How to apply for School Choice 2022-2023

The School Choice Application *is only available through the Focus Parent Portal.*

➢ *NEW to LCS?* Parents who *do not have a Parent Portal account* but wish to submit a **School Choice Application** you must register for an account.

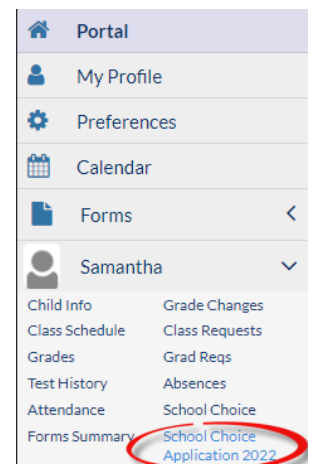**Click here to create a new account → Parent Portal Registration**
* Click on "I would like to **APPLY FOR ENROLLMENT** for a new child" to enroll your child.

➢ *Currently enrolled in LCS?* The parent will need to add their child to their Parent Portal account. *Contact your child's school for your parent portal letter.* This letter includes your child's name, student ID and parent portal pin.

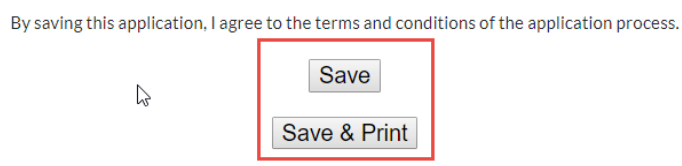**Click here to create a new account → Parent Portal Registration**

Now you can log into your Focus Parent Portal account and complete the steps below.

1. Click on child's name then click on "**School Choice Application**".

2. The child's basic information will appear at the top of the Application.

    a. **When submitting for multiple children**, simply complete the form for each by clicking "**Save**" then selecting the next child, etc.

3. **Parents applying for Sibling Support** must enter the siblings name in the sibling List at the bottom of the application to be considered for Sibling Support. Click **Save** beside the siblings name.

4. Parents make the appropriate selections for various status such as Active Military, Special Circumstances etc. **Do note the description for each and include all supporting documentation by using the file upload at the bottom of the screen.**

5. **Parents may select up to 3 Program choices.**
    You may select up to 3 school/program choices, *with (1) being the most desired*. Once parents have selected their choice(s), make sure to click Save at the bottom of the screen.

    a. Make sure to review the program notes listed for each program, some magnet programs require additional steps.
    b. If you wish to make changes to your application, you can do so by going back into your portal to make changes to your application then save and submit. You have until March 1st to make any changes.

6. Click **"Save"** or **"Save & Print"** to submit the application. Parents will receive a confirmation email following.

By saving this application, I agree to the terms and conditions of the application process.

Save

Save & Print

Click here for Parent Portal help