Anne Arundel County Programs of Choice
Online Application System: Magnet Programs 2020-2021

Welcome, Magnet and CAT Program Applicants!

Apply from Oct 12-NOON on Nov 24 to be considered for lottery, School Year 2021-2022.

Thank you for your interest in one of the many Magnet Programs available in Anne Arundel County! Here at the Advanced Studies and Programs Office, we are excited to help you and your student(s) discover the program that is right for you. This guide is specifically designed to help you through each page of the online **Magnet Program Application** from logging-in to reviewing your submitted application. If you want to know more about our programs, have questions about the application process, or any other concerns, please contact us at:

 Magnet Program Office:

 www.aacps.org/magnet
 IB: 410-222-5342; PVA: 410-280-1501 or 410-222-5435; STEM: 410-222-5391

You may also check with your professional school counselor to get more information about these programs. They can also assist you with completion of the application process. **Magnet Programs are open only to residents of Anne Arundel County.** We accept applications from current 5th and 8th graders for all programs and 10th graders for IB DP. Seats may also be available in IB MYP or PVA for current 6th graders.

Looking for Charter or Contract School Information? The AACPS Online Application System is used to submit applications to Magnet Programs, Charter Schools, and Contract Schools. See the Charter/Contact School website for additional information: (https://www.aacps.org/charterschools)

Si necesita ayuda para completar la solicitud, por favor contacte al personal bilingüe de su escuela o llame al Dr. Wieczorek al 410 533 4815.

The deadline to submit an online Magnet Program Application is noon on November 24, 2020.

Applications submitted after this deadline will be marked as "Late" and will not be included in the Lottery. Applications may close after this time, and late applications may not be accepted.

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

Before you Begin

Having the following information ready before you begin the application will help you thoroughly complete the application on time.

All Magnet Applicants

- **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 is checked regularly since this will be the main form of communication from the Magnet Office for important information about your eligibility.

  o 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 account is active before entering it into the application.

  o Don't forget to check your "Junk Mail" folders to see if any emails from AACPS may have ended up there.

  o If there is a change to your Primary Email account, contact the program to which you applied and ask to update your application as soon as possible.

- **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 numbers to apply to a magnet program. Students who do not currently attend a public school in the county will create a UserName and Password (see "Signing-In" on page 3).

Non-AACPS Students Only

If you are not currently enrolled in an Anne Arundel County Public School, you will need to electronically attach additional materials to your application. Your application will be marked "Incomplete" and cannot be evaluated if you are missing these additional items. Materials submitted after the deadline will be marked as late. Late applicants will not be eligible for the lottery.

- *Transcripts*—Middle School Program applicants must include a current transcript with 4th grade final grades and 5th grade first marking period grades when they become available. High School Program applicants must include a current transcript with 7th grade final grades and 8th grade first marking period grades when they become available.

- *Test Scores*—Please see the Magnet Brochure posted on the Magnet website (www.aacps.org/magnet).

- *Proof of Residency*—All Non-AACPS students must also prove that they currently live in Anne Arundel County or will live here and can provide documentation by the close of on-time applications. This Proof of Residency can be in the form of a utilities bill, leasing/rent agreement, house contract, or military orders.

- Military families: Please see the information posted at www.aacps.org/magnet concerning residency and applications.

Homeschooled students under parent instruction should provide information submitted to Anne Arundel County Public Schools as proof of coursework. Although homeschooled students may not have standardized test scores, they should have the coursework that all AACPS students need to be eligible for the program.

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 professional 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, or if you password does not seem to be working, contact your school's computer technician. You MUST sign up for password reset registration (click HERE) and utilize the self-service reset once you sign up (click HERE). The Magnet Office has no ability to reset passwords.

Current AACPS students cannot "Create A New Account."

Applicants who currently attend private school, are under parent instruction or 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). The Magnet Office does not keep passwords. 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. However, 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 professional counseling office at your school right away to update this information. Whoever changes the information at the individual school can assist you. It may be the Principal's secretary or other designee. The Magnet Office has no ability to change school-based 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), 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 professional 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 go based on your residence. 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 professional school counselor right away to update this information.

Fill-in the name of your Professional School Counselor. If you do not have a counselor or if you do not know the name of your counselor, please provide the name of your current teacher. The Magnet Office may use this information as a point of contact in the school if we need additional academic information.

Current Monarch Academy—Glen Burnie students may automatically have their "Home School" set to Monarch Academy. Make sure to choose your correct Home School before moving on to the next page.

Program Information

Now you can choose which Magnet Program you wish to apply to for the upcoming school year!

You can only apply for one Magnet Program at a time. After completing this application, you will be able to return and submit additional magnet program applications if you wish to do so. This page will only allow you to choose from the Magnet Program(s) available for your grade level and your geographic region.

