

blenderbox

RSCO School Choice How-To Guidebook: for Parents

Welcome! To find specific topics, please navigate using the menu on the right. To speak to someone on the phone, please call us at (860) 713-6990.

Welcome to Greater Hartford Region School Choice!

This guidebook will assist families with the following steps - click each button to advance to each step.

STEP 1: Creating an Account

STEP 2: Adding Children to an Account

STEP 3: Understanding the Dashboard

STEP 4: Navigating through Applications

STEP 5: Submitting an Application

**EXTRA INFORMATION:
Understanding Priorities**

Step 1: Creating an Account



Log In

Creating a Login is the first step to setting up your account.

You can do that here:



Welcome to Greater Hartford Region School Choice!

Empowering Families to Choose their Future

Connecticut families, you have a choice! We invite you to GET STARTED and explore the incredible learning options available to your children in the Greater Hartford Region from prekindergarten through 12th grade through the Regional School Choice Office (RSCO)

Create an account to explore schools and apply.

[Get Started](#) >

Already have an account? [Log in here.](#)

The screenshot shows a landing page for Greater Hartford Region School Choice. The page has a white background with a blue border. The main heading is 'Welcome to Greater Hartford Region School Choice!' in bold black text. Below it is the tagline 'Empowering Families to Choose their Future'. The main body of text invites Connecticut families to 'GET STARTED' and explore learning options from prekindergarten through 12th grade through the Regional School Choice Office (RSCO). A call to action says 'Create an account to explore schools and apply.' Below this is a purple button with the text 'Get Started' and a right-pointing arrow. At the bottom, there is a link for users who already have an account: 'Already have an account? Log in here.' The background of the page is blue with various educational icons like a globe, books, a soccer ball, and a graduation cap. On the right side, there is an illustration of a young girl with a backpack holding a folder. The overall theme is education and choice.

Username + Password

First, you'll be asked to create a username and password. **Your username must be a valid Email address.** You'll receive an Email at that address with a link. Click on the link to verify your account.

Welcome to the RSCO School Choice Application!

Create Your Account

Let's get started by setting up your Enrollwise account to create your RSCO School Choice application. It won't take long. You will need a valid email address to get started.

This will be your username and login. Do you need help creating an email address? We have information to help you [here](#).

Must be at least 8 characters.

Next

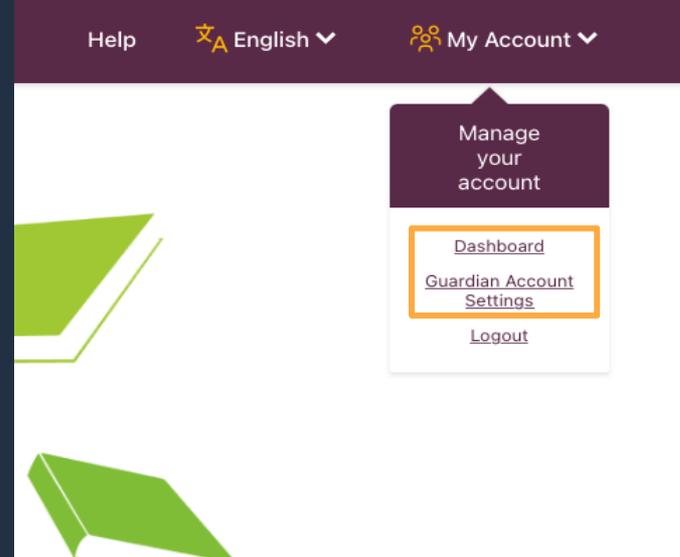


Already did this? [Log in here.](#)

Account Information

Next, you'll be asked to answer a few questions, such as your name, residential and mailing addresses, and contact information.

Once you've submitted your answers, you'll be taken to your Dashboard. If you need to edit your personal information at any point, you can do that by clicking "Guardian Account Settings" under the "My Account" drop-down menu in the top-right of your screen.

