

Lottery Application

Quick Guide

Enrolling your child in a Magnet school or high school requires participation in the **Online Lottery Process**. Applying is easy from any computer or smartphone with Internet access. Follow these steps to complete the lottery application for a newly enrolled or returning student.

1

Access Lottery Application Form

Login to <https://www.cps-k12.org/parentportal>
From the left menu, click *School Lottery Application* below student name. This will open the application.

2

Review Student Information & Course of Study

Review student information. If data is incorrect, please contact the *Family Technology Support Center*. Next, enter if your student is or is not in a specialized course of study and provide the requested information.

3

School Selection

Select your THREE program choices using the choice drop-down cell. Review choices then confirm *Projected Grade*. Next, indicate if the student has siblings attending any of the selected choices.

4

Submit Application

You will receive a confirmation email once the application is submitted.

Note: *Before* accessing and completing the Lottery Application, a [Parent Portal](#) account must be created and a [newly enrolled student](#) or [a current student](#) must be linked with the parent account. Access more extensive support materials for the Lottery Application Process at: <https://www.cps-k12.org/Page/779>

CPS Family Technology Support Center  513-363-0688

