

# High School Choice – How to Submit an Online Application Guide for Families

(Follow the same process for High School Transfers)

1. Visit [www.syracusecityschools.com/registration](http://www.syracusecityschools.com/registration) or go directly to [www.enrollinsyracusecityschools.com](http://www.enrollinsyracusecityschools.com)



LOGIN | A あ G Select Language ▼

- HOME
- SCHOOLS
- LEARN MORE
- CONTACT US
- FAQ



## Welcome to Syracuse City School District's Online Application System!

### Getting Started!

- 1 Select your language of choice, if other than English, using the drop down in the top right corner of the page.
- 2 Choose your School Choice option by clicking on the corresponding orange button listed on the right side of the screen.
- 3 Create an account using a valid email address or **Login** to an existing account.
- 4 Complete the application now or start and complete at a later date prior to the application deadline.

### DO YOU NEED TO REGISTER YOUR CHILD FOR SCHOOL?

[Click Here](#) to access our Online Registration System. This site is for School Choice or Transfer applications ONLY.

### IMPORTANT TIPS FOR ALL PARENTS/GUARDIANS, COUNSELORS, and COMMUNITY WORKERS or PERSONS ASSISTING FAMILIES WITH THE SCHOOL CHOICE AND TRANSFERS APPLICATION PROCESS:

If you are submitting a Transfer or School Choice application for a student who is currently enrolled in the District, you must spell the student's name exactly as it appears on their last report card or other correspondence you received from the District. Failure to do so may prohibit you from moving forward, or cause a delay in processing the request.

### 2020-2021 Enrollment Options (Next Year)

Click Below to Apply!

Montessori at Lemoyne

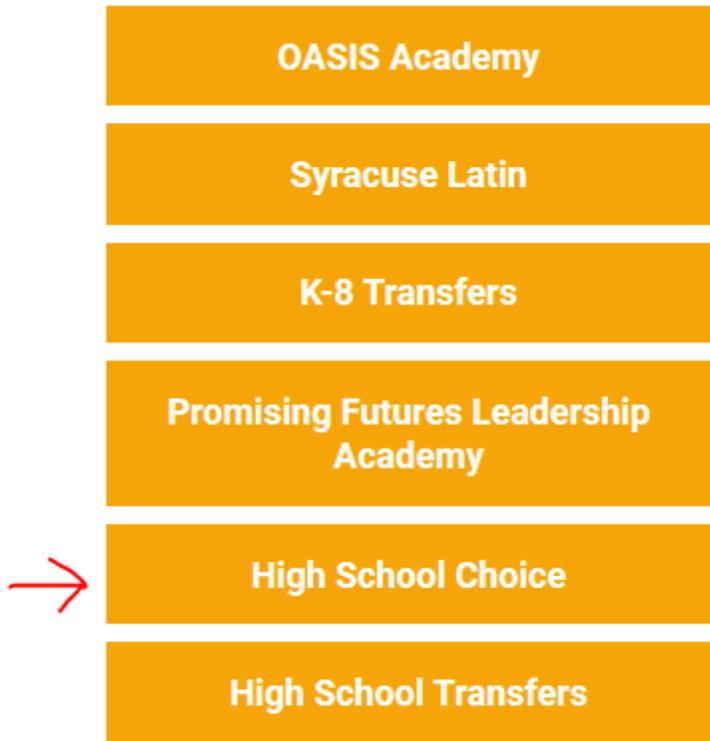
Delaware Primary Dual Language

Seymour Dual Language

Expeditionary Learning Middle School

a. [www.syracusecityschools.com/site.php?pageID=1&bannerID=40&vmmoment=1580747691&url=site.php?pageID=1](http://www.syracusecityschools.com/site.php?pageID=1&bannerID=40&vmmoment=1580747691&url=site.php?pageID=1)

2. Select the appropriate application category. In this example, we will apply for Culinary Arts, which is under High School Choice.



a.

3. When prompted, create an account using the form on the right. If the parent already has an account, they may log in using the form on the left. The website provides self-service methods to recover a lost password, but CRC is always available to help if there are difficulties.

**If you have already created an account**  
please login to your account to continue:

Email:

Password:

[Forgot your e-mail?](#)

[Forgot your password?](#)

**If you do NOT have an account**  
please create an account using the form below:

Guardian First Name:

Guardian Last Name:

Guardian Email:

Confirm Email:

Strong Password:

Confirm Password:

a.

4. Scroll down and enter your home address where prompted. Be sure to select the suggestion that pops up so that the system can properly identify your zone. Then, click Find My Schools.