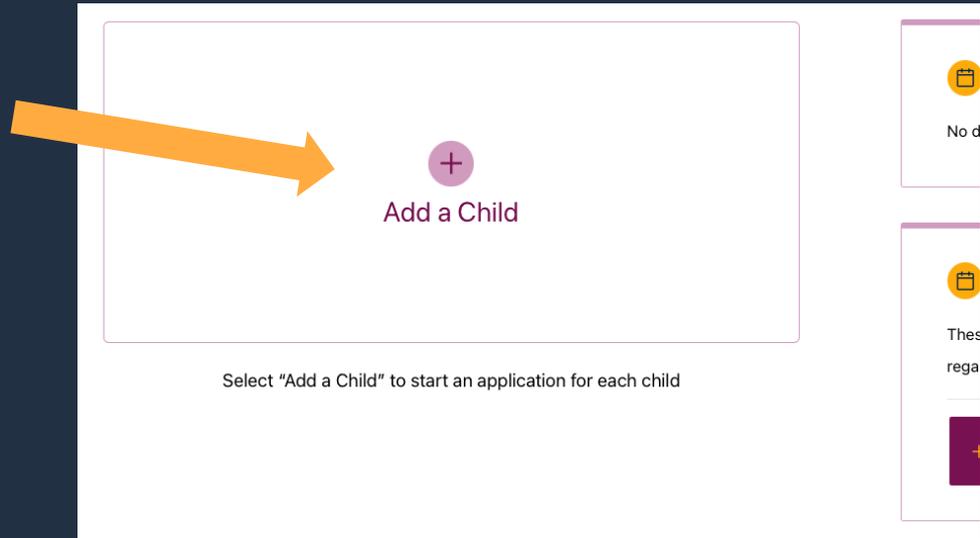


Step 2: Adding Children to an Account



Add a Child

To add a child to your account, select this button:



Account Set-Up

Next, you'll be asked a series of questions about your child such as their name, grade level, gender, and date of birth.

Let's add a new Student to your Account, Lauren!

We need some information for the placement process. Please answer all fields unless it is marked as optional.

1 Student's Name

What is the student's full, legal name?

Student's first name

Student's last name

2 Age and School Info

When were they born?

2003

Jan

01

3 Gender Identity

What gender does this student identify as?

Choose an option

4 Residential Address

Where does your child currently reside?

- They reside with me at 3 1/2 Byron Ave, Ansonia
- They reside at a different address

5 Race / Ethnicity

Are they Hispanic/Latino?

- Yes
- No

Which race(s) do they most closely identify as?
Select as many as apply

Select...

6 Current School

Is the child currently enrolled in a CT Public School District?

- Yes
- No

Priority Determination

Next, you'll be asked a series of questions about any siblings or relatives that may give your child priority at certain schools.

Tell us about any existing contacts with the school you've ranked first on your application.
Does the applicant have a sibling currently enrolled/applying for, or a relative who graduated from or is a staff member at this school? (Select all that apply)

Sibling

Sibling first name

Sibling last name

School's name

Current grade

Do they share at least one legal guardian?
 Yes
 No

Do they live in the same household?
 Yes
 No

[Continue my Application >](#)

Editing Child Information



Each child will be given an “Application Card” on your Dashboard. Here, you can select “Edit Student Profile” at any time to update their personal information.

[Edit Child Profile](#)

Adrienne Lenker

9th Grade Application

0 of 2 Sections Complete. Get started!

CTECS

EARLY APPLICATION DEADLINE JANUARY 22, 2021
REGULAR ON-TIME DEADLINE FEBRUARY 28, 2021

Get Started

Status: Not Started **Decline**

Get started by ranking three schools in this portion of your application. Select Decline if you do not want to apply to this program.

Magnet Schools

DEADLINE FEBRUARY 28, 2021

Get Started

Status: Not Started **Decline**

Get started by ranking up to five schools in this portion of your application. Select Decline if you do not want to apply to this program.

Submit Adrienne's Application

Step 3: Understanding the Dashboard



Child's Application Card

Each child in your account will have their own "Application Card."

This card will show you which application sections your child is eligible to include, their deadlines, as well as the status of each section throughout your process.

[Edit Child Profile](#)

Adrienne Lenker

9th Grade Application

0 of 2 Sections Complete. Get started!

