



APPLICATION PROCESS: 10 Steps From Start To Registration

- 1. Gather REQUIRED documents & information:** Specific programs may have additional requirements. Please read all directions thoroughly.
Currently enrolled in DeKalb County School District
 - Student ID number (7 digits) – see report card
 - Parent’s email address**New or returning to DeKalb County School District**
 - Parent’s email address
 - Proof of residence - gas, water, electric bill (max. 60 days old), mortgage/lease contract, notarized or an affidavit on DCSD’s form. Bring all documents listed in the affidavit. **Submission of documents other than what is listed will render application ineligible.**
 - Birth certificate
 - 2018 Fall semester report card
 - M.A.P. Test scores required only if applying for high achievers magnet program seat
- 2. Research school choice programs and schools** – Match the program to your child’s learning style, strength and interests.
- 3. Review Program lottery eligibility criteria, selection process and lottery pools.**
<http://www.dekalbschoolsga.org/school-choice/programs/>
- 4. Consider transportation policy.**
- 5. Choose your programs & schools.**
- 6. Go to <http://www.yourchoicedekalb.org>. Click APPLY NOW/SIGN IN tab to apply.**
Audition Applicants to DeKalb High School of the Arts (D.S.A.) (grades 8-12) and DeKalb Elementary School of the Arts (D.E.S.A.) (grades 4-7) **MUST**
 - **1st:** submit the School Choice online application
 - **2nd:** mail or deliver the audition application packet to the school directly.**IB Prep (Gr. 9, 10) & IB Diploma (Gr. 11, 12) Applicants** to Tucker High, Druid Hills High or MLK Jr High Schools **MUST**
 - **1st:** Submit the School Choice online application.
 - **2nd:** Submit the IB application pages in ONE EMAIL to each IB school separately.**DSA & DESA Audition & IB Prep or IB Diploma editable application pages available at <http://www.dekalbschoolsga.org/school-choice/forms-and-brochures/>**
For more information, please visit the School Choice website at <http://www.dekalbschoolsga.org/school-choice/>
- 7. Check your email inbox and application dashboard** frequently for application status updates and notifications. Regularly checking email and logging into application is your responsibility. If you have not received an email, please check your email account’s spam or junk folder.



8. **On the day of the Lottery (March 22, 2019), check your results by logging into your application.** It is your responsibility to monitor your email and school choice dashboard regularly.
9. **If the applicant has been accepted to a program, choose Accept or Decline on the online dashboard by the deadline date indicated in the selection letter that will be sent via email.** Once the seat placement offer is accepted, all other choices will be declined because a student cannot be enrolled in two different schools or programs.
10. **REGISTER AT THE SCHOOL** to accept your seat **BY THE DEADLINE DATE.** First round lottery results have a five-day registration deadline window. **Seats of any applicant who DOES NOT REGISTER AT THE SCHOOL by the deadline listed in the selection letter are forfeited/auto declined and given to wait listed applicants in the order they are listed on the wait list.** Once a seat is declined either by the parent or auto-decline, reinstatement is not possible.