

Choice Student Assignment Plan: Choice Selection Process

Use the instructions below to rank your Choice Selections as part of the Choice Student Assignment Plan.

IMPORTANT: To participate in the Choice selection process your student **must be pre-enrolled or currently attending** a Wake County Public School.

Getting Started

1. Visit <http://assignment.wcpss.net>.

2. Click the **Choice Selection** button.



NOTE: If you created a User Account during the Magnet Selection period, you will use that for Choice Selection as well. Please click on the **Returning Users** button and follow the instructions under **Login** (pg. 5) to rank your choice selections.



Otherwise, **you must first create a User Account.** You will need the following information to create a new user account:

1. Your **House Number**.
EX: For 123 Main Street, you would enter 123 for your house number.
2. Your **student's**:
 - **NC WISE ID number**
 - **Date of birth**
 - **Grade for 2012-13 school year**

NOTE: You may obtain your student's NC WISE ID number from their lunch number or report card **OR** you may contact your student's enrollment school or the Office of Student Assignment at (919) 431-7333 for assistance.

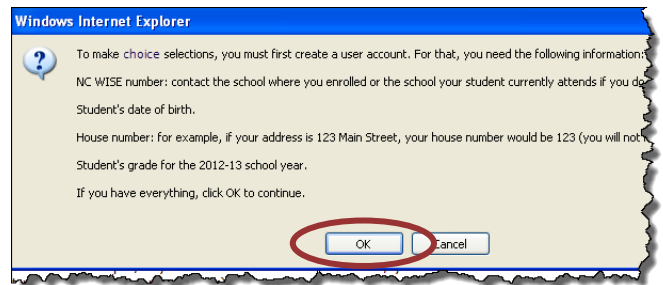
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Create a User Account

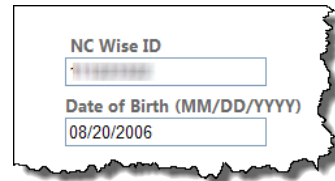
1. Click the **New Users** button.



2. When prompted, click **OK**.

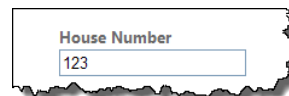


3. Enter your **student's NC WISE ID number** and **Date of Birth**.



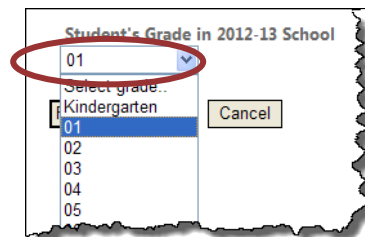
4. Click **Continue**.

5. Enter your **House Number**.



NOTE: For 123 Main Street, you would enter 123 for your house number.

6. Use the drop-down menu to select your student's **grade level for the 2012-13 school year**.



7. Click **Find**.



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8. Verify your **student's** information.

VERIFY YOUR STUDENT
Based on information entered we have located the following student.
Click [Confirm] to add this student, click [Cancel] to cancel this action.

Your student's information:

ID: [REDACTED]
 Birthdate: [REDACTED]
 Home Address #: [REDACTED]
 Next school year grade: [REDACTED]
 Name: [REDACTED]

This student is currently assigned to: West Lake Elementary

9. To accept the Legal statement, enter **chosen** in the field.

Legal Statement: I hereby certify under penalty of law that all information entered in this web site is true, correct, and that I am the parent or legal guardian for the students I have **chosen**.

To accept the legal statement please type the underlined word into this field.

10. Click .

11. Enter your **personal information**:

NOTE: Required fields are marked with an asterisk (*). Although it is not required, you are encouraged to include your email address. Providing an email address will ensure you receive notifications in a timely manner and allow you to reset your own password if needed.

- Parent First Name: *
- Parent Last Name: *
- Parent Street Line 1: *
- Parent Street Line 2:
- Parent City: *
- Parent State: *
- Parent Zip Code: *
- Parent Phone:
- Parent Cell Phone:
- Parent Email Address:
- Select Parent user ID: *
- Select Password: * (Must be between 6 -12 characters in length.)
- Retype Password: *

Enter your personal information to create a new user account. Click on Create to complete.

