

Anne Arundel County Programs of Choice Online Application System: Public Charter & Contract Schools



Welcome Charter and Contract School Applicants!

Thank you for your interest in one of the Public Charter or Public Contract schools available in Anne Arundel County! Here at the Charter School Office, we are excited to help you and your student(s) discover the school that is right for you. This guide is specifically designed to help you through each page of the online **Charter/Contract School Application** from logging-in to reviewing your submitted application. If you want to know more about our Charter and Contract Schools, have questions about the application process, or any other concerns, please 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:

Gigi Gonzalez; 301-886-8648

gonzalezg@monarchcharter.org

Monarch Annapolis:

Ratasha Harley ; 443-449-2757

rharley@aacps.org

You may also check with your school counselor to get more information about these programs and about how to complete the application process.

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.

Using this Guide

This guide is organized into sections based on each step of the application process.

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Before you Begin

Having the following information ready before you begin the application will help you complete the application on time and receive all notifications about your application.

- **A valid, and current, email address**—To be sure all of the information we receive from you is accurate and up to date, we ask that you communicate through email from your home, school, or community computer. It is extremely important that the email account(s) that you enter are checked regularly since this will be the main form of communication from the Charter School Office for important information about the lottery results.
 - If you do not have an email account already, you can use one of the links provided on the front page of the application to create a free account. Please verify that your email account is active before entering it into the application.
 - Don’t forget to check your “Junk Mail” folders to see any AACPS emails that may have ended up there.
 - If there is a change to your Primary Email account, contact the program to which you applied and ask to update your application.
- **UserName and Password**—Every student who is currently attending an Anne Arundel County Public School has a Student Identification Number (Student ID) as well as a password. You will need to use both of these items to apply to a magnet program. Students who do not attend a public school in the county will create a UserName and Password. (See “Signing-In” on page 3 for more detilas).

The deadline to submit a Charter/Contract School Application is noon on November 30, 2018.

Applications submitted after this deadline will be marked as “Late” and will not be included in the Lottery

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.

Sibling Information

Each school takes sibling information into consideration when conducting the lottery. Before completing this page of the application, read through the information provided on the top of the application page to see if your student(s) qualify under the sibling policy. If you have questions about the information provided on this page of the application, contact that Charter or Contract School.

Sibling Currently Attending the School

If you have a student currently attending this Charter or Contract school, click “Yes” to the first question. Enter the name, grade level, and birth date for the student already in the program.

Applying with a Sibling

If you and a sibling are applying to this school at the same time, click “Yes” to the second question.

- If this application is the first one to be submitted for this family for the upcoming school year to this school, click “Yes” and continue onto the Lottery Information page.
- If you have already submitted one (or more) application(s) to *this* Charter or Contract school, click “No.” Enter the Student ID or PermNum of the first student who submitted an application for the upcoming school year. Once this information is entered, continue onto the Lottery Information page.

If you are not applying with a sibling, select “No” and continue onto the Confirmation page.

Applying with a Sibling who previously attended the School (CSP Applicants Only)

If you have a student who used to attend Chesapeake Science Point, write “Yes” in the comments box at the bottom of the page and write the name and birthdate of the student who previously attended the school.

Monarch Academy School Applicants Only: Lottery Options

The Monarch Academies offers two different lottery options for students applying *with* a sibling (Students who are applying with a sibling already in the program will not select a lottery option):

- **Option A:** The family is issued one Lottery Number for all siblings. If this family Lottery Number is drawn, all siblings will be placed into the appropriate grades as space permits or be placed onto a wait list for the appropriate grade.
- **Option B:** Each child is issued his or her own Lottery Number. Each student will only be placed into the program if his or her individual Lottery Number is drawn.

After carefully reviewing the information provided on this page of the application, select one lottery option.

CSP students applying with a sibling will each be assigned a different Lottery Number. If one of those numbers is selected, both students will be offered a seat/placed onto a waitlist as space permits.

If you have questions about the lottery option for your school, please contact the school directly.

If you are also interested in submitting an application to one or more Magnet Programs, please be aware that as part of its open-door policy, the Magnet Office does not consider sibling information when conducting its lottery.

Confirmation

Before submitting your application you must first agree to the Terms of Agreement for the program to which you are applying. By electronically checking the box provided, you are agreeing to all of the terms and conditions for the desired program. Please read this page carefully. You will be able to print these for your records after submitting your application if or when you print your application.

Reviewing your Submitted Applications

After successfully submitting your application, a page will appear with a table listing this application along with any other applications you may have already submitted or begun. This table will be similar to the one shown below:

List of Existing Applications

Magnet Program	Magnet School	Magnet User ID	Preference	Status	Action	
Chesapeake Science Point	Chesapeake Science Point PCS	150000	1	Applied	Print Application	Go

If your “Status” is listed as “Applied,” then congratulations! You have successfully submitted your application! An email will be sent to confirm that your application has been received. (It could take 24 hours to receive this email).

Know your Magnet ID

Make a note of the unique Magnet User ID provided in this table and in the email. This ID will be used as your Lottery ID when the lottery is conducted.

Printing your Application

You can print a copy of your application for your records by selecting “Print Application” from the drop-down menu under *Action* and clicking “Go.”

What does “Preference” mean?

The “Preference” listed in your existing applications indicates the order in which you submitted your applications. This preference is not shared with each school or program and will have no effect on your chances of being selected in the lottery.

Start a Sibling Application

If you indicated that you were applying with a sibling in your first application, select “Create Sibling Application” under *Action* and click “Go.” This will take you back to the front page of the application where you will sign-in using the second child’s Username and Password. If the student does not have a Username and Password, create a new account.

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:

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Gigi Gonzalez; 301-886-8648

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