CTECS

EARLY APPLICATION DEADLINE JANUARY 22, 2021
REGULAR ON-TIME DEADLINE FEBRUARY 28, 2021

Get Started

Status: Not Started

Decline

Get started by ranking three schools in this portion of your application. Select Decline if you do not want to apply to this program.

Magnet Schools

DEADLINE FEBRUARY 28, 2021

Get Started

Status: Not Started

Decline

Get started by ranking up to five schools in this portion of your application. Select Decline if you do not want to apply to this program.

Submit Adrienne's Application

Messaging

If you have any questions regarding your child's application, you can use the Messaging section of the site to send a message to the RSCO Team. The RSCO Team can also send you messages with any questions or follow ups on applications.

If you have an **unread message**, you will see a red dot next to any unread messages. You can click into that unread message to read and reply.

Your Key Dates

No dates yet.

Messages

These are all of your messages to and from RSCO regarding your application.



Create new message

Your Documents

Once documents are created, they will appear here.

Your Documents

Here, you will receive and find documents such as Application receipts and offer letters.

Your Key Dates

No dates yet.

Messages

These are all of your messages to and from RSCO regarding your application.



Create new message

Your Documents

Once documents are created, they will appear here.

Key Dates

Here, you will receive updates about upcoming deadlines and dates to remember.



Your Key Dates

No dates yet.



Messages

These are all of your messages to and from RSCO regarding your application.



Create new message



Your Documents

Once documents are created, they will appear here.

Step 4: Navigating through Applications



Menu Bar

Click into the **Application Section** from your child's Application Card on the Dashboard.

Use the menu bar to move through the application at your own pace. Just be sure to submit your application on your Dashboard before the deadline!

Return to Dashboard at any time to track your progress.

[Edit Child Profile](#)

Adrienne Lenker

9th Grade Application

0 of 2 Sections Complete. Get started!

CTECS

EARLY APPLICATION DEADLINE JANUARY 22, 2021
REGULAR ON-TIME DEADLINE FEBRUARY 28, 2021

Get Started

Status: Not Started **Decline**

Get started by ranking three schools in this portion of your application. Select Decline if you do not want to apply to this program.

Magnet Schools

DEADLINE FEBRUARY 28, 2021

Get Started

Status: Not Started **Decline**

Get started by ranking up to five schools in this portion of your application. Select Decline if you do not want to apply to this program.

[Dashboard](#)

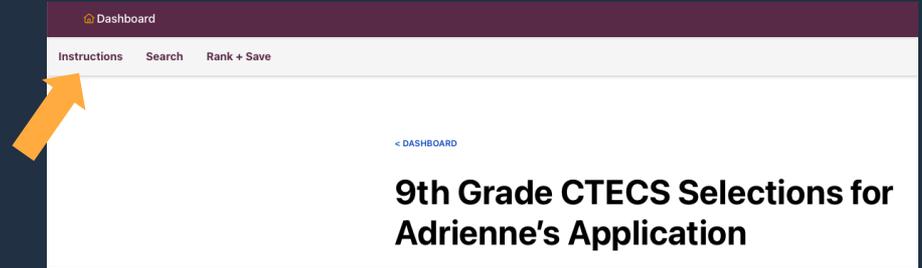
[Instructions](#) [Search](#) [Rank + Save](#)

[← DASHBOARD](#)

9th Grade CTECS Selections for Adrienne's Application

Tab 1: Instructions

This page will provide you with an **overview** of the application section you are currently in.



Tab 2: Search + Select

Searching

Explore schools or districts by clicking on them in the list to expand their card and view any available additional information.

The screenshot displays a web application interface for selecting schools. The top navigation bar includes 'Dashboard', 'Instructions', 'Search', and 'Rank + Save'. The main heading is '9th Grade CTECS School Selections for Adrienne's Application'. Below this, it states 'Adrienne resides at: 3 1/2 Byron Ave, CT 06401 Edit'. A note explains that three technical schools are included in the application and that users can search for information by clicking on the school name, then use 'RANK + SAVE' to rank schools by preference. A map indicates the distance of the three schools from the user's home.

