Parent How To Manual

Jackson County Intermediate School District

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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.

Registration Applications

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

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

The Application component has also been optimized for smart phones and tablets so that which allow parents to access the portal from their mobile devices. Parents will simply use the web browser on their smart phone to navigate to the application portal to sign on and submit registration applications.

This registration 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 registration application, a parent must create a single sign-on account that will allow them to submit registration 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 registration applications, check the status of registration applications and more.
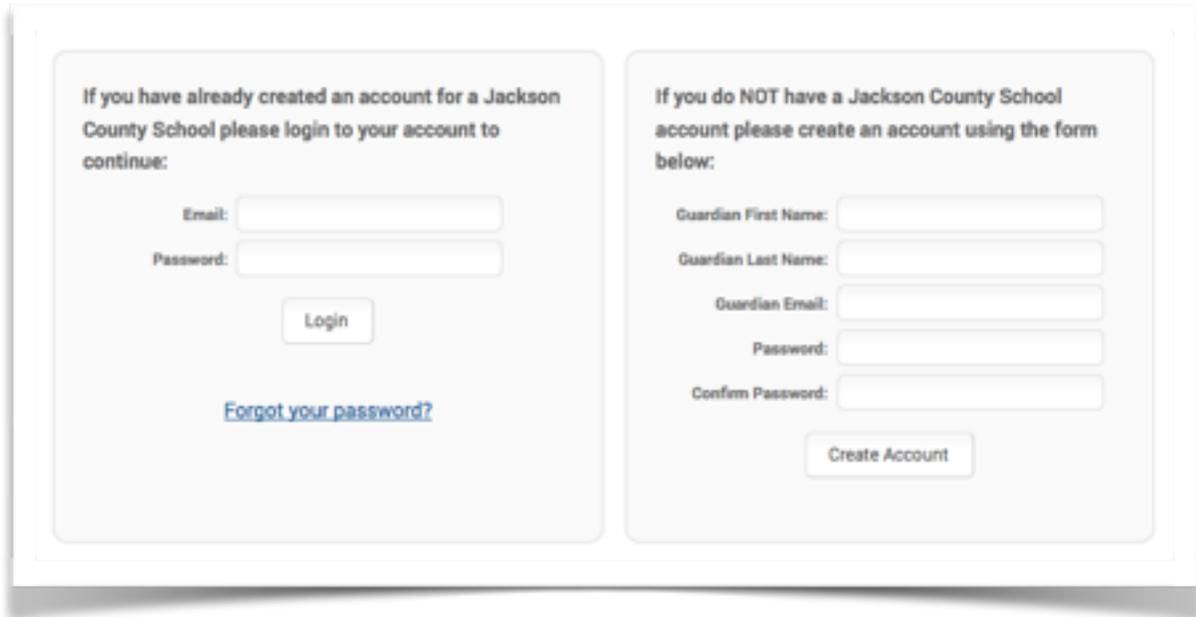
Each registration application submitted under a parent account can be reviewed and managed through the Parent Dashboard at any time.

Parent Dashboard

Within the Parent Dashboard, each student will have their own "profile" with a listing of their registration applications. Here parents can view the real-time status of each registration application and review information such as parent notes, requirements and more. This listing will show the program/school name, the status of the registration 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. Application statuses include:

- Submitted
- Not Submitted

- Approved
- Denied
- In Processing

- Finalized
- Released

Welcome back caitlin eisenhardt!

Your children are listed below. Click the button to manage forms for each child.

Caitlin Eisenhardt   ➕ New Student

Caitlin's Applications

The status of each application is shown, along with any notes from school administrators regarding each application. To view or update a specific application, click on the program name below. We would also like for you to rank the schools applied for, starting with the one you would most like to attend.

Once the lottery for the programs you have applied to have been run, your child's placement will be shown here. You will also see the option to "Accept Seat" or "Decline Seat" if your child was accepted into the program.

1. **Columbia Central High School / Columbia School District**   ✖ Delete

Status: On Student Health Information

2. **Columbia Options High School / Columbia School District**   ✖ Withdraw

Status: Submitted, In Processing

Start New Application

Exclusive Smart Choice™ Reseller

Submitting The 1st Student's Registration

Select a School

Once the parent has reviewed the available programs and navigated to the Enroll page of the district's online registration site, they are presented with a full list of programs to submit a registration application for. From here the parent will click on the school name that they wish to submit an application.

