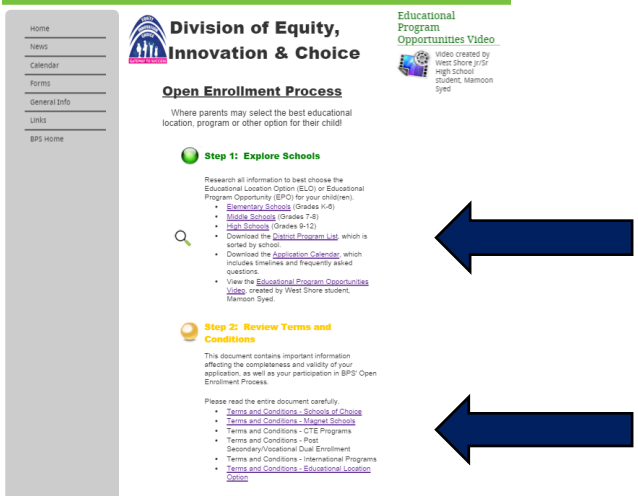


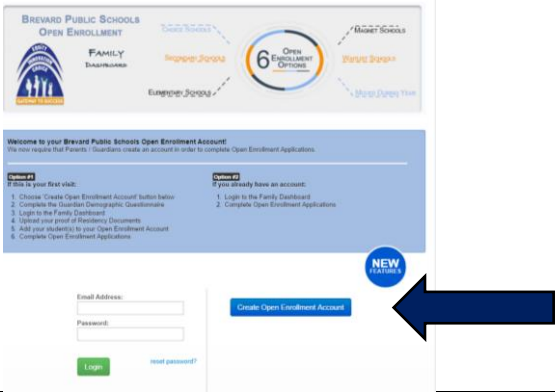
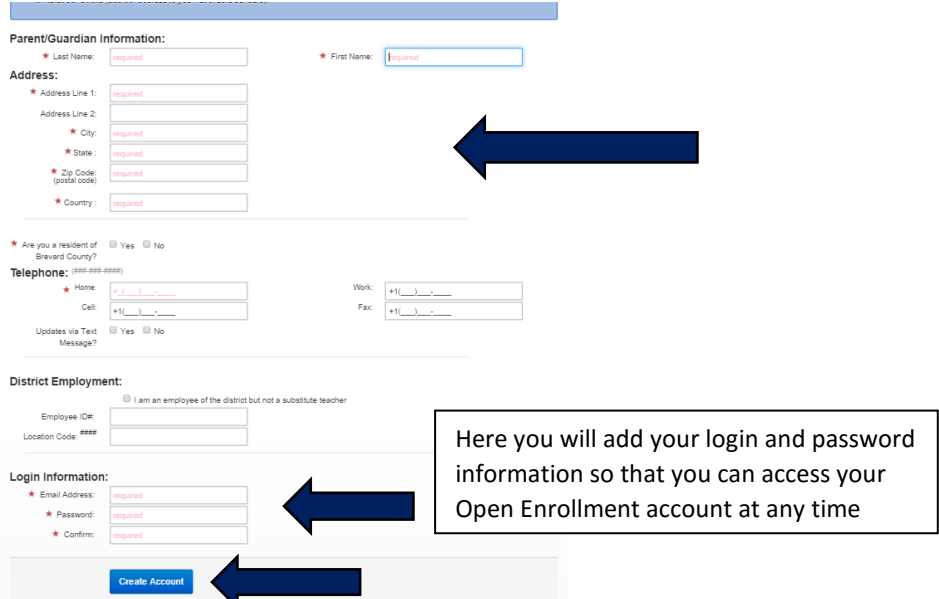
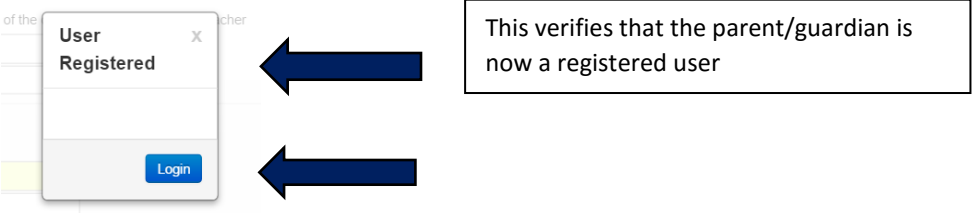
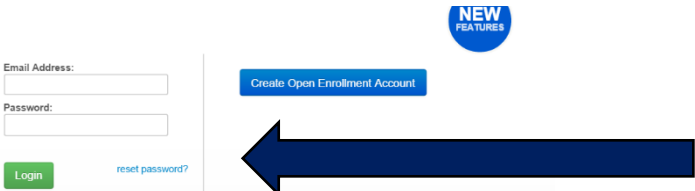