Parent First Name : *

Parent Last Name : *

Parent Street Line 1 : *

Parent Street Line 2 :

Parent City : *

Parent State : *

Parent Zip code : *

Parent Phone :

Parent Cell phone :

Parent eMail Address :

This email will be used to send notification and to reset your password

Select Parent user ID : (6-20 characters)

Select Password : * (6-12 characters)

Retype Password : * (6-12 characters)

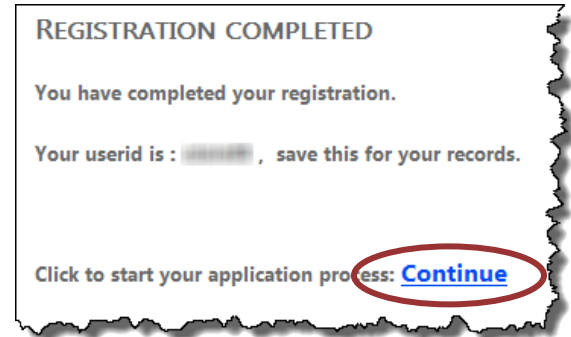


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12. Click [Create](#) .

NOTE: A registration confirmation screen will appear with your new User ID. You should save this information for your records.

13. To start your application process, click **Continue**.



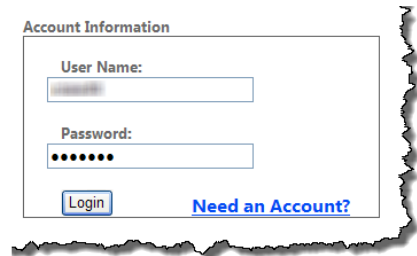
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Login

Use the instructions below to log in to the online application and continue the selection process.

1. Enter your **User Name** and **Password**.

2. Click  .



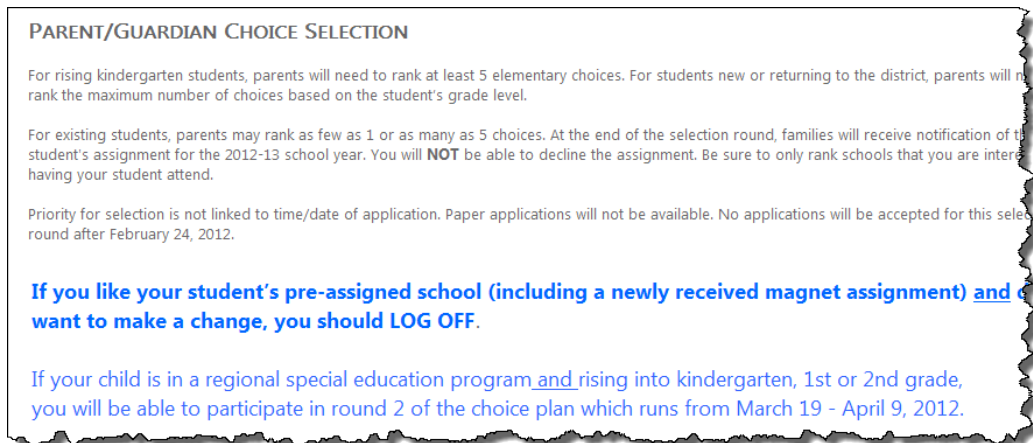
Account Information

User Name:

Password:

[Need an Account?](#)

3. You **MUST** read all of the information provided.



PARENT/GUARDIAN CHOICE SELECTION

For rising kindergarten students, parents will need to rank at least 5 elementary choices. For students new or returning to the district, parents will rank the maximum number of choices based on the student's grade level.

For existing students, parents may rank as few as 1 or as many as 5 choices. At the end of the selection round, families will receive notification of the student's assignment for the 2012-13 school year. You will **NOT** be able to decline the assignment. Be sure to only rank schools that you are interested in having your student attend.

Priority for selection is not linked to time/date of application. Paper applications will not be available. No applications will be accepted for this selection round after February 24, 2012.

If you like your student's pre-assigned school (including a newly received magnet assignment) and want to make a change, you should LOG OFF.

If your child is in a regional special education program and rising into kindergarten, 1st or 2nd grade, you will be able to participate in round 2 of the choice plan which runs from March 19 - April 9, 2012.

