into consideration whether or not a student is applying with a sibling or if the student has a sibling currently attending the school. The Sibling Information page gathers this information to make sure you are correctly considered for the lottery.

***I have a question about the sibling policy for Chesapeake Science Point, Monarch Academy, or Monarch Global Academy. What should I do?***

Contact that school directly.

***How will I know if I submitted my application successfully?*** You will receive a confirmation email within 24 hours. Your application status will also be listed as "Applied" in your application account. If you do not receive this email, please call the Charter/Contract school directly.

***After I submitted my applications I reviewed my printed copy and saw that my "Lottery Option" said "No Lottery Option." What does this mean?***

This simply indicates to the Application Tracking System that you are not applying with a sibling. You will still be included in the lottery for that school.

***I've successfully submitted by application! What do I do now?*** Congratulations! You have completed the Charter/Contract School application process! The lottery will be conducted with the results of the lottery in February.

### *Where to go for More Information*

***If you have questions about a Charter or Contract School or the application and lottery process for that school, visit the school's website or contact a member of that school:***

**Monarch Academy—Glen Burnie:**

Kelly Oxyer; 410-760-2072

<http://www.monarchcharter.org>

**Chesapeake Science Point (CSP):**

Angie O'Brien; 443-757-5277 x307

<http://www.mycsp.org>

**Monarch Global Academy—Laurel:**

Susan Callaway; 410-444-3800

<http://www.monarchcharter.org/monarch-global>