



Lottery & Student Application Management Solution

Parent How To Manual

Napa Valley Unified School District



Exclusive Smart Choice™ Reseller

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About Smart Choice™

The Smart Choice™ system was conceived in 2004 as an online application and application management system. Created by then high school junior, Casey Bienvenu, it was a school project for the career academy he was attending, the Academy of Information Technology program at Carencro High School.

Casey's system was so well-received that the Lafayette Parish Schools System adopted it as its district wide choice application and application management platform.

Since then, the platform has grown and evolved into a full-featured system, and includes many of the features that our clients know and love today.

In 2012 Smart Choice™ was incorporated and contracted with [Firefly Digital](#) to exclusively market, implement and support the platform.



Applications

The **Smart Choice Application™** component provides parents with a quick and easy online open enrollment application process. That translates to happy parents and fewer support calls.

SIMPLE ONLINE APPLICATION EXPERIENCE

The Application component features a **multi-step application**, which is accessible through a web-based user portal. Applicants utilize a **single sign-on account** to submit multiple open enrollment applications for one or more children within a household in an easy and efficient process.

The Application component has also been optimized for smart phones and tablets so that which allow parents to access the portal from their mobile devices. Parents will simply use the web browser on their smart phone to navigate to the application portal to sign on and submit applications.

This application collects basic and detailed information, including student information, household and guardian information as well as school and district-specific required information.

Parent Portal

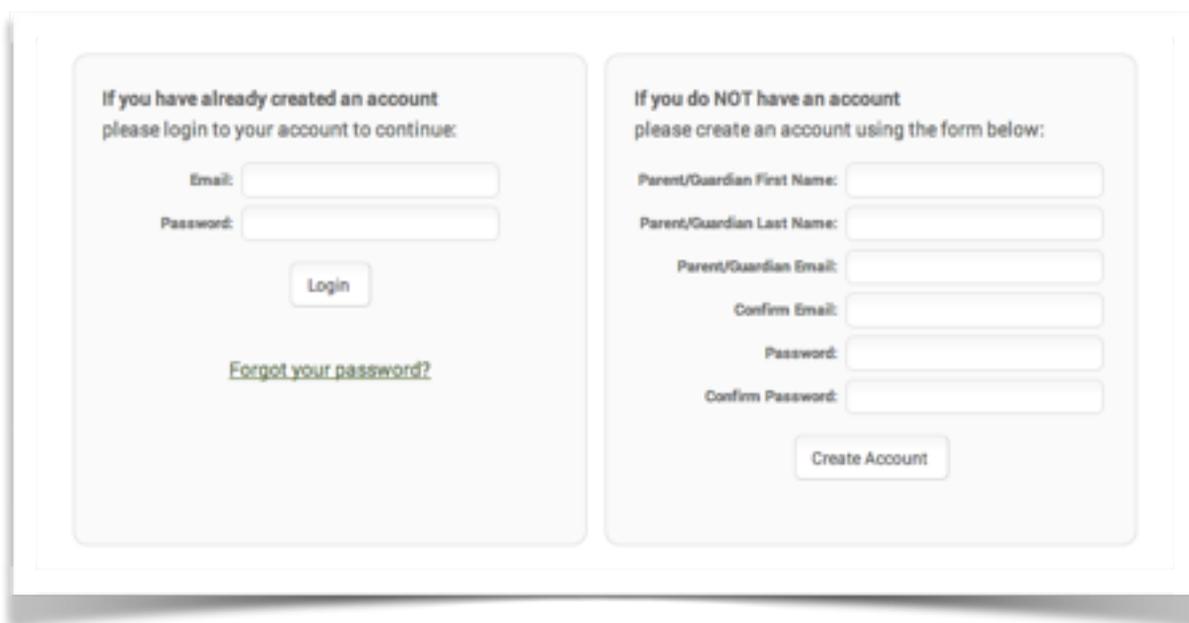
Create an Account

Before submitting an open enrollment application, a parent must create a single sign-on account that will allow them to submit applications for all the children in their household. This account is created with the parent's first and last name, email and password. The parent's email is the unique identifier for the parent account. Parents will use this email and



password to login at a later date to submit open enrollment applications, check the status of applications and more.