The school selection list includes:

- E. C. Goodwin Technical High School**
735 Slater Rd., New Britain, CT 06053
9th Grade - 12th Grade
- A. I. Prince Technical High School** (highlighted with an orange border and an arrow)
401 Flatbush Ave., Hartford, CT 06106
9th Grade - 12th Grade

The detailed view for **A. I. Prince Technical High School** shows:

- Address:** 401 Flatbush Ave., Hartford, CT 06106
- CONTACT:** lisa.higgins@ct.gov, 860-951-7112
- WEBSITE:** <http://prince.cttech.org/>
- STUDENTS ENROLLED:** 716
- HOURS:** 7:33 AM to 2:25 PM
- SCHOOL UNIFORM:** Yes
- College and Career Readiness:** Technical high schools combine comprehensive high school academics and career technical education to prepare students for immediate productive employment, apprenticeship programs, and postsecondary education.
- Overview:** Connecticut Technical Education and Career System (CTECS) graduates are prepared for working and learning environments that constantly change. By adapting to new standards in emerging technologies, students acquire the necessary skills to succeed in the college classroom and in the workplace. By integrating STEM education into our academics and career technologies, along with guidance from industry leaders, students graduate with industry certifications or licenses, post-secondary certificates or degrees that employers use to make hiring and promotion decisions. These

Tab 2: Search + Select How To Decide

There are a lot of schools, and a lot of information about each school.

Many families consider the daily commute and the school's location to be important factors. Use the map to see a school's location and the distance from your child's home.

Use the filters below the search bar to see only schools that meet certain criteria, such as: schools in a certain town, or schools with a specific theme.

The screenshot shows a web dashboard titled "9th Grade Magnet School Selections for Adrienne's Application". At the top, there is a navigation bar with "Dashboard", "Instructions", "Search + Select", and "Rank + Save". Below the navigation, the user's residence is listed as "Adrienne resides at: 7 1/2 Coach Dr, CT 06489 Edit". A search bar is present with a search icon. Below the search bar, there are four filter dropdown menus: "Magnet Theme", "Enrollment Range", "Grade Range", and "Towns". A text block explains that the page lists magnet schools based on grade and residence, and that users can select up to five schools. Below this, a map shows the location of schools relative to the user's home. One school, "Academy of Science and Innovation", is highlighted with a red box. Its details include the address "600 Slater Road, New Britain, CT 06053", a distance of "6.14 miles", and "6th Grade - 12th Grade". A "Remove from Application" button is visible at the bottom of the school's card.

Dashboard

Instructions Search + Select Rank + Save

9th Grade Magnet School Selections for Adrienne's Application

Adrienne resides at:
7 1/2 Coach Dr, CT 06489 [Edit](#)

Search using the filters below (theme, grades, town, enrollment) or here by school name

Magnet Theme Enrollment Range Grade Range Towns

This page lists the magnet schools that are available to you based on grade and residence. Search and select up to 5 (FIVE) of these magnet schools for your application. When you are finished with your selections, go to RANK + SAVE to rank and save your selections.

The map indicates the distance of the schools listed from your child's home. Click on the school name to get more information and select "Add to Application" to add the school to your list of up to 5 magnet schools. Point the arrow to the (i) icon to get information about past seat availability at the school.

Academy of Science and Innovation ⓘ

600 Slater Road, New Britain, CT 06053 6.14 miles

6th Grade - 12th Grade

Remove from Application

Tab 2: Search + Select Likelihood

To better understand a child's chances of getting an offer to each program, **hover on the information icon** next to each program name to learn about the program's demand and find out that child's priority group. **Click or tap on the program for more details.**

In addition to the priority, demand for seats available at the school contributes to your child's likelihood of getting an offer. **Try to save at least a few programs with low demand** and for which you meet a priority qualification. You'll find filters that can help you pick some

Instructions Search Rank + Save

9th Grade CTECS School Selections for Adrienne's Application

Adrienne resides at:
3 1/2 Byron Ave, CT 06401 Edit

All three technical schools are included in your child's application. Search for information about these three schools by clicking on the school name. When you are finished exploring, click on the school name to see your order of preference for these schools.

The map indicates the distance of the school from your home. Click on the school name to get more information about its offerings.

