



## HOW TO EDIT THE CHOICES APPLICATION

UNIFIED ENROLLMENT | 2021-22

**Purpose:** Parents may update or change any part of a Choices application submitted until the application deadline, November 20, 2020 at 11:59 PM.


- Add or remove Choices programs
- Add or remove school selections
- Change order/ranking of school choices (not applicable for Affiliated Charter Schools)
- Update/change student or school information
- Update/change information sharing preferences

### Part I: Log In

1. Go to <http://apply.lausd.net> and login with your L.A. Unified Parent Portal account.

#### Login

**Username**

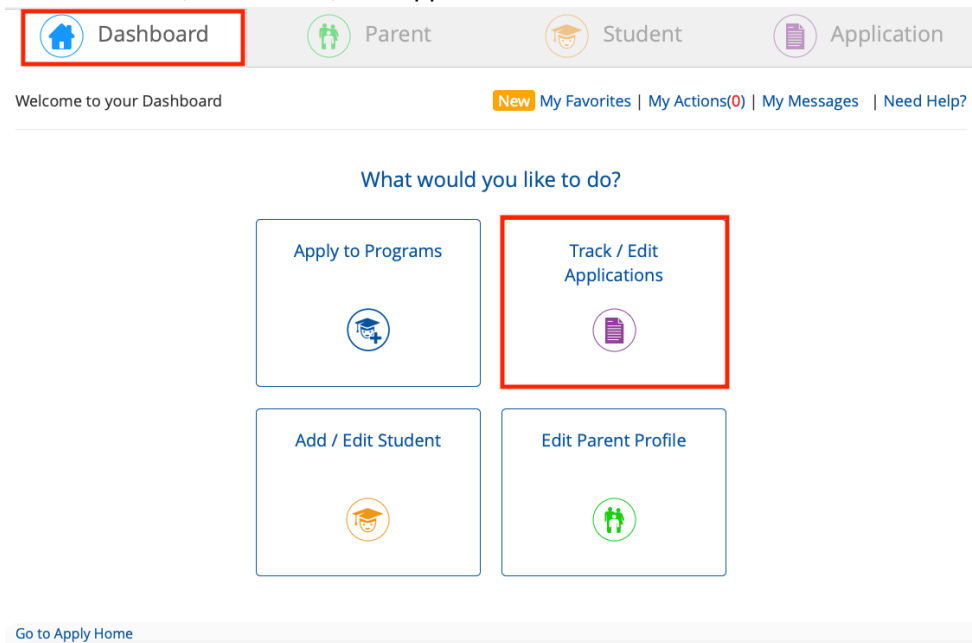
**Password**  

[Forgot your password?](#)

- Username is the email address you used for account registration.
- Session times out after 60 minutes.
- If you'd like to change the email address associated with your account, please sign in using old email address. Account edits can be made once you logged in successfully.





### Part II: Edit/Track Application

1. On the Dashboard screen, click "Track/Edit Applications."



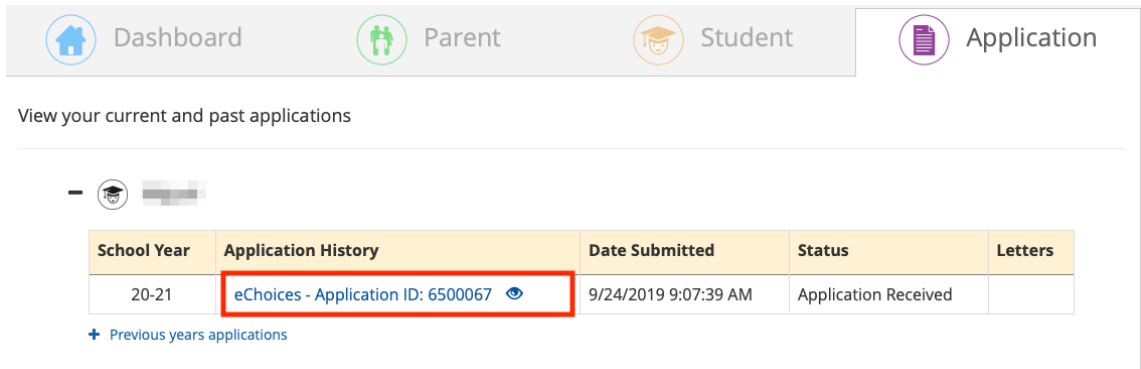
Welcome to your Dashboard New [My Favorites](#) | [My Actions\(0\)](#) | [My Messages](#) | [Need Help?](#)

What would you like to do?