Welcome to the Columbia School District 2014-2015 Online Application

To begin a **new application**, first select the building you wish to apply for. If you have **already started** an application, or would like to apply for another program, you can login to your account using the form on the left. You may not be eligible for all programs listed due to your current grade. You will be alerted in this case and will not be able to continue the application for that program.

You may submit applications for multiple programs. Please only apply to programs you are truly interested in attending.

High School

Columbia Central High School *(open to students applying for grades 9, 10, 11, 12)*
Columbia Central High School - (517) 592-6634

Elementary School

Columbia Elementary School *(open to students applying for grades K, 1, 2, 3, 4)*
Columbia Elementary School - (517) 592-6632

Student Look Up

Parents have the ability to look up their student. Looking up a student is used to pull the retrieved student information in order to pre-fill the registration application. The authenticating fields are the student's 10 digit UIC number and birthdate. These fields must match identically to that of the district's records in order to successfully begin an application for an existing student.
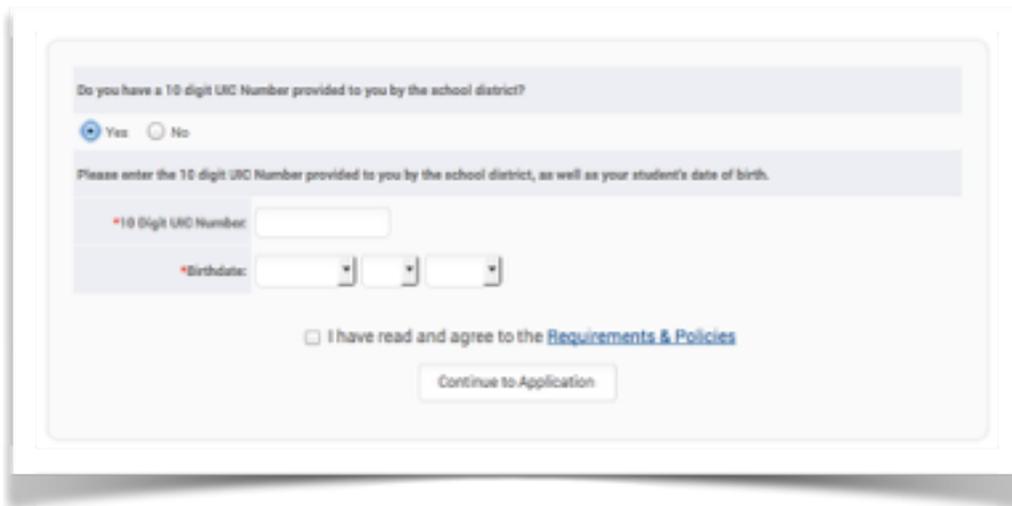
If a parent does not know the student's 10 digit UIC number then the parent can indicate that a UIC number was not received from the school district. Upon indicating that a 10 digit UIC number was not provided to the parent by the school district, the parent will be prompted to confirm that the UIC was not provided once more.
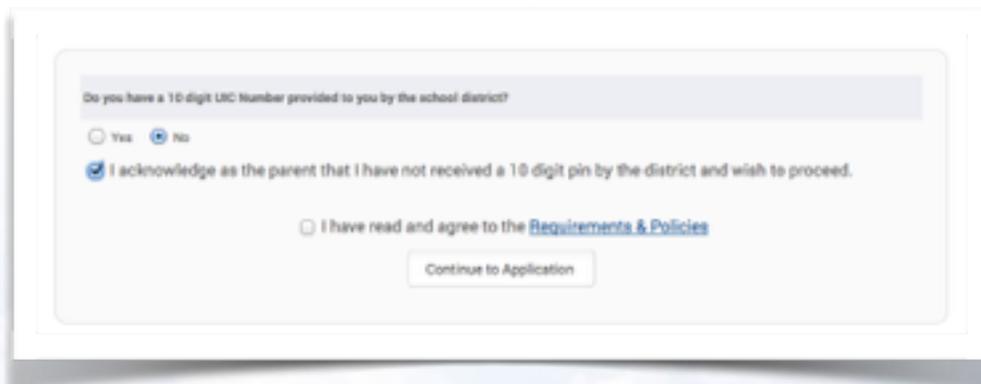
Review Requirements & Policies