E. C. Goodwin Technical High School
735 Slater Rd., New Britain, CT 06053
9th Grade - 12th Grade

A. I. Prince Technical High School
401 Flatbush Ave., Hartford, CT 06106
9th Grade - 12th Grade

Likelihood of an Offer

Your chance of an offer to this school are largely based on the **number of applicants and number of available seats**. Please use this information to help you make your school selections.

2019-20		2020-21	
137 Applicants	145 Seats	203 Applicants	137 Seats

Number of applicants so far this year: 16

Priorities

- Alumni/Graduate
- Employee/Staff
- Enrolled Sibling
- Technical High School Only

9th Grade CTECS School Selections for Adrienne's Application

← Back to List

A. I. Prince Technical High School
401 Flatbush Ave., Hartford, CT 06106
9th Grade - 12th Grade

CONTACT
lisa.higgins@ct.gov
860-961-7112

WEBSITE
<http://prince.cttech.org/>

STUDENTS ENROLLED
716

HOURS
7:33 AM to 2:25 PM

College and Career Readiness

Technical high schools combine comprehensive high school academics and career technical education to prepare students for immediate productive employment, apprenticeship

Likelihood of an Offer

Your chance of an offer to this school are largely based on the **number of applicants and number of available seats**. Please use this information to help you make your school selections.

2019-20		2020-21	
137 Applicants	145 Seats	203 Applicants	137 Seats

Number of applicants so far this year: 16

Priorities

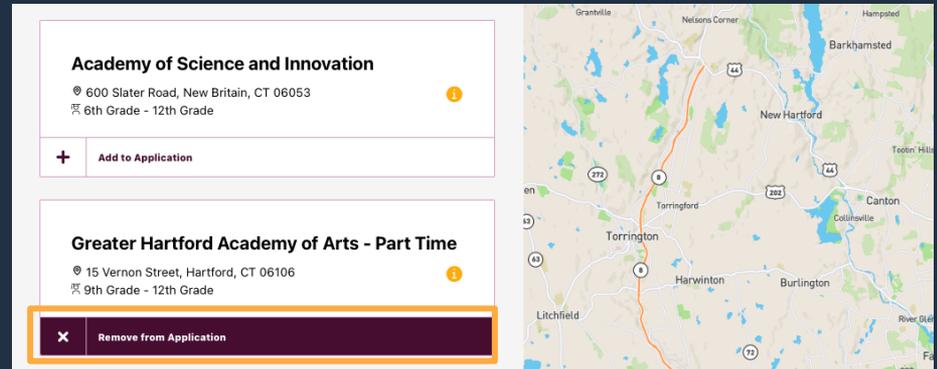
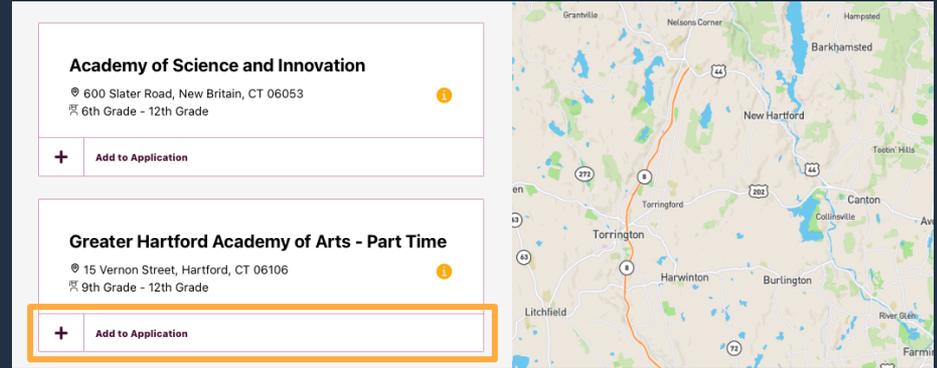
- Alumni/Graduate
- Employee/Staff
- Enrolled Sibling
- Technical High School Only

Tab 2: Search + Select

Selecting

When you find a school or district you want to include on your application, use the plus sign (+) next to the text “Add to Application” to add it to your list. You will see the plus turn to an X.

