

Office of School Choice & Enrollment

FREQUENTLY ASKED QUESTIONS

Do I need to apply if my child is happy at his or her current school, and wants attend the same school next year?

No. Your child may continue attending his or her current school.

My child has special needs. Can I participate in this process?

All children are welcome to apply, including English Language Learners and students with special needs.

At CMSD, all schools provide special education, related services and interventions for students. A number of CMSD high schools also have established specialized programs and services for the most intensive needs. School profiles list the programs and unique services currently offered at each school. Note that these programs may change and additional services may be added to schools based on students' needs, preferences and enrolment trends.

CMSD encourages students with special needs to consider all available options, including our criteria schools. Should you prefer a school that does not offer your child's specialized program or services, CMSD staff will follow up with you to discuss your school options. District school placements are tentative until Individual Education Plan reviews are complete. Call the Special Education Office at 216.838.7733 to learn more.

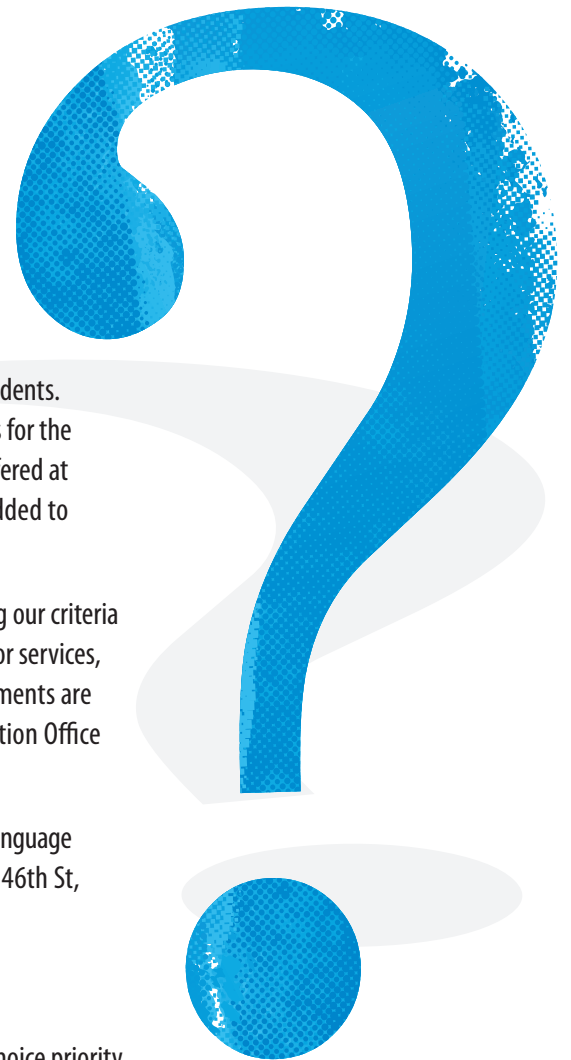
Students who speak a language other than English, or live in a household where another language is spoken, must register at the Multilingual Multicultural Welcome Center, 3145 West 46th St, Cleveland, 44102. Call 216.838.0140 or 216.838.6972 for assistance.

I live outside the school district. Can I still apply?

Yes. Families may apply to attend a CMSD school. Cleveland residents are given school choice priority over those students who do not reside in the District but may not receive enrollment confirmation until District resident applications are processed.

Do you have materials in other languages?

All materials are available in English and Spanish. To see the Spanish version of this website, click the "Español" button in the top right corner. Call the Multilingual Education Office at 216.838.0140 for assistance with a different language.



Using the School Choice Portal

How do I use the portal?

The application portal is online at [ChooseCMSD.org](https://www.choosecmsd.org) where you will create an account and provide information about your family and student. View school locations and select the ones that best fit your child – select up to five (5) schools.

What do I need to apply?

To complete your child's school choice application, you will be asked to enter some basic information including:

Basic information about your child is required:

- birth date
- current school and grade
- address
- phone number
- parent or guardian's name

List your child's school choices in order of preference. To apply online, an email address or mobile phone number is required to create an account. If you are unable to apply online, call our School Choice & Enrollment hotline at 216.838.3675 to complete the process over the phone.

If your child is applying to a criteria high school, additional information is required such as report cards, essays and contact information of recommenders.

I don't have a computer. How can I apply?

All Cleveland Public Libraries have computers available for parents that want to apply; there are two other ways to apply:

1. Complete the enrollment process on your Smartphone or tablet in English or Spanish when you visit [ChooseCMSD.org](https://www.choosecmsd.org)
2. In person at the District's Central Office at 1111 Superior Avenue. Call the School Choice and Enrollment Office at 216.838.3675 for hours or to make an appointment with an Enrollment Specialist.

Where can I submit the required documents to complete the registration process and my child's enrollment?

Parents and legal guardians may enroll children at any neighborhood school. Students may also be enrolled at the District's Central Office at 1111 Superior Avenue. Free parking is provided in the attached parking garage. Your ticket will be validated at the Welcome Center located on the 1st floor lobby.



What information or materials are required to enroll?

Required documents for registration:

- Birth Certificate
- Immunization Record (Shots)
- Proof of Address (lease, utility bill, pay stub, bank statement, mortgage statement)
- Withdrawal form, most recent report card or transcript
- Guardian's State ID
- Guardianship/custody documents (if applicable)

Choosing Your Child's Schools

Where do I find information about schools?

A complete [School Directory](#) is available on the District's website at ClevelandMetroSchools.org

How many schools can I list on my application?