Open Enrollment Application Quick Reference Guide

Division of Equity, Innovation and Choice
Brevard Public Schools

How To	Steps
<p>Access Website</p>	<ul style="list-style-type: none"> Depending on your Internet browser, access the website by means of the following: <ul style="list-style-type: none"> http://www.eic.brevardschools.org www.eic.brevardschools.org www.brevardschools.org <ul style="list-style-type: none"> This link takes you to the district's main website page, then click, in the green bar, SCHOOLS, then go to EQUITY, INNOVATION AND CHOICE Click on hyperlinks in Steps 1 and 2 to review options, as well as the Terms and Conditions, for Open Enrollment within Brevard Public Schools 
<p>Submit Application</p>	<ul style="list-style-type: none"> Staying on the same website, click on the hyperlink under Step 3 to apply for an Open Enrollment Process, or click on the link for the application you are applying to 
<p>Welcome to the Family Dashboard</p>	<ul style="list-style-type: none"> Click the START button to begin 

<p>Sign Up into the Family Dashboard</p>	<ul style="list-style-type: none"> As of November 5, 2016, All families must create a new account as this is a new system. <ul style="list-style-type: none"> Last year's account information logins and passwords have been deleted. If you are new to the Family Dashboard, click CREATE OPEN ENROLLMENT ACCOUNT 
<p>Create a Parent/Guardian Profile</p>	<ul style="list-style-type: none"> Enter your family information including your name and address <ul style="list-style-type: none"> Please make sure to add your phone number and cell phone number if you want to receive text messages Click the CREATE ACCOUNT button when you have provided all information 
<p>Log In</p>	<ul style="list-style-type: none"> Click the LOGIN button  <ul style="list-style-type: none"> Enter your newly created email and password, then click the LOGIN button 

Upload Proof of Residency

- Proof of Florida residency is **required annually for all new and renewal applications**
- You will not be allowed to continue the application process without uploading proof of residency
 - If you do not have these documents available, log out of the Family Dashboard. You may return at a later date using the email and password you created to log back into your account
- Click the **ADD FILES** button to upload documents
 - All documents must be uploaded as a PDF or Image File
 - Tip: If you do not have access to a scanner, you may take a picture of your documents with your phone, email it to yourself, save it on your computer, then upload
- Once you have added your file, click the **UPLOAD** button

Proof of Residency

Proof of residency is required for ALL Open Enrollment Applications. Please upload Tier 1 and Tier 2 documentation as a PDF or Image File.

Step #1 To upload a document select the 'Add Files' button, navigate to the document, select the file.

Step #2 Click the 'Upload' button.

0 Attached Documents + Add Files...

File Name	Description	Attached
Academy Chart.png		

I understand that this application is not complete until a Tier 1 proof of residence is uploaded.

I understand that this application is not complete until a Tier 2 proof of residence is uploaded.

Once you have uploaded your residency documentation, click the continue button to add students to your dashboard.

[Continue](#)

- Once the documents are uploaded, check the agreement questions and then click the **CONTINUE** button

Proof of Residency

Proof of residency is required for ALL Open Enrollment Applications. Please upload Tier 1 and Tier 2 documentation as a PDF or Image File.

Step #1 To upload a document select the 'Add Files' button, navigate to the document, select the file.

Step #2 Click the 'Upload' button.

0 Attached Documents + Add Files...

✓ Successfully uploaded Academy Chart.png

File Name	Description	Attached
Academy Chart.png		

I understand that this application is not complete until a Tier 1 proof of residence is uploaded.

I understand that this application is not complete until a Tier 2 proof of residence is uploaded.

Once you have uploaded your residency documentation, click the continue button to add students to your dashboard.

[Continue](#)

Add your Student's Information

- Click the **ASSOCIATE STUDENT** button to add a child to the account

Enter Student Information

REQUIRE STUDENT INFO

There must be at least one student added to an account in order to submit Open Enrollment Applications.