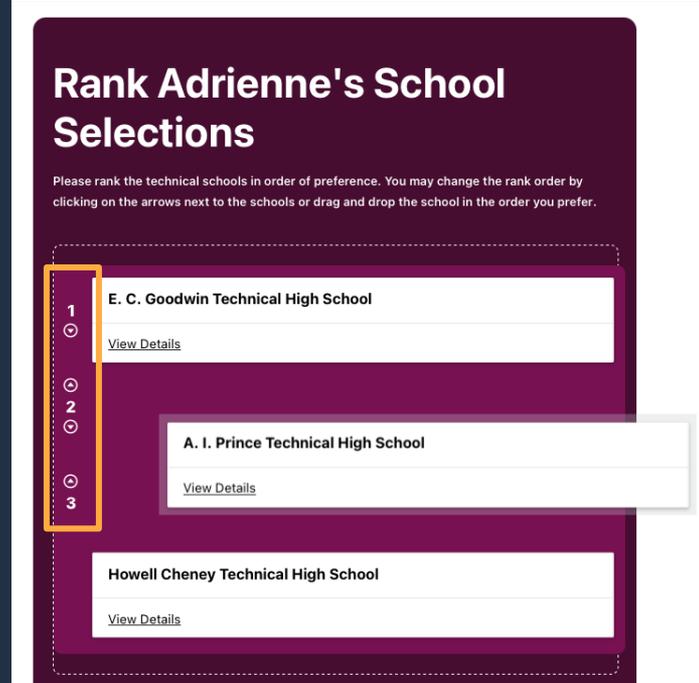
If you change your mind, you can use the X to remove this school from your list.



Tab 3: Rank + Save

On the Rank & Save page, you'll rank your choices in the order of your preference. This page will show you the schools or districts you've added to your application.

Drag and drop schools/districts to reorder them. Click on schools in the list to view details in order to make final decisions about how to order your list. It's important to list schools/districts in your true order of preference. Order matters!



Tab 3: Rank + Save

It's also important to apply to 5 schools/districts for Open Choice and Magnet Applications! For CTECS, 3 schools are available for you to rank. Once you've filled up your list, use the 'Next' button below the list to move to the final questions for this application section.

Once you have answered the questions to help determine any potential placement priorities, the system will take you back to the Dashboard.

Step 5: Submitting an Application



Submitting an Application

Submit Button

As you complete or decline each section of the application, your progress bar will show you how much remains to complete each child's application. Once each available application section has been saved or declined, use the **'Submit Your Application'** button to review your choices and submit your application!

[Edit Child Profile](#)

Adrienne Lenker

9th Grade Application

2 of 2 Sections Complete. Ready to Submit!

CTECS [Edit](#)

EARLY APPLICATION DEADLINE JANUARY 22, 2021
REGULAR ON-TIME DEADLINE FEBRUARY 28, 2021

Status: Saved

Great job! You completed this portion of the application.

Magnet Schools [Edit](#)

DEADLINE FEBRUARY 28, 2021

Status: Saved

Great job! You completed this portion of the application.

Submit Adrienne's Application

Submitting an Application Survey

Before continuing, you'll be asked a few questions about your reasons for applying.



Survey Questions for Adrienne

Your application is not submitted yet, but you're almost done! You can return to the application builder at any time to revise your application.

Please complete the following questions

Some schools on your application require answers to these questions.

Have you applied to a choice program through RSCO in the past? **(Required)**

- Yes
 No

Where did you hear about RSCO and/or find any materials about the lottery? (Check all that apply): **(Required)**

Please tell us which magnet themes or school models interest you and your child by choosing as many as three below in the order of your interest: **(Required)**

Second interest

Third interest

Please tell us more about your reasons for submitting a RSCO Application by choosing as many as three below in their order of importance **(Required)**

Second reason

Third reason

Where did you complete this application **(Required)**

Review and Submit my Application



Submitting an Application Review + Submit

Next, you'll be asked to review your application. At this point, you can return to any application section to make edits if you need to.

[< BACK TO DASHBOARD](#)

🕒 Review Adrienne's Application

Your application is not submitted yet, but you're almost done! Review the information and your list below. You can return to the application builder at any time to revise your application. Once you're ready to submit, click the button at the bottom.

