

How to Enroll in the CCSD School Choice Lottery

First: Complete the online [SpeedyPass registration](#).

Second: Once you have clicked “Begin Registration” an email will be sent to your email address with a link to the Registration website. Click the link to fill out the enrollment forms. You will need to gather the following information to complete the forms:

- Household information -- address and phone numbers.
- Parent information -- work and cell phone numbers, email addresses.
- Student information -- demographic and health/medication information.
- Emergency contact -- phone numbers

At the end of Registration, you will need to choose a date and time to go to the Central Enrollment Office.

Third: You will need to bring the following documentation to the Central Enrollment Office:

- Parent/Guardian Photo Identification
- Student birth certificate or passport
- Proof of Custody/Guardianship (if other than biological/residential parent)
- Address verification which must show parent/guardian’s name (utility bill, lease agreement, employment check, etc.)
- Immunization/shot records
- Grade card from CCA
- IEP or 504 plan (if applicable)
- [Student Health Questionnaire](#) – this is a document you must fill out for your student. Go to: <http://www.ccsdh.us/Enrollment> and click “Required Enrollment Documentation” on the left of the screen. Scroll down and you will see a link to the questionnaire. You should fill it out online and then print before the appointment.

Fourth: When you arrive for your appointment, sign in at the front desk to receive a number. When your number is called, an enrollment specialist will review your documents and complete the enrollment process with you. **Once everything is completed they will give you an access code! This code will grant you access to the Infinite Campus Parent Portal where you can complete the lottery application.**

Fifth: Log into your [Infinite Campus Parent Portal](#) account. The access code needed to create the account was provided during your enrollment appointment at the Central Enrollment Office. Once you log in to your Parent Portal, you will click School Choice at the bottom left of the screen. You will then select your student, the correct grade level for the school year and choose the schools. You may choose up to 3 schools, but can choose just one or two.

Sixth: When you have submitted your application for the lottery, you will receive a confirmation email. Please click the link below for a helpful video that will walk you through the lottery process step-by-step. Or go to this URL: <https://www.ccsch.us/Page/1181>.

Seventh: An electronic draw will be completed for each school and grade after the deadline for on-time applications. Parents will receive an automated call and email when lottery results are available to be viewed through the Parent Portal. Parents will be able to view if an offer is being made and/or the waitlist number for each of the schools to which they applied. Subsequent notifications of offers will be made to the phone number and email displayed on the Parent Portal. **Parents have two days to accept an offer, therefore it is vital that the email and phone numbers are kept current and checked often.** Offers not accepted within two days will be declined and the next student on the waitlist will be offered placement.