Step #1 Click the 'Associate Student' button.

Step #2 Fill out the form completely.

[Associate Student](#)

- Enter all your student's information
- Click the **UPDATE** button to continue

Student Name

Birth Date

Information Related to Student Birth

Billing Related Questions

ZONE School of Attendance

CURRENT School of Attendance

Grade Level for 2016-2017 School Year

Grade Level for 2017-2018 School Year

[Update](#)

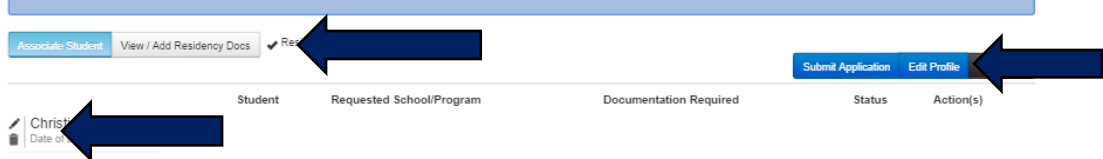
Add Additional Students

Verify Proof of Residency

Edit Student Information

Edit Parent Information

- Click the ASSOCIATE STUDENT button to add another child
 - It is recommended that you add all students to your account prior to submitting an application
- Click the VIEW/ADD RESIDENCY DOCS button to update proof of residency documents
- Click the EDIT PROFILE button to edit parent/guardian information
- Click the picture of the pencil to edit student information or the trash can to delete

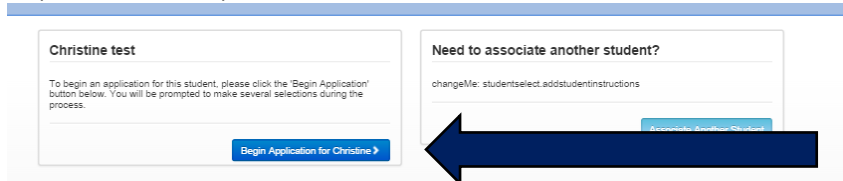


Submit an Application

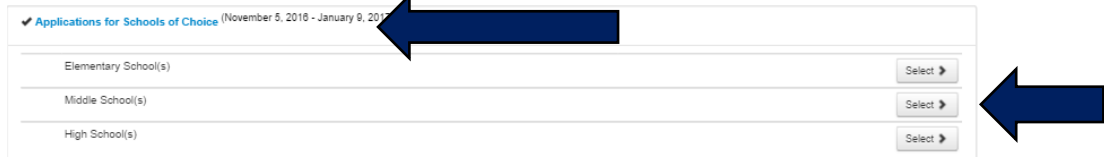
- Click on the SUBMIT APPLICATION button



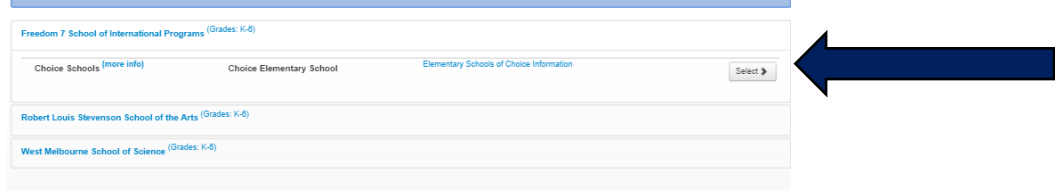
- Select student for which you are completing the application and click the BEGIN APPLICATION FOR (STUDENT NAME) button



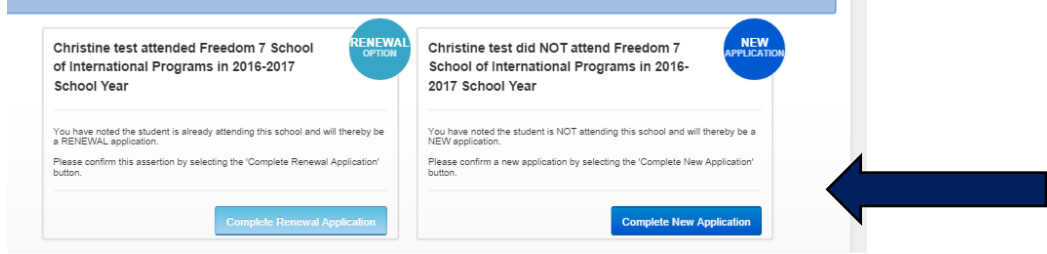
- Select which application and grade level you are applying to