Confirm your application

If you'd like to make any revisions, return to the application builder.

Section 1

CTECS

Status: Saved Edit

1	E. C. Goodwin Tec	1	Civic Leadership High School
2	A. I. Prince Techni	2	Greater Hartford Academy of Arts - Part Time
3	Howell Cheney Te		

Section 2

Magnet Schools

Status: Saved

Confirm the information above, and follow the instructions below to submit.

By checking these boxes, I certify that I have read, understand and agree to the following statements:

- I am the legal parent/guardian of the student applicant and confirm that I am authorized to submit this application (Required)
- I understand that providing false information in any section of the RSCO application will disqualify the application and any offers the student applicant may receive (Required)
- I understand that the information in the application may be shared with RSCO School Choice operators and programs (Required)
- I understand that submitting an application does NOT guarantee a placement offer and does NOT guarantee a placement in a specific school or program (Required)

Submit Application >

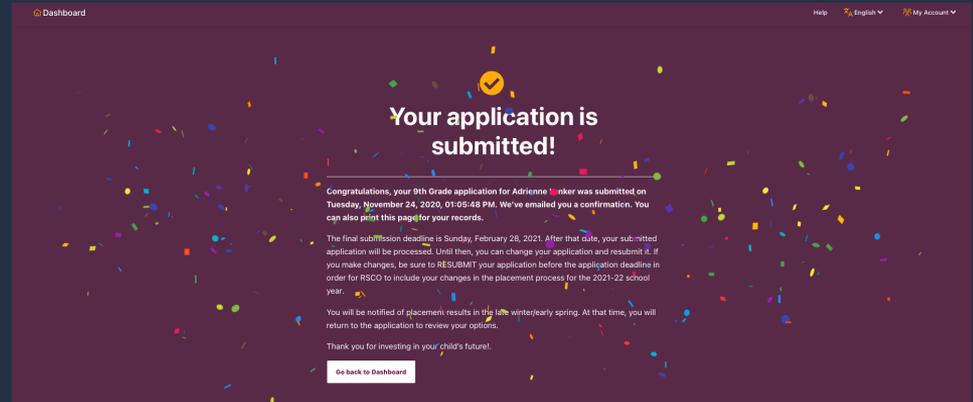
🕒 **Submit by Sunday, February 28, 2021**

You can return to your application to make changes and resubmit it through the application deadline.

Submitting an Application Confetti!

After you review and submit your application, you'll see confetti on your page, which tells you that application is complete!

Please remember you need to fully complete one application for each child.

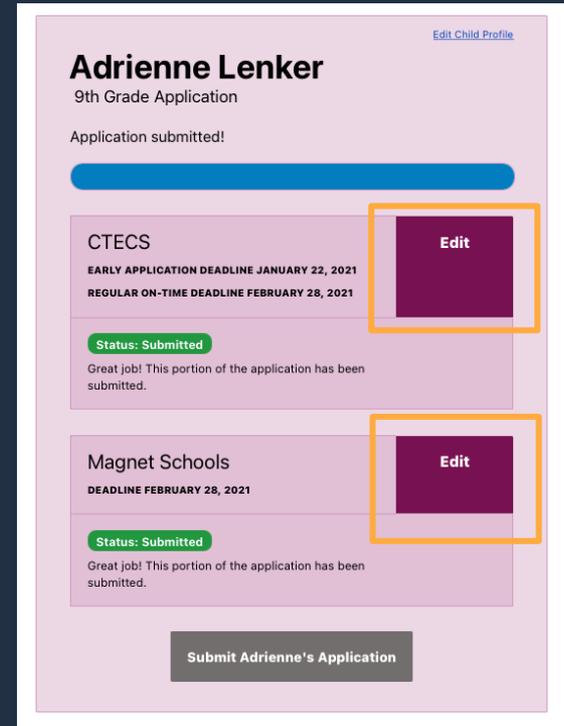


Editing + Re-submitting an Application

Editing + Re-submitting

Families may choose to edit applications after submitting them. They can do this before the final application deadline. Here's how:

First, you would select 'Edit' on the desired application section from the child's Application Card on the Dashboard.