Parents are presented with a link and agreement checkbox to review and agree to the Requirements & Policies for that specific school before proceeding to the application. By clicking the "Requirements & Policies" link, a lightbox will appear with program specific policy details. Parents can also print a copy of the Requirements & Policies from within the lightbox.
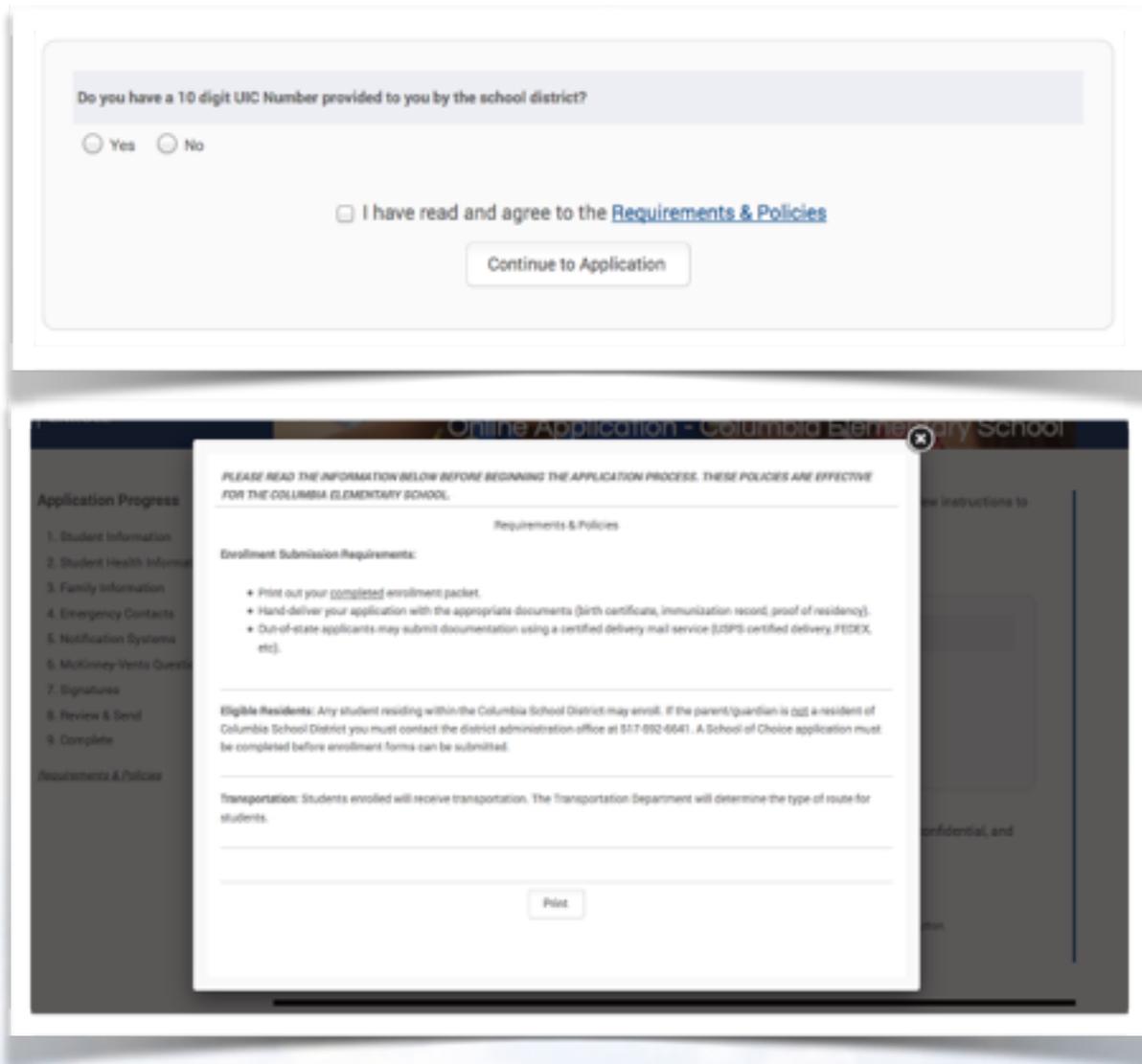
Online Registration Application Process