Each application submitted under a parent account can be reviewed and managed through the Parent Dashboard at any time.

The form is divided into two main sections. The left section is for existing users, with the heading "If you have already created an account please login to your account to continue:". It contains two input fields for "Email:" and "Password:", a "Login" button, and a link for "Forgot your password?". The right section is for new users, with the heading "If you do NOT have an account please create an account using the form below:". It contains six input fields: "Parent/Guardian First Name:", "Parent/Guardian Last Name:", "Parent/Guardian Email:", "Confirm Email:", "Password:", and "Confirm Password:". A "Create Account" button is located at the bottom of this section.

Parent Dashboard

Within the Parent Dashboard, each student will have their own “profile” with a listing of their applications. Here parents can review information such as parent notes and more. This listing will show the program/school name, the status of the application and any parent notes input by the administration. Parents will also have the option to “withdraw” the application if it has been submitted or “delete” the application if it has not been submitted. There is also the ability to “edit” the application if applicable. Parents will have the option to re-rank their application choices by using the up and down green arrows to the left of each program/school name.



Welcome back, Elizabeth Briney!

School Year: 2015-2016

Your children are listed below. Click the button to manage applications and registration forms for each child.

Students linked to your parent account:



Tommy Jones



Missy Mervielle

Have another student not listed above?

[Start a new application for another student](#)

Tommy's Choice Applications

The status of each application is shown, along with any notes from school administrators regarding each application. To view or update a specific application, click on the program name below. We would also like for you to rank the schools applied for, starting with the one you would most like to attend.

Once the lottery for the programs you have applied to have been run, your child's placement will be shown here. You will also see the option to "Accept Seat" or "Decline Seat" if your child was accepted into the program.