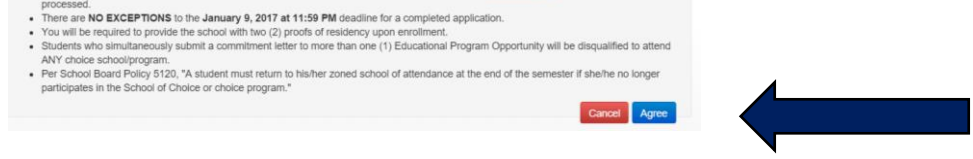
- Select School



- Select type of application – RENEWAL or NEW



- Read and respond to the Agree Questions



- When the final application appears, verify parent and student information, which was generated from your Open Enrollment Account

Please confirm the Program, School of Interest, and the Student: (alter information in the dashboard)

Student:	Guardian:
test, Christine	test, test
Date of Student:	
Zoned:	
Current:	
Expected:	

Requested School: Freedom 7 School of International Programs Requested Program: Choice Elementary School
Application School Year: 2017-2018 School Year

Verify student and parent information. If there are any errors, please return to the dashboard prior to completing the application

Verify the school and program you are applying to

- Complete sibling and processing question information, and add special comments (if applicable)

Please complete the following questions:

Siblings: (please list all siblings that match questions 1 and 2)

1. Yes No Does this student currently have a sibling, who lives in the same household as this student, who is ALREADY ATTENDING the same choice or magnet program? (i.e. is the sibling ALREADY ACCEPTED or ENROLLED in the same program?)

2. Yes No Does this student currently have a sibling, who lives in the same household as this student, who plans to APPLY to or has already APPLIED to the same choice program? (i.e. is the sibling completing an identical application?)

*If you answered yes to one of the sibling questions above, please enter that sibling's information

Sibling Last Name	First Name	2017-2018 School Year	Enrolled/Applying to CHOICE/Magnet
			# Sibling Applying or Enrolled Click To Identify

Processing / Informational Questions:

Yes No Are you applying to another Choice Elementary School? (ex. Freedom 7 Elementary, Robert Louis Stevenson Elementary, West Melbourne Elementary)

Special Comments:

If you are identifying a sibling, but do not see them on the list when you click the Sibling button, return to the dashboard to add the child to your account

- Finalize payment and Terms and Conditions information

Select The Program Requested To Confirm Selection:

School Choice Fee (\$30.00 ea.)

Cost of Program: \$0.00
Total Cost: \$0.00
Total Fee: \$0.00

The following items are required to be uploaded / attached to this application, in order to complete your application:

- Report Cards (most recent); excluding incoming Kindergarteners

Directions will be provided by email sent upon order receipt and on the receipt page for this application. All documents **MUST** be received before the application deadline.

* I understand that this application is not complete until all requested documentation is uploaded and received and that my application will not be placed into the lottery until it is complete.

AUTHORIZATION NOTIFICATION:
My initials below constitute an electronic signature and authorizes Brevard Public Schools to release information and/or my student record and confirms I have completed all sections accurately and truthfully, including information verifying my identity. I understand that the recipient of the record(s) will use the indicated document(s) for legitimate interests only and that the information contained therein shall not be further transferred or communicated to any other part or agency without my expressed written consent except under authority of Public Law 93-380, Educational Rights and Privacy Act.

I have enclosed the correct fees and understand that they are nonrefundable. I understand that an incomplete form will not be processed and will be considered closed after expiration of the 30 day notification window. I declare under penalty of perjury that the foregoing is true and correct.

To sign using your initials below, use the first letter of your first name and first letter of your last name entered on this form.

Coupon Code: * Guardian Initials: required

[Back To Dashboard](#) [Clear Form](#) [Proceed To Checkout](#)

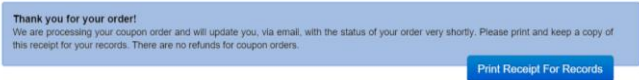
Pay by Money Order

Payment options:

- Credit/Debit Card – Click PROCEED TO CHECKOUT button
- Money Order – Click the PAY BY MONEY ORDER link
- Fee Waiver Coupon Code – Enter in COUPON CODE box, then click PROCEED TO CHECKOUT button

Print Receipt

- Once payment process is complete, you will receive a receipt with your order number
- Print the receipt for your record
- Click the RETURN TO DASHBOARD button to view your account and upload documents (if applicable)




Thank you for your order!
We are processing your coupon order and will update you, via email, with the status of your order very shortly. Please print and keep a copy of this receipt for your records. There are no refunds for coupon orders.