Apply to Programs 	<b>Track / Edit Applications</b> 
Add / Edit Student 	Edit Parent Profile 

[Go to Apply Home](#)

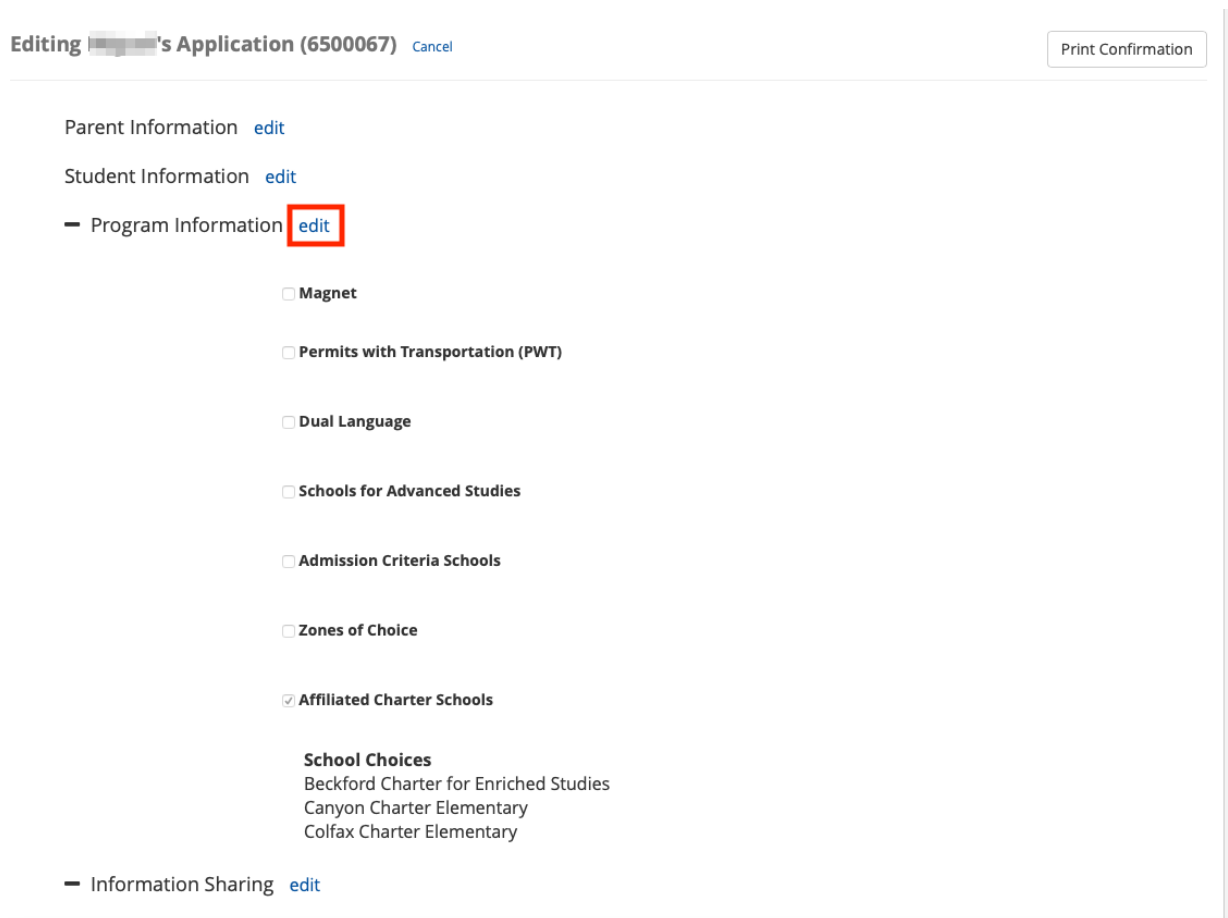
2. Applications submitted for the 2021-22 school year will be listed in the *Application History* for each student. Click on the *Application ID* you want to edit.



The screenshot shows a navigation bar with 'Dashboard', 'Parent', 'Student', and 'Application' tabs. Below the navigation bar, there is a heading 'View your current and past applications' and a student profile icon. A table with the following columns is displayed: School Year, Application History, Date Submitted, Status, and Letters. The table contains one row for the 20-21 school year with the application 'eChoices - Application ID: 6500067' highlighted in red. The date submitted is 9/24/2019 9:07:39 AM and the status is 'Application Received'. A link for '+ Previous years applications' is located below the table.