1. Vichy Elementary School

• Choice 1

✖ Withdraw

✎ Edit

Status: Submitted, in processing

• Choice 2

✖ Withdraw

✎ Edit

Status: Submitted, in processing

2. Shearer School

✖ Withdraw

✎ Edit

Status: Submitted, in processing

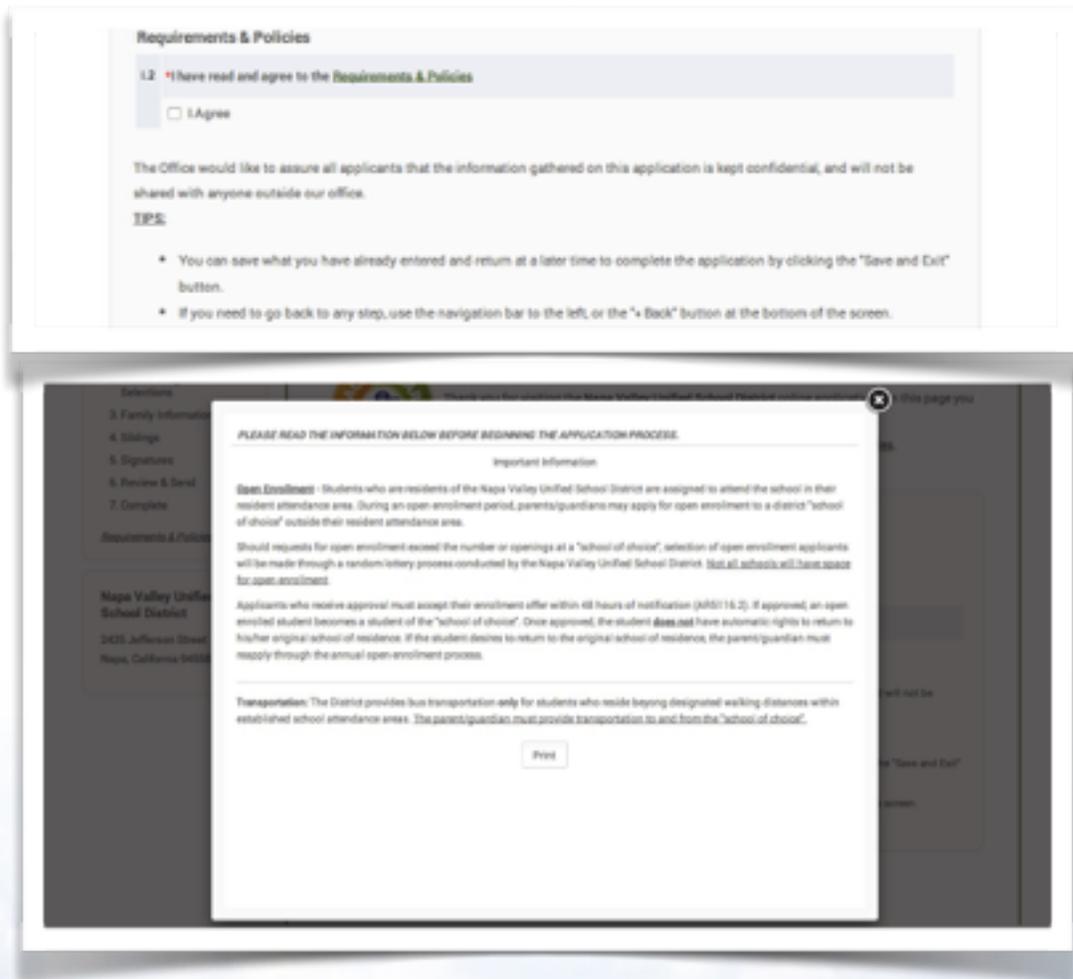
View Confirmation



Submitting The Student's Application

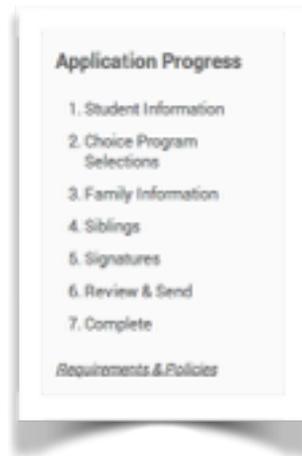
Review Requirements & Policies

Parents are presented with a link and agreement checkbox to review and agree to the Requirements & Policies for that specific school before proceeding to the application. By clicking the "Requirements & Policies" link, a lightbox will appear with district specific policy details. Parents can also print a copy of the Requirements & Policies from within the lightbox.



Online Application Process

The online application utilizes a multi step process in which applicants/parents have the option to save and exit the application at any of the steps and resume their application work at a later time/date by logging into their parent account. Below are examples of steps within an application process.



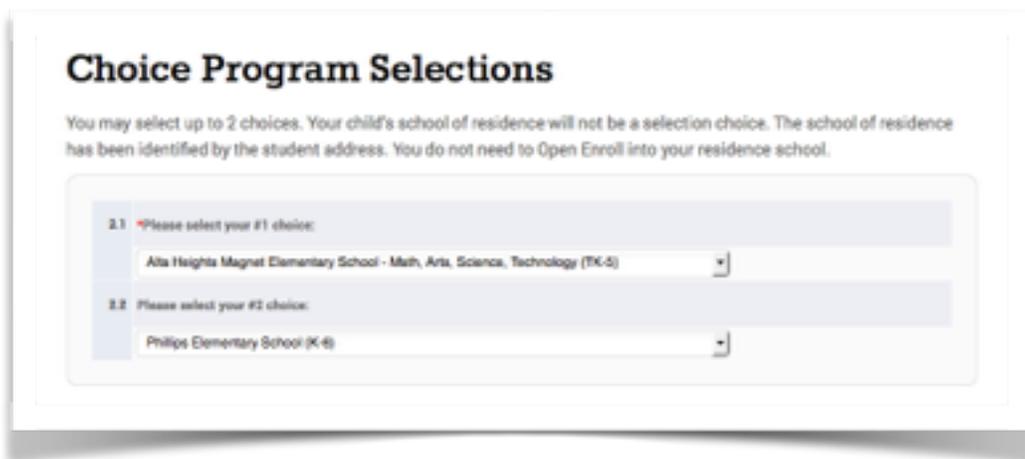
Student Information

Within the Student Information step, parents will fill in details about the student such as name, age, grade, address and more. This portion of the system also cross references applicants with previously submitted applications based upon the students' first name, last name, and date of birth. This feature prevents the submission of duplicate applications for the same student.