The online registration 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.
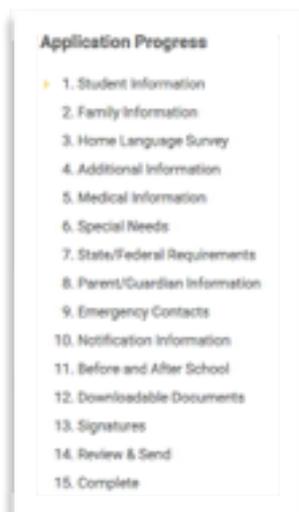
Application Progress

> 1. Student Information
2. Family Information
3. Home Language Survey
4. Additional Information
5. Medical Information
6. Special Needs
7. State/Federal Requirements
8. Parent/Guardian Information
9. Emergency Contacts
10. Notification Information
11. Before and After School
12. Downloadable Documents
13. Signatures
14. Review & Send
15. Complete

Student Information

Within the Student Information step, parents will fill in details about the student such as name, age, grade, address and more. This step of the application includes an age and grade range verification that will only allow for students to apply to certain grades if the student fits the age / grade range. This portion of the system also cross references applicants with previously submitted applications based upon the students' first name, last name, date of birth, and 10 digit UIC Number. This feature prevents the submission of duplicate applications for the same student.

Family Information

Within the Family Information step of the application, the parents will include information regarding who the student lives with and if it is a single parent household.

Home Language Survey

The Home Language Survey step of the registration application is aimed at collecting information regarding the language background of the students. This information will be used by the district to determine the number of children who should be provided bilingual instruction according to Sections 380.1152-380.1157 of the School Code of 1995, Michigan's Bilingual Education Law.

Additional Information

The Additional Information step of the registration application process inquires more information about the applicant's previous school experience. Some examples of questions include student's previous enrollment, grades repeated, ever suspended, and information about the applicant's current school.

Medical Information

The Medical Information step of the registration application process allows parents to indicate any health or medical information that school officials may need to be aware of. Some examples of questions asked include the student's allergies, daily medications, and medical alert information.

Special Needs

The Special Needs step of the registration application process allows parents to check off which special programs or other accommodations their child was receiving at his/her previous school.

State / Federal Requirements

Within the State / Federal Requirements step of the registration application, parents are asked to provide the race and ethnicity of the student to the school. Parents can indicate whether or not a student is Hispanic or Latino as well as American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, and/or White.

This information is required for federal reporting. Parents are also asked to fill out The McKinney-Vento Questionnaire portion. It is intended to address the McKinney-Vento Homeless Assistance Act under the guidelines of the No Child Left Behind Act of 2001. Parent answers will help the administration determine the supplemental needs of the student.

Parent/Guardian Information

Within the Parent/Guardian Information step of the application the parents 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 registration application is being submitted.

Emergency Contacts

In the Emergency Contacts step of the registration application, parents can indicate any additional contact(s) who may be reached in the case of an emergency, as well as information for the day care provider. Details such as first name, last name, relationship to the student as well as phone number are requested in this section of the registration application.

Notifications Information

Within the Notifications Information step of the registration application each district asks for phone numbers and email addresses in which to contact via an automated calling system in the case of emergency and non-emergency situations. Parents can indicate more than 1 number/email for these instances.

Before and After School

Within the Before and After School Information step of the registration application inquires how the applicant is transported to and from school. If riding the bus is indicated, then additional questions about pickup and drop-off locations will appear.

Downloadable Documents

Depending on the school applying for, the Downloadable Documents step near the end of the registration application is where parents can download school specific forms and required documentation. These schools requires paper forms to be reviewed and submitted by parents in conjunction with the online registration application. Some forms include a parent check list, immunization forms, residency affidavit, etc.

Signatures

The application includes a signatures step where the applying parent can electronically sign the registration application for different aspects that need parent approval. Some examples of required/necessary signatures are field trip permissions, student handbook acknowledgement, permission to photograph, technology use and more.

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.

Review & Send

The Review & Send portion of the registration application allows parents to review the information submitted within each step of the registration 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.

Parents are able to view their choices at the bottom of their Review & Send screen with the ability to rank their choices by moving choices "Up or Down" using green arrow icons located at the left of the program/school name.