Editing + Re-submitting

After a change is made, **you must re-submit the application** by selecting the 'Re-submit Application' button on the child's Application Card for that change to be reflected as your current application.

[Edit Child Profile](#)

Adrienne Lenker

9th Grade Application

Application Edited. Please Save your Changes.

CTECS Continue

EARLY APPLICATION DEADLINE JANUARY 22, 2021
REGULAR ON-TIME DEADLINE FEBRUARY 28, 2021

Status: Edited

You edited this portion of your application after submitting it. Please save your new changes.

Magnet Schools Edit

DEADLINE FEBRUARY 28, 2021

Status: Submitted

Great job! This portion of the application has been submitted.

Save Adrienne's Changes

Extra Information: Understanding Priorities



Placement Priorities and Pathways

The RSCO placement process may use one or more of these priorities in determining placement offers and waitlist status, although application of such priorities vary from time to time and depend on the availability of seats.

Open Choice Applicant	Magnet School Applicant	CTECS
Applicant Sibling	Employee/Staff or College Student	Alumni/Graduate
Enrolled Sibling	Enrolled Sibling	Applicant Sibling
Residential Zone	Hartford Residential Neighborhood	CTECS Early Application
Open Choice Only	Residential Zone	CTECS Only
	Partner District	Employee/Staff
	Pathway	Enrolled Sibling

Priority Alumni/Graduate

Priority may be given to an applicant who has a parent/legal guardian, sibling, or other immediate relative who graduated from a technical high school operated by the Connecticut Technical and Education and Career System (CTECS).

Priority

Applicant Sibling

Applicant Sibling: Efforts are made to offer the district/technical school placement to siblings who share at least one biological parent or legal guardian. The siblings must apply to the same districts/schools in the same order of Preference

Priority

CTECS Early Application

Applicants entering 9th grade may apply to the technical high schools by January 22, 2021 and receive early notification of a technical high school placement opportunity in February 2021.

Priority CTECS Only

Applicants selecting the Technical High Schools as their only option may receive priority based on available seats.

Priority Employee/Staff or College Student

Priority may be given to children of magnet or CTECS school employees/staff. Priority may be given to children of Goodwin College students. Priority is given based on the availability of seats at a selected school.

Priority Enrolled Sibling

Priority may be given to a child who is applying to the same school that a brother or sister currently attend. The siblings must share at least one biological parent or legal guardian. The sibling that is already enrolled in the same school must continue to attend the same school or district in the following school year.

Priority

Hartford Residential Neighborhood

Priority may be given to an applicant based on how close the magnet school applicant lives to a nearby school that uses a neighborhood priority.

Priority
Open Choice Only

Applicants selecting the Open Choice Program as their only option may receive priority based on available seats.

Priority Partner District

Applicants who live in a town that has a partnership agreement with a magnet school may be given priority based on available seats.

Priority Pathway

Priority may be given to students coming from another magnet school for a limited number of seats.

Priority Residential Zone

For Hartford Resident applicants to Open Choice: Placement offer is based on the applicant's residential address.

For Hartford Residents applying to Hartford Magnet Schools: Priority may be given to Hartford resident students living in specific Hartford school zones and applying to certain schools, as follows:

- Zone 1 and applying to Montessori Magnet at Annie Fisher School, STEM Magnet at Annie Fisher School, Webster MicroSociety Magnet School, Hartford PreKindergarten Magnet School, or Breakthrough Magnet School North
- Zone 2 and applying to Capital Preparatory Magnet School (Grades PK3–Grade 5 only)
- Zone 3 and applying to Breakthrough Magnet School South, Environmental Sciences Magnet at Hooker School, or Montessori Magnet at Batchelder School
- Zone 4 and applying to Kinsella Magnet School of the Performing Arts (PK4–8), or Betances Learning Lab Magnet School

Information regarding the residential zone is provided in the application, RSCO family guide and RSCO website, www.choiceeducation.org

Priority

Siblings/Twin/Multiples

Efforts are made to link applications where two or more children share the same address and share at least one biological parent or legal guardian.