

Cincinnati Public Schools 7<sup>th</sup> – 9<sup>th</sup> Grade  
High School Online Application — Screen Sample  
for 2019-20 school year

For all CPS high schools — except School for Creative and Performing Arts (SCPA) & Walnut Hills

This sample form looks similar to what is displayed on the computer screen when an online application is opened.



Student's Name (please print) \_\_\_\_\_

Current School Name \_\_\_\_\_

Welcome to Cincinnati Public Schools' High School Application system.

Please enter your  
Student Identification number:

Submit

Please review the information below and verify if this data is correct.

Date of Birth:  (mm/dd/yy)

School:

Current Grade:

Home Address:

Home Phone No:

Is this information correct?

Yes

No

Choice

School Name

Program

1

2

3

4

5

Do you have a sibling at your No. 1 choice school? Yes  No

If yes, enter the sibling's name

Continue

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

See detailed instructions on back. More information is available inside the *2019-20 High School Guide*, or call CPS' Customer Care Center (513) 363-0123.

## Instructions for CPS' Online High School Application – 2019-20

CPS students who live within Cincinnati Public Schools' boundaries and are currently in 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grades should discuss high school options with their parents or guardians, and complete this printed form together to use as a guide when entering applications for high schools ONLINE.

- **Only one online high school application per student per school year may be submitted.**
- **Seats are awarded through a random lottery system.**
- **Applying in Round 1 is important.**

The High School Application is a lottery that runs in three rounds before May 31, 2019.

- **Round 1 – February 19 – March 8, 2019**
- **Round 2 – April 2 – 12, 2019** (subject to change)
- **Round 3 – April 30 – May 10, 2019** (subject to change)

**CPS parents or guardians, and current CPS students in grades 6, 7 and 8, submit applications** from home or on any Internet-connected computer; students may use school computers to enter high school applications.

**If a CPS student is entering the application at school, the parent or guardian should sign the front of this sample form** so teachers assisting students know the parent/guardian approves the choices.

**To enter a high school application —**

**Go to the High School Application Portal:**

- Log into PowerSchool – [powerschool.cps-k12.org/public](http://powerschool.cps-k12.org/public) – and click link for High School Application
- Or
- Go to CPS' website: [cps-k12.org/enroll/7-12highschool](http://cps-k12.org/enroll/7-12highschool) – and click link for High School Application

**When the application portal opens:**

- **Enter student's identification number.** This number can be found on a student's report card. Click "Submit."

The student's information (birth date, home address, phone number) will be displayed. **Make sure this information is correct.**

Enter "YES" or "NO" about whether student information is correct.

**If the student information displayed is NOT correct, it must be corrected before the High School Online Application can be submitted.** Corrections are made using the Student Change of Information form, which must be turned in to the student's current school or at CPS' Customer Care Center, 2651 Burnet Avenue, 45219 (Corryville). Find the form on CPS' website ([cps-k12.org/families-students/forms](http://cps-k12.org/families-students/forms)) or at the schools.

- **Select one high school as Choice No. 1, then list up to four other high schools in order of choice (in case the top choices are filled).**

**With each high school selected, enter the program the student wishes to attend.**

**Note:** You may enter a school/program combination only once. You may enter another program at the same high school as another choice.

- Students are given priority over other students to enter a sibling's high school. **Sibling preference applies ONLY to a student's No. 1 first-choice high school.** The sibling must currently attend the first-choice high school in grades 7, 8, 9,10 or 11, and must live at the same address. **Check box YES or NO; if YES, enter the sibling's name.**
- Reread the online application to make sure the choices displayed are correct and in the correct order. If correct, **enter "YES,"** and the online application will be submitted. A copy can be printed.