If you are a current 6th or 10th grade applicant applying to begin a magnet program as a 7th or 11th grader, please be aware that we will not know how many, if any, seats are available for your grade level in your desired program until you have completed the application process. You will be notified if there is a seat available for your grade level in the spring.

Application Terms of Agreement

Before submitting your application you must first agree to **all** "Terms of Agreement" for the program to which you are applying. By electronically checking each box, you are agreeing to each term/condition listed for the desired program and are indicating that you understand that you and your child must meet these conditions to remain in the program. Because these terms are unique for each application, please read this page carefully. You will be able to print these "Terms of Agreement" for your records after submitting your application if/when you print your application.

Third Party Assistance (Other than Parent/Guardian)

This application may have been completed by a Professional School Counselor or other non-parent third party on behalf of the student. If this is the case, all terms and conditions must still be accepted to complete the application. After reading and accepting these terms please select "yes" to the question, "Were these terms signed by a Professional School Counselor or other third party," and enter the third party's contact

information. If this application was submitted by a parent on behalf of their child, select "No" to this question.

Once you move onto the next page, you will be shown a brief summary of your application and will then be able to "Submit" your application. Please be sure that all information in the application is accurate before you click "Submit" because you will not be able to edit your application again.

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	
BioMedical Allied Health	Glen Burnie High School	60000	1	Applied	Print Application ▼	Go

Start Additional Application

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 if a lottery needs to be conducted for your program. *Lottery will be conducted in February, and the results will be published before the end of that month.*

Printing your Application

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

Attaching Additional Material to your Application *(Non-AACPS Applicants Only)*

If you **do not** currently attend a public school in Anne Arundel County, you will need to attach transcripts and proof of residency to your application. The Magnet Office will not evaluate you application until this information is attached. If you are are current AACPS student and were in the year prior to application , no additional school information is required. **If you are a current AACPS family but were not in the year prior to application, you cannot upload information. Please contact the lead teacher at school for which you are applying.**

To attach this information, select "Upload Transcript/Test" from the menu under *Actions* and click "Go." You will be taken to a new page where you can choose a file from your computer and attach it to your application. You can upload multiple files to your application. You only need to upload this information once, even if you submitted multiple Magnet Applications. Once uploaded, you will not be able to delete an

attachment from your application. Contact the Magnet Office if there is a problem with the information you attached.

Start a new application

If you would like to apply to another 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?

The PVA Auditions are mandatory

All PVA applicants must register for and complete an Audition and will have a brief interview as part of that audition process.   PVA applicants should sign up for an Audition **at the time of application**. If an audition is not scheduled, the application may be closed and will not proceed to lottery. Please consult the information posted at www.aacps.org/pva. You will receive a confirmation email once you successfully sign up for an Audition. If you need to change your audition time, you can log back into your application at any time and Update your Audition appointment. Registration and participation in an Audition does not guarantee you a spot in the program, but may be a required part of the application process.

For all other programs, no separate interview is necessary, but the Magnet Office reserves the right to interview students upon request. The Magnet Office will contact via email those students whom we would like to interview, if necessary. No action is needed on your part to initate an interview.

Evaluating your application

The Magnet Office will be reviewing complete Magnet Applications over several weeks. You will be contacted through email if your application is missing any required information. **All students will be notified of their eligibility in late January or early February,** followed by lottery results in late February.** Please check your email regularly to look for updates and notifications about your application, status of recommendations for BMAH, IB, and STEM, Audition updates for PVA.

The Lottery

If there are more eligible applications than seats available for any given program, a randomized, non-weighted computer lottery will be conducted. Once eligible, all applications will enter the lottery in equal status and is not marked in any way. Only on-time, complete, and eligible applications will be included in the lottery. Check your email for updates about the lottery. In the past, all programs have gone to lottery.

Programs of Choice

Still Have Questions?

For questions about the Magnet Application please call the Advanced Studies and Programs office:

Main Office Phone Line:

410-222-5435

Additional Magnet Phone Lines:

410-222-5342
410-222-5430

For inquiries about a Magnet Program, please visit our website (www.aacps.org/magnet) or direct your questions to the specific program leads:

Magnet Office
Dr. Joseph Wieczorek
Teacher Specialist
410-533-4815
jwieczorek@aacps.org

BMAH/STEM (HS); STEM (MS)
Dr. Tina Gillmeister
BMAH/STEM Coordinator
410-222-5391
kgillmeister@aacps.org

IB MYP and IB MYP/DP
Ms. Mary Austin
IB Program District Coordinator
410-222-5415
maustin1@aacps.org

Centers for Applied Technology
Ms. Carrie Ruffo-Miller
Professional School Counselor, CAT-N
410-969-3100
cruffo-miller@aacps.org

Ms. Rachel Kohlway
Professional School Counselor, CAT-S
410-956-5900
rkohlway@aacps.org

PVA Middle and High School
Mr. David Kauffman
PVA
410-280-1501
pva@aacps.org

Thank you for your interest in an AACPS Magnet Program!

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