**To begin enrollment, please enter your home address to display your zoned schools:**

A.1	Address:	<input type="text" value="109 smith"/> 
A.2	Address 2:	109 SMITH DR, Syracuse, NY 13210 109 SMITH LN, Syracuse, NY 13210
A.3	City:	109 SMITH RD, Syracuse, NY 13207
A.4	State:	109 SMITH ST, Syracuse, NY 13224
A.5	Zip:	<input type="text"/>

[Find My Schools](#)

a.

5. Scroll down until you find the program you would like to apply for. In this case, Culinary Arts is a program at ITC, so that is the category it is found under. Once you have found the program you want, click on its orange title.

**P-TECH Health Information Technology** *(open to students entering grades: 9)*

Henninger High School  
600 Robinson St, Syracuse, NY 13206

**ITC**

---

**Automotive Technology** *(open to students entering grades: 9)*

ITC  
258 E. Adams St., Syracuse, NY 13202

**Biotechnology** *(open to students entering grades: 9)*

ITC  
258 E. Adams St., Syracuse, NY 13202

 **Culinary Arts** *(open to students entering grades: 9)*

ITC  
258 E. Adams St., Syracuse, NY 13202

**Media Communications** *(open to students entering grades: 9)*

ITC  
258 E. Adams St., Syracuse, NY 13202

**P-TECH Engineering** *(open to students entering grades: 9)*

ITC  
258 E. Adams St., Syracuse, NY 13202

**Nottingham High School**

---

**Business Technology @ Nottingham** *(open to students entering grades: 9)*

Nottingham High School  
3100 E. Genesee St., Syracuse, NY 13224

---

a.

6. If the student already attends SCSD, click Yes under “Is this student currently enrolled in the Syracuse City School District?” If the student is not yet enrolled, or if instructed by the Department of Student Registration, it may be necessary to answer “No” to this question. Enter the student’s information, click I Agree, and then click Continue to application.

**School Year**

i.1 \*School Year Applying For: 2020-2021 ▾

**Student Lookup (optional)**

i.2 \*Is this student currently enrolled in the Syracuse City School District?

Yes  No

i.3 \*First Name: Student

i.4 \*Last Name: McStudentson

i.5 \*Birthdate: 01 (Jan) ▾ 02 ▾ 2003 ▾

i.6 \*Grade Applying: 9 ▾

**Requirements & Procedures**

i.7 \*I have read and agree to the [Requirements & Procedures](#)

I Agree

The Syracuse City School District would like to assure all applicants that the information provided on this application will not be shared with anyone outside the district; and will be used for the sole purpose of processing your application and verifying the information currently on file in our system.

**TIPS:**

- You can save what you have already entered and return at a later time to complete the application by clicking the "Save and Exit" button.
- If you need to go back to any step, use the navigation bar to the left, or the "

Continue to Application

a.

7. If the system is able to look up the student in the previous step, much of the application will already be filled in with data on file. You can correct any information simply by deleting the text and writing the correct information in its place. If the student is not able to be found (i.e. No was answered under question i.2) the application will start out blank. In either case, review the application and input or update all information. Click Continue when complete.

# Student Information

To begin the application process, please provide us with information about the student.

1.1	*First Name:	<input type="text" value="Student"/>
1.2	Middle Initial:	<input type="text"/>
1.3	*Last Name:	<input type="text" value="McStudentson"/>
1.4	*Street Address:	<input type="text" value="109 SMITH DR"/> 
1.5	Apt/Bldg:	<input type="text"/>
1.6	*City:	<input type="text" value="Syracuse"/>
1.7	*State:	<input type="text" value="New York"/>
1.8	*Postal/Zip Code:	<input type="text" value="13210"/>
1.9 *Is the address above your current address?		
<input checked="" type="radio"/> Yes <input type="radio"/> No		
1.14	*Date of Birth:	<input type="text" value="01 (Jan)"/> <input type="text" value="02"/> <input type="text" value="2003"/>
1.15	*Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female
1.16	*School Currently Attending:	<input type="text" value="Lincoln Middle School"/>
1.17	*Grade Applying For:	<input type="text" value="9"/>

Continue »

a.

8. Proceed to the Family Information Screen. Here, selecting “Parent or Person in Parental Relation” or “Other” will give you space to enter information for a single guardian. Selecting “Both Parents or Persons in Parental Relation” will allow you to enter information for two guardians. Enter all relevant information and click Continue.