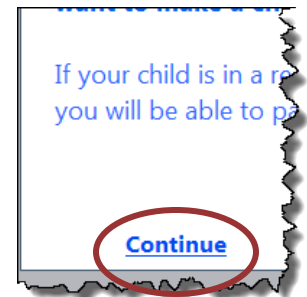
- For rising kindergarten students, parents will need to rank at least 5 elementary choices.
- For students new or returning to the district, parents will need to rank the maximum number of choices based on the student's grade level.
- If selected for one of your choices, families will receive notification of their student assignment for the 2012-13 school year, you will **NOT** be able to decline the assignment.
- Priority for selection is not linked to the time/date of the application.
- Paper applications will not be available.
- Round 1 Choice Application Period: **January 17 - February 24, 2012**
 - **No applications will be accepted after February 24, 2011**
- Round 2 Choice Application Period: **March 19 - April 9, 2012**
 - **No applications will be accepted after April 9, 2012**

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IMPORTANT:

- If your child is in a regional special education program and is rising into kindergarten, 1st or 2nd grade, you will be able to participate in Round 2 of the Choice plan which runs March 19 – April 9, 2012.
- If you like your student’s 2012-13 school assignment and do **NOT** want to make a change, you should **log off** without ranking any choices.

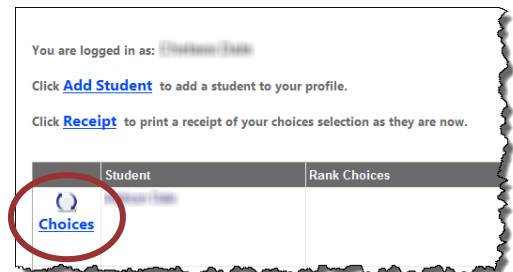
4. When finished reading this screen, click **Continue**.



Rank Your Choices

If you would like to request a new assignment, use the instructions below to continue and rank your choices.

1. Click the **Choices** button located to the left of your student’s name.



NOTE:

- Siblings will automatically be added to a parent’s account if they qualify for the sibling priority.



- A sibling’s priority status is indicated by a “**YES**” in the appropriate column in the box located at the bottom of the screen.

School Options Information (click on school name for more information)

CHOICE SCHOOLS	Distance	Available Seats	First Choice Applications	Calendar	Regional choice	Sibling Priority	Feeder Middle School	Feeder High School
Underwood	1.7	12	0	Traditional			Daniels	Needham Broughton
Root	2.0	22	0	Traditional		YES	Daniels	Needham Broughton
Green	2.5	16	0	Year Round			Durant Road	Sanderson
Conn	2.8	Less than 5	0	Traditional			Daniels	Needham Broughton

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2. Use the **drop-down menus** located on the right-hand side of the page to rank your choices.

NOTE:

- Current school placements are not reflected as a school choice since you already have a seat in that school.
- Do **NOT** select the same school more than once.
- If you rank a Year Round school, then you will also need to rank your track preferences. All tracks **MUST** be ranked. Track preference data is provided to principals who will then assign tracks.
- If your child does not have a 2012-13 school assignment then you will need to rank the maximum number of schools for the grade level.
- If your child has a 2012-13 school assignment and you are requesting a change in that assignment, rank only those schools that you would be willing to **give up** your student's current seat assignment for. You do **NOT** have to rank all available schools.
- If you are selected for a seat at one of the schools you ranked, you will be assigned to that school for 2012-13 and you will not be able to decline the seat.
- To view more information about a school, click on any school name in the box located at the bottom of the screen. Information about the number of available seats, first choice applications, and feeder patterns are also provided in this section.

School Options Information (click on school name for more information)

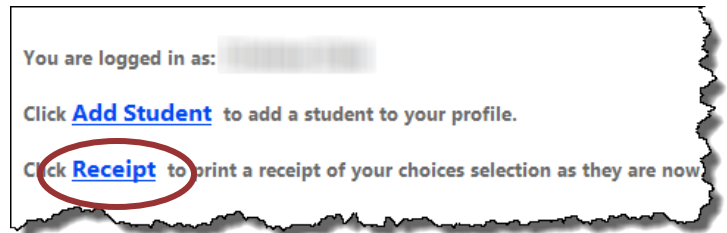
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3. When you are finished ranking your selections, click **Submit**.



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4. At the confirmation screen, click **Receipt** to print a copy of your selections for your student.



5. Click **Add Student** to add any siblings who have not been previously displayed in your parent account.

- OR -

Log Off if you have completed ranking your choices.