



How to Complete the Online Magnet Application



Introduction

Children attending or eligible to attend a Miami-Dade County Public School are eligible to attend a Magnet Program.

Parents/Guardian interested in enrolling their children may apply online through the Parent Portal. For information in the Magnet Schools/Programs go to:

<http://choice.dadeschools.net/>

Finding the Parent Portal

Open the Internet browser to the M-DCPS home page at: www.dadeschools.net.

▼ Click the **Parents** tab

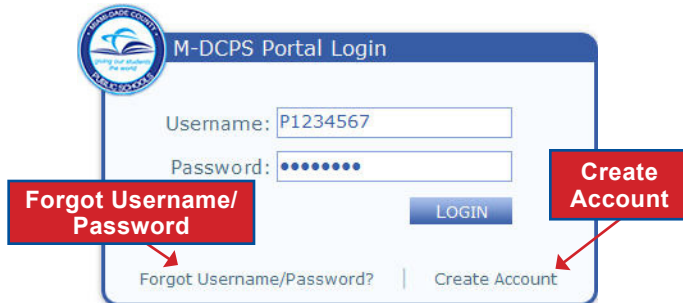
The [dadeschools.net](http://www.dadeschools.net) Parents page will display.



▼ Click **Login to Parent Portal**

The **Portal Log in** screen will display.

To log in to the Parent Portal, parents/guardians must be registered with M-DCPS and have a user name and password. [See the *Parent Portal Account Registration Guide on the Dadeschools.net Parents page.*]



- ▼ Type Username (example P1234567)
- ▼ Type Password (example 12345678)
- ▼ Click **Login**

Note: The first time you access the Portal, the M-DCPS Acceptable Use Policy will display for your approval. Please read the terms in detail.

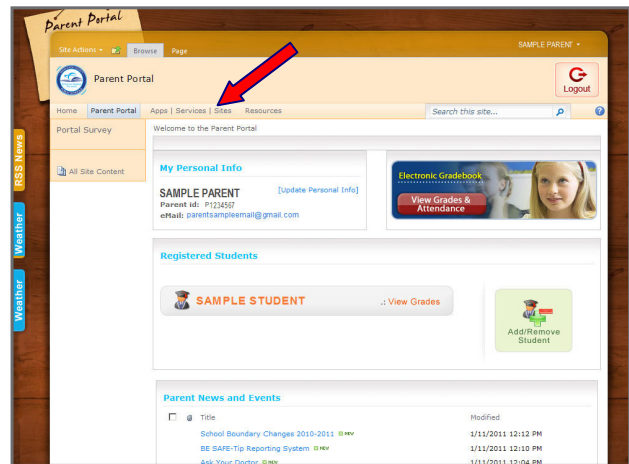
If you agree with these terms,

▼ Click **Accept**

The **Parent Portal** page will display.

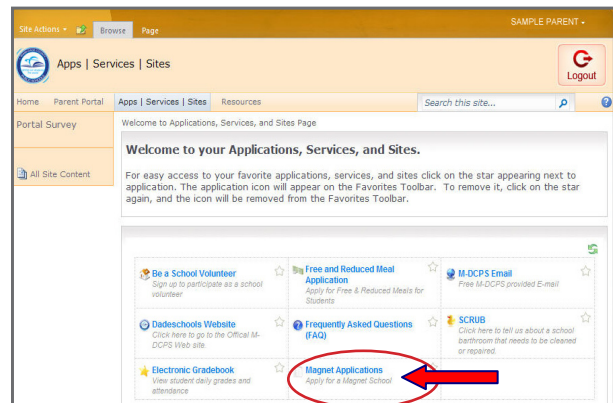
Parent Portal Services / Sites

From the **Parent Portal** page,



▼ Click **App / Services / Sites** tab

The **Parent Portal App / Services / Sites** page will display.

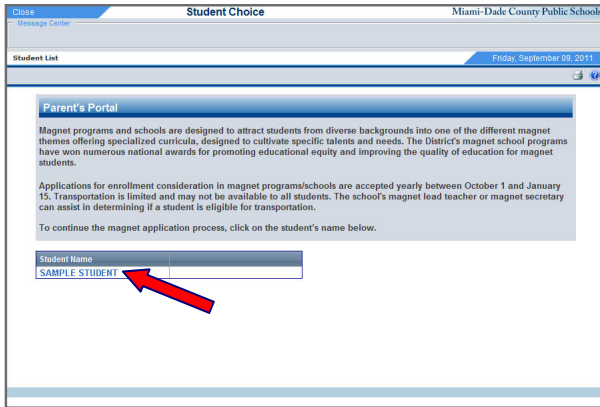


▼ Click **Magnet Applications**

The **Student Choice Message Center** will display. Your child's name will display on the page.