# Family Information

We will now need to collect information about the student's parents or person in parental relationship. Please complete the form below to continue.

2.1 \*With whom does the applicant live?

- Parent or Person In Parental Relation  Both Parents or Persons In Parental Relation  Other

## Guardian #1

2.2 Is this guardian's name correct?

- Yes  No

2.3 \*Title: Ms.

2.4 \*First Name: Parent

2.6 Middle Name:

2.8 \*Last Name: McParentson

2.9 Suffix: Choose One

2.10 \*Street: 109 SMITH DR

2.11 Apt/Bldg:

2.12 \*City: Syracuse

2.13 \*State: New York

2.14 \*Zip: 13210

2.15 \*Phone: (111) 222-3333

2.16 \*Phone Type: Cell

2.17 Phone 2:

2.18 Phone 2 Type: Choose One

2.19 Work Phone:

2.20 Work Phone 2:

2.21 Email: pmcparentson@scsd.us

2.22 \*Relationship: Parent

2.23 Place of Employment:

9. On the Sibling Information page, enter the information of any siblings who **currently attend the program or school which is being applied for**. Be sure to enter the date of birth in MM/DD/YYYY format. If the student has siblings that want to apply as well, this step does **not** generate an application for them: those students must fill out separate applications to be considered. Fill out the information if relevant, and click Continue. Simply leave this blank if there are no relevant siblings.

You **MUST** Submit A Separate Application for Each Student. The information below will only be used to help the District to identify siblings (brother, sister or other who reside in the same household) who are currently enrolled.

## Sibling Information

If the answer to question below is "Yes", please enter the sibling information in the appropriate section:

1. Does the applicant have a brother/sister currently attending this school or program? If so, please complete section 3.1.

**DO NOT PUT INFORMATION FOR THE STUDENT YOU ARE CURRENTLY APPLYING FOR BELOW.**

Each sibling applying will need their own application.

3.1 Siblings CURRENTLY ATTENDING Culinary Arts:

First Name:	Last Name:	Birth Date:	Current School (2019-2020):	Current Grade	
<input type="text" value="Sibling"/>	<input type="text" value="McSiblingson"/>	<input type="text" value="04/05/2006"/>	<input type="text" value="ITC"/>	<input type="text" value="9"/>	
<input type="button" value="Add Another Currently Attending Sibling"/>					

a.

10. On the Program Preferences (Interview Consent) page, answer some questions regarding the interview process. Click Continue when finished.

## Program Preferences

4.1 \*Do you give the Interview Committee permission to interview your child in your absence? The interview will take place at the student's middle school.\*

Yes  No

\* I understand that this will only occur if the school is unable to secure a phone or in-person interview with me and my child.

4.2 \*Please confirm that you, the parent or person in parental relation, are fully aware of the High School Choice option(s) your child has selected?

Yes  No

Continue »

a.

11. On the Schedule Interview page, you will be presented with a calendar. On the left, any date highlighted in Orange has available time slots. You can click that date to see what is available. If a slot is available, it will say "Choose Slot" to the right of the time shown.

Last Month | [Next Month](#)

**February, 2020**

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

**March, 2020**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

**April, 2020**

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Last Month | [Next Month](#)

**Tuesday, February 11, 2020**

8:00 am - 8:15 am	
8:15 am - 8:30 am	<input type="button" value="Choose Slot"/>
8:30 am - 8:45 am	<input type="button" value="Choose Slot"/>
8:45 am - 9:00 am	<input type="button" value="Choose Slot"/>
9:00 am - 9:15 am	<input type="button" value="Choose Slot"/>
9:15 am - 9:30 am	<input type="button" value="Choose Slot"/>
9:30 am - 9:45 am	<input type="button" value="Choose Slot"/>
9:45 am - 10:00 am	
10:00 am - 10:15 am	
10:15 am - 10:30 am	
10:30 am - 10:45 am	
10:45 am - 11:00 am	
11:00 am - 11:15 am	
11:15 am - 11:30 am	
11:30 am - 11:45 am	
11:45 am - 12:00 pm	
12:00 pm - 12:15 pm	
12:15 pm - 12:30 pm	
12:30 pm - 12:45 pm	
12:45 pm - 1:00 pm	
1:00 pm - 1:15 pm	
1:15 pm - 1:30 pm	
1:30 pm - 1:45 pm	

a.

- b. Once you have selected a time, it will say "Appointment time requested." and give you the option to Reschedule. Scroll to the bottom and click Continue.

i.