Choose up to five schools on your application, and be sure to rank them in the order of preference. You should only list schools that you actually want your child to attend. If your child accepts a seat at a new school, he or she will lose their seat at their current school.

Will I automatically get my first choice school?

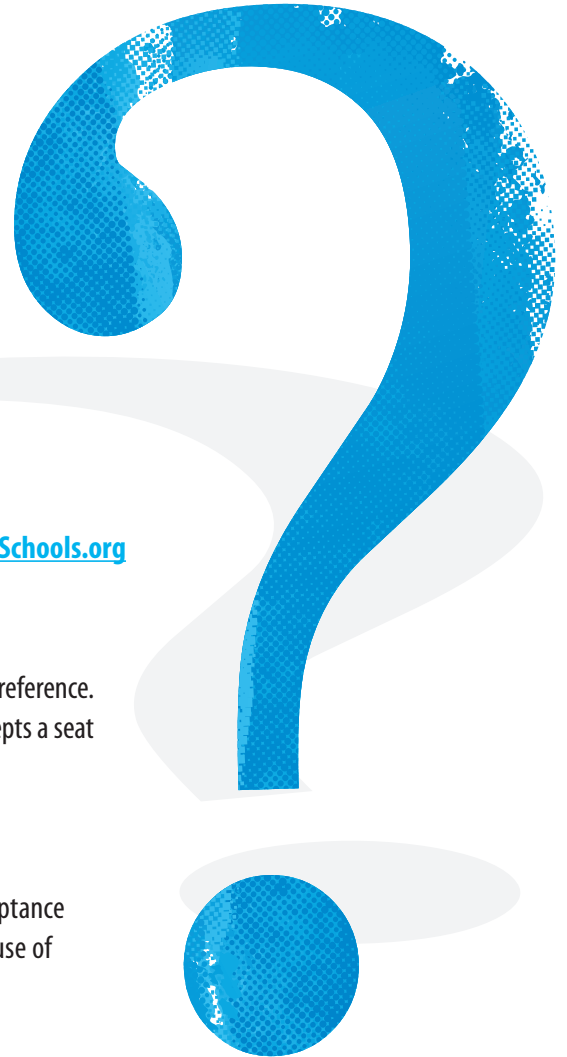
Requesting a school does not mean automatic acceptance, as some schools have acceptance criteria or specialized programs. Some school choices are determined by lottery because of high demand for a seat.

Lottery

How does the lottery work?

All applicants are assigned a randomly generated number by a computer software program. Our online School Choice Portal assigns students to their #1 school choice. However, school assignments are limited by building capacity or services available.

Once a building has reached its capacity, those students who selected that school but for whom a space was not available will be placed on a wait list.



How do wait lists work?

If your child is not matched to his or her first choice school, he or she will be placed on the wait list for every school ranked above the school he or she is matched to. For example, if your child were matched to his or her third choice, they would be placed on the wait list for their first and second choices.

If you receive an offer from a school where your child is on the waitlist, you must respond within one week. After that time, the school will offer the seat to the next student on the waitlist.

When and where are Lottery results published?

Families will be initially notified by email and/or text message to check results in the School Choice Portal. Official acceptance letters are mailed to parents that do not have students currently attending CMSD.

Accepting and Declining an Offer

I was offered a seat, what is the next step?

If you received an offer to attend a school for the 2018–19 school year, you must log in to the School Choice Portal and accept or decline the offer as soon as possible. If you do not accept the offer by the deadline, you risk losing your seat.

If your child currently attends CMSD, you still must accept the school choice offer in the portal, but you do not need to do anything else at that time.

If your student does not currently attend CMSD, you need to complete a CMSD Enrollment Form and register your student. You must provide additional registration documents, including your child's birth certificate, immunization records and proof of residency.

My child did not receive an offer to a school. What should I do?

If your child was not assigned to a school for the 2018–19 school year, he or she will be placed on the wait list at all of your school choices. This means that currently no seats are available, but if space opens up, the School Choice and Enrollment Office will contact you.

If your student has been wait listed, you have the following options:

- Check your wait list position online by logging into your account. The Office of School Choice and Enrollment will contact you if space becomes available.
- Apply to other schools by calling the Office of School Choice and Enrollment or log in to your account. Learn about other school options by using our school search page.



I am unhappy with my school offer; what is the next step?

If you do not want to accept your school offer, you should:

- log into your account and decline the offer.
- apply to additional schools by calling the Office of School Choice and Enrollment or by logging into your account to learn about additional school options on the school search page.

Can I apply to additional schools even though the deadline has passed?

Yes. Families who missed the deadline or want to add additional schools may apply online or call 216.838.3675; applications received after the deadline will be considered on a first-come, first-served basis.

If you submitted an application or added schools after the deadline, you must log into your account or call the Office of School Choice and Enrollment to learn the status of your application.

Transportation

Will transportation be provided?

For K–6 students, transportation will be provided for any student who attends their neighborhood school and lives more than one (1) mile from home. Parents may waive transportation when enrolling their student in a non-neighborhood school.

For students in grades 7–12, RTA bus passes are provided to those who attend a school more than one mile from their home.

What if my child's Individual Education Plan (IEP) states that the District must provide transportation?

Some K–8 schools DO provide bus transportation to students who attend their non-neighborhood school due to special needs, as described in their IEP. If you are facing challenges regarding transportation, contact the Office of School Choice and Enrollment for assistance.