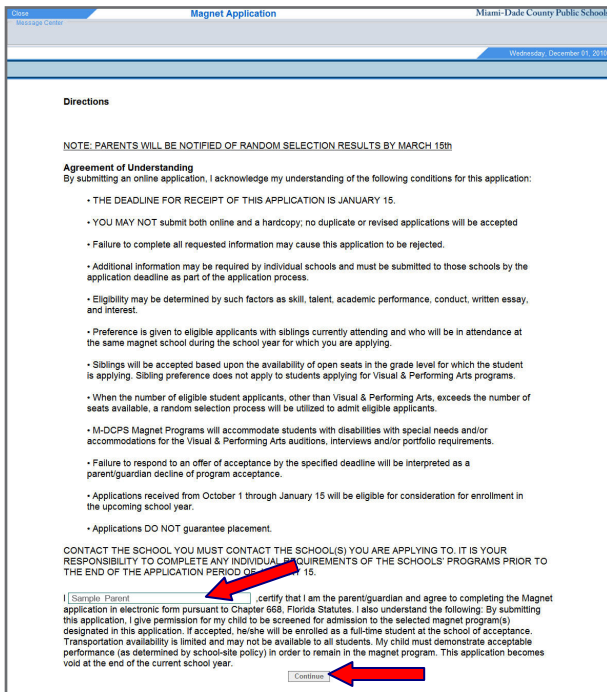
Applications for enrollment consideration, in the Magnet Program Schools, are accepted yearly between October 1 and January 15.

To continue the magnet application process,



▼ Click on the student's name

The **Directions** page will display.



Read the directions and certify that you are the parent/guardian completing the application.

▼ **Type** your name in the text box provided

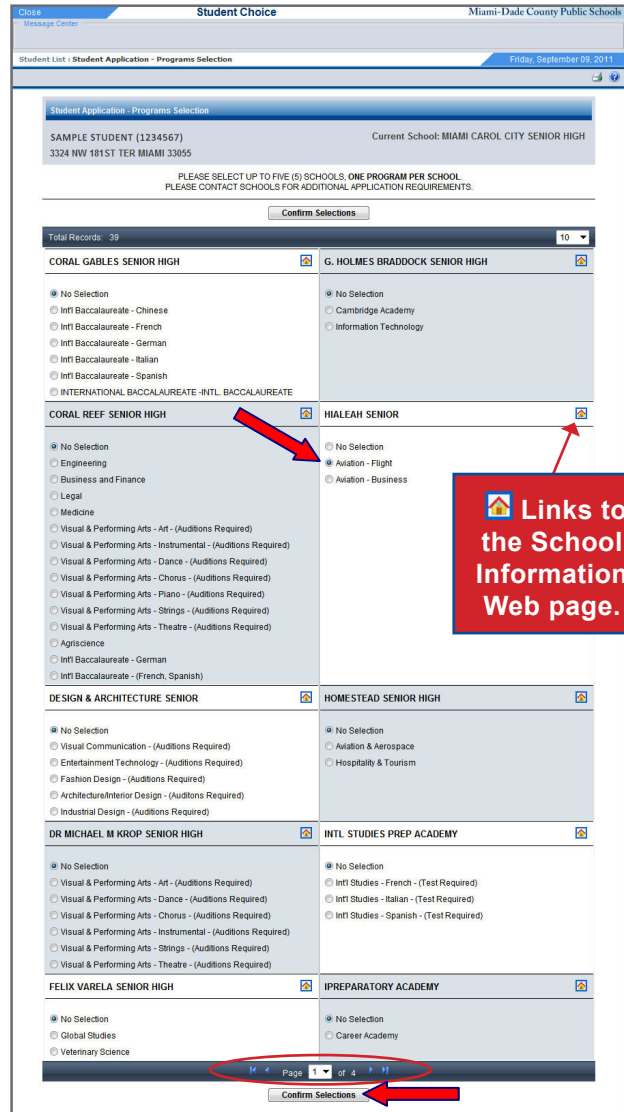
▼ **Click** **Continue**

The **Student Application Programs Selection** page will display.