[Print Receipt For Records](#)

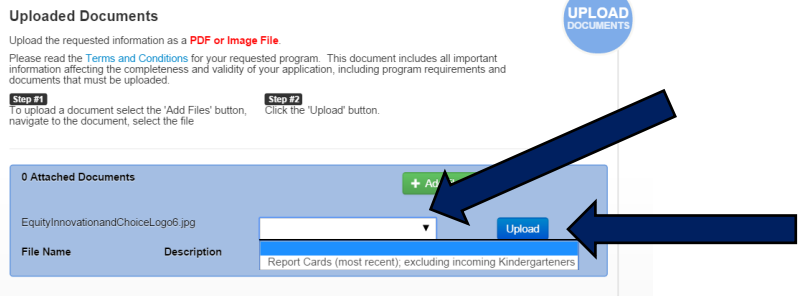
Order Information: Please note your order number
• Order Number: CWCEM22ZU

Upload Documents

- Some applications require additional documents to verify that the student meets the requirements of the program. View the Terms and Conditions and your family dashboard for requirements
- On the dashboard, Green notation indicates that an item was uploaded, Red notation indicates that an item is missing
 - Schools will verify accuracy of uploads
- Click the VIEW/ADD DOCS link to open the document upload screen (if applicable)



- Click the ADD FILES button to upload documents
 - All documents must be uploaded as a PDF or Image File
 - Tip: If you do not have access to a scanner, you may take a picture of your documents with your phone, email it to yourself, save it on your computer, then upload
- Once you have added your file, a dropdown box will open
- Select the document that you are uploading from the dropdown list, then click the UPLOAD button



Upload Documents

Upload the requested information as a **PDF or Image File**.

Please read the [Terms and Conditions](#) for your requested program. This document includes all important information affecting the completeness and validity of your application, including program requirements and documents that must be uploaded.

Step #1 To upload a document select the 'Add Files' button, navigate to the document, select the file. **Step #2** Click the 'Upload' button.

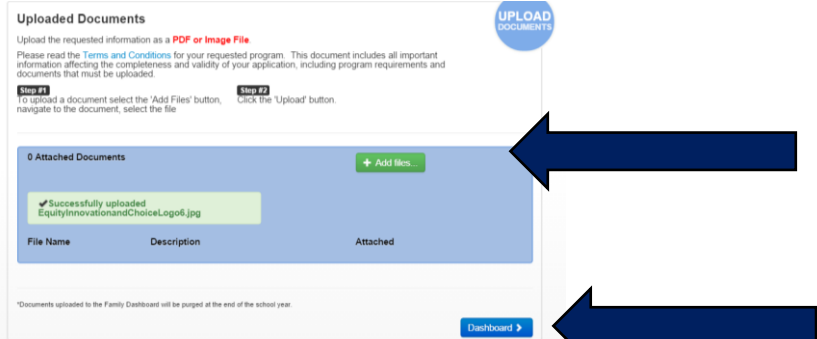
0 Attached Documents [+ Add Files](#)

EquityInnovationandChoiceLogo6.jpg

File Name	Description
	Report Cards (most recent), excluding incoming Kindergarteners

[Upload](#)

- Once the document has been successfully uploaded, you can add another file (if applicable) or return to the dashboard



Upload Documents

Upload the requested information as a **PDF or Image File**.

Please read the [Terms and Conditions](#) for your requested program. This document includes all important information affecting the completeness and validity of your application, including program requirements and documents that must be uploaded.

Step #1 To upload a document select the 'Add Files' button, navigate to the document, select the file. **Step #2** Click the 'Upload' button.

0 Attached Documents [+ Add Files](#)

✓ Successfully uploaded
EquityInnovationandChoiceLogo6.jpg

File Name	Description	Attached

*Documents uploaded to the Family Dashboard will be purged at the end of the school year.

[Dashboard](#)

Return to the Family Dashboard

- Once you log out of the Family Dashboard, you may return to your account at any time by:
 - Going to the district's website, <http://eic.brevardschools.org>
 - Or, accessing the site directly, <https://brevardflc.scriborder.com/family>