Complete

Upon submitting the registration 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.
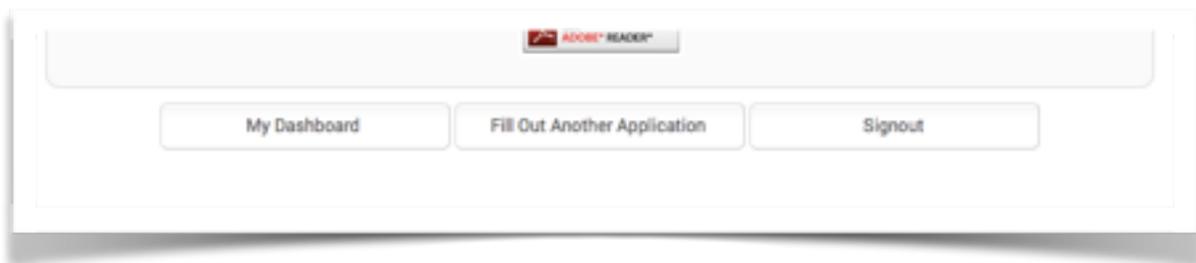
Submitting a 2nd Registration for the Same Student

In order to start a new application for the same student. There a couple of options.

If you have just submitted an application and want to submit another for the same student, there is an option to do so at the bottom of the Complete step. The button is labeled "Fill Out Another Application".

Parents can also start a new application for the same student from the parent dashboard. Click on the student's name, then click the "Start New Application" button at the bottom of the student's profile on the parent dashboard. The parent can then select the school they wish to apply to, and review the Requirements and Policies.

Then, the parent will be taken through the application process with pre-populated information from the previously submitted application. The parent will simply need to review this application and fill in any gaps before submitting.

Parents are able to view their choices at the bottom of their Complete screen with the ability to rank their choices by moving choices "Up or Down" using green arrow icons located at the left of the program/school name.

Submitting a Registration for an Additional Student

In the Parent Dashboard, a parent can create a registration application for a new student by clicking on the "New Student" button at the top of the Dashboard.

The parent will then select the school they wish to apply their student to.

Upon doing so, parents are presented with the student lookup form in which the parent can use to pre-fill an application for a student currently or previously enrolled in a Jackson County School district by using the 10 digit UIC number and birthdate. The parent can also continue without the 10 digit UIC number by indicating that a 10 digit UIC number was not provided by the school district.

Next, the parent will review the Requirements & Policies for that specific school and check the agreement box before proceeding to the application. By clicking the "Requirements & Policies" link, a lightbox will appear with program specific policy details. Parents can also print a copy of the Requirements & Policies from within the lightbox.

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 Information for a New Enrolled Student

Parents of currently enrolled students who are using the online registration system **for the first time** will update their student's information in the same fashion as if they were applying for a new student. Parents of students currently enrolled in a Jackson County school district will need to create a parent account and go through the entire online registration application process.

In the Dashboard, a parent can create a registration application for a currently enrolled student by clicking on the "New Student" button at the top of the Dashboard.

The parent will then select the school that they wish to update information for their student. This will be the student's current school.

Upon doing so, parents are presented with the student lookup form in which the parent can use to pre-fill an application for a student currently enrolled in a Jackson County School district by using the 10 digit UIC number and birthdate of the student. The parent can also continue without the 10 digit UIC number by indicating that a 10 digit UIC number was not provided by the school district.

Next, the parent will review the Requirements & Policies for that specific school and check the agreement box before proceeding to the registration application. By clicking the "Requirements & Policies" link, a a lightbox will appear with school specific policy details. Parents can also print a copy of the Requirements & Policies from within the lightbox.

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

Updating Information for an Existing Enrolled Student

Once a parent has created an account, filled out a registration application, the registration application is Approved and Finalized for the student and the online registration system is accepting registrations for the next school year, the parents will have the option of updating a student's information.

In the Dashboard, a parent will see options for all of the students previously connected to the parent account in past years.

The parent will then select the currently enrolled student's profile that they intend to update.

Upon doing so, parents are presented with an option to update student information at the currently enrolled school or submit a new application for the student at another school.

If the parent clicks the Update Student Information button, the parent is brought to the registration application form for their current school, in which the parent will update student specific information into the same steps and format as seen in previous years. Parents will go through the process as they have done before and submit the changes for review by the administrative staff at the school/district.