Choice Program Selections

The Choice Programs Selections step of the application process allows parents to indicate which two choice programs the applicant can apply to, not including their school or residence. (There will be an exception for Vichy Elementary School for this rule; if Vichy is the applicant's school of residence they will have the option to make the selection of Vichy in this step.)



Choice Program Selections

You may select up to 2 choices. Your child's school of residence will not be a selection choice. The school of residence has been identified by the student address. You do not need to Open Enroll into your residence school.

2.1 Please select your #1 choice:

Alta Heights Magnet Elementary School - Math, Arts, Science, Technology (TK-5)

2.2 Please select your #2 choice:

Phillips Elementary School (K-6)

Family Information

Within the Family Information step of the application the parent(s) will include information such as parent's/parents' or guardian's/guardians' information including name, address and contact information. Some guardian #1 information will be pre-populated with the information submitted upon the parent's account creation as well as the address of the student for which the application is being submitted.



Siblings

Parents can notate if the student has sibling that is currently attending the same program within the Sibling Information Step.

Parents can enter “attending” students by entering their name, date of birth, grade and school and these siblings can be verified and or linked by administrators to assign specific priorities.

Sibling Information

If you answer “Yes” to the question below, please enter the sibling information below:

1. Does the applicant have a brother/sister currently attending a school in which the applicant is applying to in choice 1 or choice 2 and who will be attending the school during the 2015-2016 school year?

Choice #1: Browns Valley Elementary School

4.1 Siblings CURRENTLY ATTENDING Browns Valley Elementary School:

First Name:	Last Name:	Birth Date:	Current School (2014-2015):	Current Grade:	✖ ✖
<input type="text" value="Tim"/>	<input type="text" value="Briney"/>	<input type="text" value="08/11/2008"/>	<input type="text" value="Browns Valley Elementary Scho"/>	<input type="text" value="2"/>	

[Add Another Currently Attending Sibling](#)

Choice #2: El Centro Elementary School

4.2 Siblings CURRENTLY ATTENDING El Centro Elementary School:

First Name:	Last Name:	Birth Date:	Current School (2014-2015):	Current Grade:	✖ ✖
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="El Centro Elementary School"/>	<input type="text"/>	

[Add Another Currently Attending Sibling](#)



Signatures

The application includes a signatures step where the applying parent can electronically sign the application.

This step of the application has a unique tracking feature that notates the date and time of the signature, initials entered within the signature step, as well as an IP address that allows for the applying parent to legally “sign” the application.

Review & Send

The Review & Send portion of the application allows parents to review the information submitted within each step of the application form. By clicking the “Edit” button located at the top of each step, the parent will be taken back to that step to make any changes necessary.



Confirmation

Please review the information below. If changes need to be made, please return to the necessary page to make your adjustments. You must click **SEND MY APPLICATION** for the application to be received. Please check your email for a confirmation message.

Student Information Edit

1.1	First Name: Henry
1.2	Middle Name:
1.3	Last Name: LeBlanc
1.4	Date of Birth: 01/15/2006
1.5	Age: 9
1.6	Entering Grade: 4
1.7	Gender: Female
1.8	Ethnicity: Not Hispanic/Latino
1.9	Race: Native Hawaiian or other Pacific Islander
1.10	Address: 10 West St



Complete

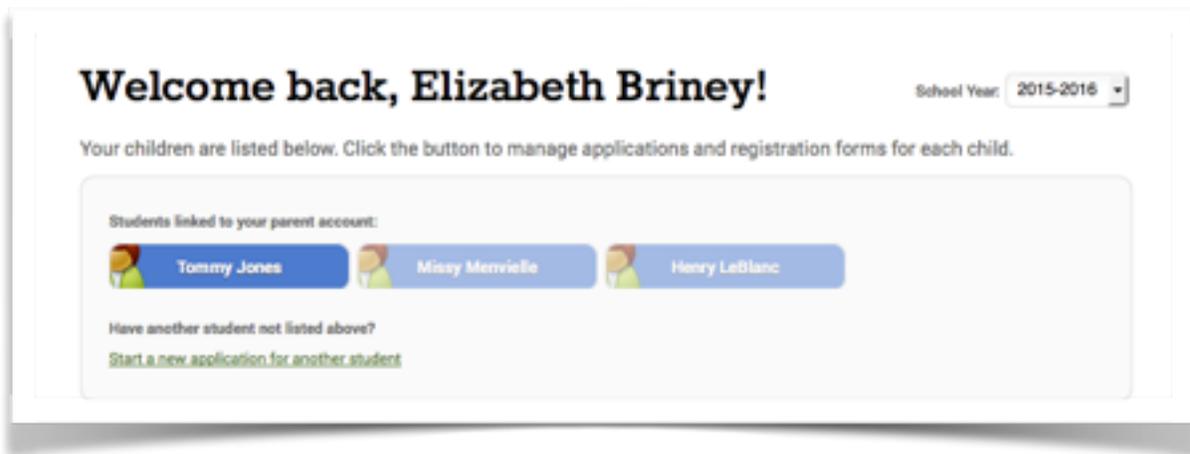
Upon submitting the application, the parent will be prompted with a pop-up warning that will ask the parent if they are sure they want to submit the application. Once the parent clicks the “Ok” button, then they will be brought to a screen from which a copy of the application can be printed.