Selecting the Schools and Programs

To view additional pages use the arrow or select the page number from the drop-down list at the bottom of the page.

The icon is a link to the dadeschools.net School Information page.



To select the schools and programs the student wants to attend for the school year,

▼ **Click** the program to select it

Select up to five schools, one program per school.

When finished,

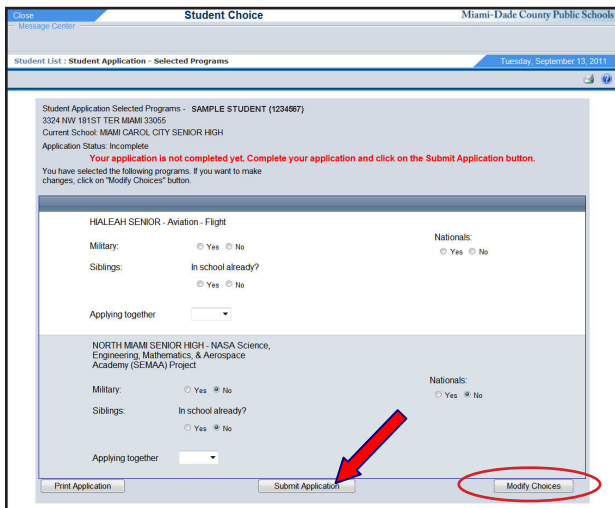
▼ **Click** **Confirm Selections**

The **Student Application Selected Programs** screen will display the selected programs.

Additional information will have to be entered such as **Military, Nationals, Siblings, In schools already, and Applying together.**

Nationals are students who are citizens or hold legal status in a specific country. At this time the District has Memorandums of Understanding (MOU) with Spain, France, Italy and Germany.

If you have a child already attending at this magnet school, select **Yes "In school already"** and enter the sibling student ID. If the student is applying as a twin or triplet to the same Magnet school, select the correct choice in the **"Applying together"** drop-down menu and enter the sibling student ID(s).



Complete the application, when finished,

- ▼ Click **Submit Application**

The date and time the application was submitted will display on the screen. The status will change to **Pending**.

Note: You must click Submit Application for your application to be considered. Applications with a status of Incomplete WILL NOT be included in the selection process.

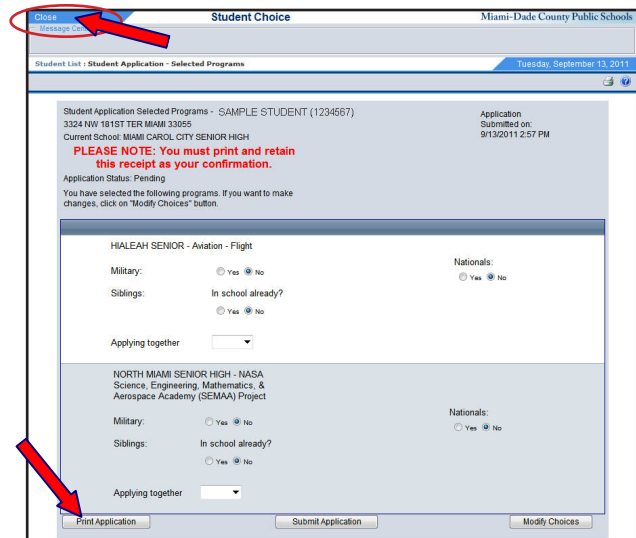
Use the **Modify Choices** button to go back to the Program Selection screen to change any selection. The Status will change to **Incomplete** every time the application is modified.

Note: Once any school has declared your child eligible or ineligible, you may not make any changes or replacement selections to the application.

Printing the Online Magnet Application

You must print the submitted application and retain as your confirmation receipt.

To print the **Magnet Application**,



- ▼ Click **Print Application**

The **Print** screen will open.

- ▼ Select the printer
- ▼ Click **Print**

Closing the Online Magnet Application

To close the **Magnet Application**,

- ▼ Click **Close**, in the upper left corner of the page

If the **Windows Internet Explorer** screen displays,

- ▼ Click **Yes**

To exit the **Portal**,

- ▼ Click **Logout**

Whom to Contact for Assistance

For general information call Schools of Choice and Parental Options department at 305-995-1922.

For information about the Magnet Program and Schools go to the Magnet Schools Web page:

<http://choice.dadeschools.net/>