9:30 am - 9:45 am	<i>Appointment time requested.</i>	<input type="button" value="Reschedule"/>
-------------------	------------------------------------	---

12. On the Signatures page, there are some brief terms to read. Afterward, you will be prompted regarding who is filling out the application. Parents answer “No,” while a District Employee or other agency worker filling the application on their behalf will answer “Yes.” Once complete, click Continue.

12.1 \*Is this application being filled out on behalf of the parent by an SCSD Employee or an agency/worker?

Yes  No

12.13 \*Parent/Guardian Signature:  Date: 02/03/2020

**NOTICE OF NON-DISCRIMINATION**

The Syracuse City School District hereby advises students, parents, employees and the general public that it is committed to providing equal access to all categories of employment, programs and educational opportunities, including career and technical education opportunities, regardless of actual or perceived race, color, national origin, Native American ancestry/ethnicity, creed or religion, marital status, sex, sexual orientation, age, gender identity or expression, disability or any other legally protected category under federal, state or local law.

Inquiries regarding the District’s non-discrimination policies should be directed to:

Civil Rights Compliance Officer  
Syracuse City School District  
725 Harrison Street • Syracuse, NY 13210  
[\(315\) 435-4131](tel:(315)435-4131)  
Email: [CivilRightsCompliance@scsd.us](mailto:CivilRightsCompliance@scsd.us)

Continue »

- a.
- i. For Parents, they will simply be prompted to type their name in the box titled “Parent/Guardian Signature.” This acts as their electronic signature.

12.1	*Is this application being filled out on behalf of the parent by an SCSD Employee or an agency/worker?	<input checked="" type="radio"/> Yes <input type="radio"/> No
	*Are you an SCSD Employee or a community worker (advocate, shelter representative, youth worker, etc.)?	<input checked="" type="radio"/> SCSD Employee <input type="radio"/> Community Worker
12.8	*SCSD Employee First Name:	Employee
12.9	*SCSD Employee Last Name:	McEmployeeeson
12.10	*Position:	Counselor
12.11	*Employee Phone Number:	(315) 435-5555
12.12	*Parent-Staff Consent:	<input checked="" type="checkbox"/> I hereby confirm that I am a school counselor, social worker, or other SCSD staff assisting this student, and that the parent or person in parental relationship to this student has given me their express consent to complete this application on their behalf.

b.

- i. For staff, you will be prompted to identify whether you are an SCSD Employee or Community Worker, and then for some contact information as well as a confirmation that you have the parent's consent to fill out the application on their behalf.

13. The final page, Confirmation, will give you a last opportunity to review all information entered up to this point. At both the top and bottom of the page, there is a button which reads "Send My Application." Clicking this button will finalize the application process and submit it. After this point, the application can no longer be modified by the parent: Central Registration must be contacted in order to process any changes.



Your signatures have successfully been saved.

Send My Application »

« Back

I Want to Finish Later

## Confirmation

Please review the information below. If you would like to make changes to the information you provided, please click edit to return to the section and make your necessary changes. You must click **Send My Application** at the bottom of the page in order to submit the application.

### Student Information

1.1	First Name:	Student
1.2	Middle Initial:	
1.3	Last Name:	McStudentson
1.4	Street Address:	109 SMITH DR
1.5	Apt/Bldg:	
1.6	City:	Syracuse

a.

- b. Once you click "Send My Application," a dialog box will appear to warn you that you cannot modify the application once it is submitted. Click OK to finalize the application.

This is the last step of the online application. Please be sure that all information is correct before you continue. You will not be able to change your application once it has been submitted.

Clicking 'OK' will submit your application.

OK

Cancel

i.

14. You will see a final confirmation screen thanking you for your interest in the program, and your information from Review & Send will still be displayed on screen. You may log out at this time, or fill out another application if desired.

**Thank you, Parent McParentson, for your interest in Culinary Arts!**

We have received your application for **Student McStudentson** for **Culinary Arts**.

If you need to return at a later date to print out a new copy of the signature page, recommendations forms, or view your confirmation page, you may login at any time.

We recommend that you [print this page](#) for your records.

**IMPORTANT NOTE:** Please note that we will follow the Board of Education's school assignment policy. There ***may not be*** any seats available in your home school at the time your registration is complete. Therefore, the Syracuse City School District reserves the right to assign your child to a school in which there is space available. If there are no seats available in your home school, we will contact you to inform you of your options, if and when applicable.

### Student Information

1.1 First Name: Student

1.2 Middle Initial:

1.3 Last Name: McStudentson

1.4 Street Address: 109 SMITH DR

a.