At the bottom of this page, parents also have the option to go back to their Dashboard, fill out another application or sign out of their account.



Submitting a Application for an Additional Student

In the Parent Dashboard, a parent can create an application for a new student by clicking on the “Start a new application for another student” link under the blue rectangle with the first child’s name on it.



The parent will review the Requirements & Policies and check the agreement box before proceeding to the application. By clicking the “Requirements & Policies” link, a lightbox will appear with program specific policy details. Parents can also print a copy of the Requirements & Policies from within the lightbox.

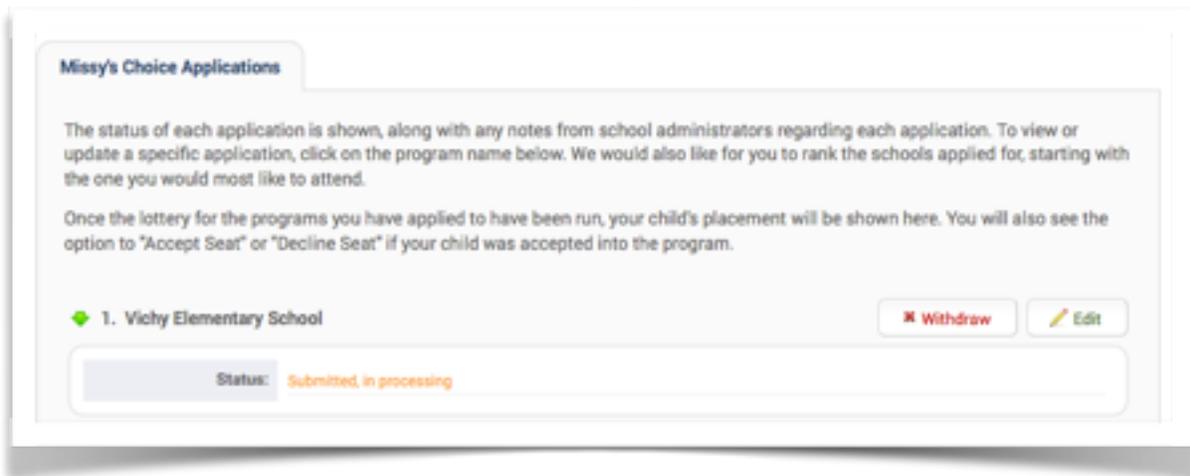
Once the parent is brought to the application the parent will enter in student specific information into the application steps and format as seen in previous applications.



Updating Application Information

Should a parent wish to come back and update information on their submitted application, a parent can do so as long as the application dates are still open.

To do this, the parent can login to their account and under each student, the parent can click on the “Edit” button next to the application. Then the parent will be taken into the application where the parent can click on the step that needs to be edited and change information such as addresses or phone numbers.



Missy's Choice Applications

The status of each application is shown, along with any notes from school administrators regarding each application. To view or update a specific application, click on the program name below. We would also like for you to rank the schools applied for, starting with the one you would most like to attend.

Once the lottery for the programs you have applied to have been run, your child's placement will be shown here. You will also see the option to "Accept Seat" or "Decline Seat" if your child was accepted into the program.

1. Vichy Elementary School Withdraw Edit

Status: Submitted, in processing