School Year	Application History	Date Submitted	Status	Letters
20-21	eChoices - Application ID: 6500067	9/24/2019 9:07:39 AM	Application Received	

3. Update any section of the application by clicking on “Edit.”



The screenshot shows the 'Editing Application (6500067)' page. It has a 'Cancel' button and a 'Print Confirmation' button. The page is divided into sections: Parent Information, Student Information, and Program Information. The 'Program Information' section is expanded, showing a list of checkboxes for Magnet, Permits with Transportation (PWT), Dual Language, Schools for Advanced Studies, Admission Criteria Schools, Zones of Choice, and Affiliated Charter Schools. The 'Affiliated Charter Schools' checkbox is checked. Below this, there is a 'School Choices' section with a list of schools: Beckford Charter for Enriched Studies, Canyon Charter Elementary, and Colfax Charter Elementary. The 'Information Sharing' section is also visible at the bottom.

4. Add, change, or remove\* any schools selected or ranking/order (if applicable) for the Choices programs on the submitted application. After you make the changes, click **Save** at the bottom of the screen.

Editing ██████'s Application (6500067) ×

Click the plus (+) or minus (-) sign to expand or collapse the content

— Program Information

— Affiliated Charter Schools

Yes, I'd like to apply to the Affiliated Charter Schools Program

**Important Note:**  
Please note that you can only apply to one of the programs at Alexander Science Center. Contact Alexander Science Center for questions.

Affiliated Charter Schools	Select <input type="checkbox"/>
Beckford Charter for Enriched Studies [1233501]	<input checked="" type="checkbox"/>
Calabash Charter Academy [1270401]	<input type="checkbox"/>
Calvert Charter for Enriched Studies [1271201]	<input type="checkbox"/>
Canyon Charter Elementary [1279501]	<input checked="" type="checkbox"/>
Carpenter Community Charter [1282201]	<input type="checkbox"/>
Castlebay Lane Charter [1288101]	<input type="checkbox"/>
Colfax Charter Elementary [1316401]	<input checked="" type="checkbox"/>


\*Note: Each application must have at least one Choices program/school selected. If you are removing the only school on the application, you will not be able to proceed until another program/school is added.

5. To add another Choices program(s), scroll down to the section “Other School Options for You” and select the program(s) you would like to add to your application and click **Next**.

**Other School Options For You**


You may choose multiple programs. Please select the program(s) you want to apply to for ██████ :

**Magnet Programs**




Application Period  
Feb 1 - Nov 15

**Dual Language Education Programs**



Application Period  
May 1 - Nov 15

**Schools for Advanced Studies (SAS)**



Application Period  
May 1 - Nov 15

1 Program(s) Selected Next

6. Review each of the application screens until you get to the Terms and Conditions. Read the terms for each program and click on “I agree...” and click “Submit.”

Dashboard Parent Student Application

applying for EChoices Cancel

1 2 3 4 5 6 7 8 9 10 11

Terms and Conditions

Please read the following terms and conditions carefully prior to submitting a Choices application:

General MAGNET DLE SAS ACS ZOC Charter

Terms and Conditions for All Applicants:

- The deadline to submit a Choices application for the 2020-2021 school year is Friday, November 15, 2019 at 11:59 p.m.
- Only one Choices application (paper or electronic) may be submitted per child and must be for the grade the applicant will be in for the 2020-2021 school year. In the event that multiple applications are submitted for the same student, only the first application will be processed.
- Parents/guardians who submit a Choices application online will receive all correspondence electronically, including the status of the application.
- For the student to be eligible for selection or assignment, all information must be complete and accurate. Falsification of information will result in an application not being processed and/or an applicant's removal from the program. It is the responsibility of the parent/guardian to complete the application correctly, or it will be rejected.
- The applicant agrees to abide by dress code set by the school selected.
- The electronic signature on the application signifies that the parent/guardian has read and understood the Choices Application Guidelines and Instructions.
- If multiple on-time Choices applications (online or paper) are submitted for the same student, the first online application will be considered valid and all others will be disregarded.
- If the applicant is not selected into a Choices Program(s), the applicant will be placed on a waiting list for his/her first choice(s), if available.

I agree that I have read the Choices brochure and agree to the terms and conditions of the Choices application.

Previous Applying to 6 Program(s) Submit

7. You have updated your child’s application. To confirm the changes made, select Print Confirmation to verify the application is complete. You may return to the Apply site and view it at any time.

Dashboard Parent Student Application

Confirmation

Return to profile

Thank you for completing the Choices application!

Your Confirmation number is: 6194117

Print Confirmation

Click [here](#) to view/edit your application.

What would you like to do next?

- Apply for another student
- My Dashboard