

# Apply.Lausd.Net User Guide

Spring 2018

**IMPORTANT NOTE:**  
On-time District K-12 Open Enrollment applications are accepted April 30th-May 18th. The Late Application window for Magnet, Dual Language/Bilingual programs is now open.

**UNIFIED ENROLLMENT** Find a School How to Apply Need Help? JODIE

Welcome to APPLY.LAUSD.NET!  
The website for LAUSD School Choice Programs.  
Los Angeles Unified School District is both a traditional school system and a choice-based system, which means ANY and EVERY student can attend their neighborhood school of residence OR apply to schools of choice that offer specialized programs within the District.

**Programs** [Go to my Dashboard](#)

**District K-12 Open Enrollment**  
Parents may apply for designated open enrollment seats at specific campuses with available seats. The list of participating schools will be available April 30th. The list of participating schools may change, year over year.

**Open now!**  
**April 30, 2018 - May 18, 2018:** District K-12 Open Enrollment application period.  
**Early to mid-June, 2018:** District K-12 Open Enrollment placements will be announced.  
Parents can accept or decline student placement (s) electronically by logging into their parent account or by calling the school site to accept placement.  
**Late Application Process:** Parents can submit a late District K-12 Open Enrollment application starting in mid-June. The school site will contact you directly if a seat becomes available.

**Apply**

**Magnet**  
Magnet Programs vary by theme and are court-ordered voluntary integration opportunities.

**Open now!**  
**Opens February 1, 2018**

**LATE SUBMISSION TIMELINE:**

**Apply**

If you currently have an account, click the Log in button.

Click the apply button to start the application process for your program(s) of interest.

**UNIFIED ENROLLMENT** Find a School How to Apply Need Help? Log in

Parent Login

Username

Password

Forgot your password?

**Register** **Log in**

- Enter your Account Username, normally this is your email.
- Session times out after 30 minutes.
- Click [here](#) to send activation email.
- 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.

For new users, click the Register button to start the account creation process.



One L.A. Unified account is all you need!

[Need help?](#)

Your email address is your username. To create a parent account, enter a valid email address e.g. parent@webmail.com.

A parent account on Apply.Lausd.Net allows you to:

- Apply to multiple school choice programs offered by L.A. Unified.
  - eChoices (Magnet, Permits With Transportation and Dual Language), Zones of Choice, Incoming Inter-District Permits, District K-12 Open Enrollment and Conservatory of Fine Arts.
- Manage your application(s).

Registration form fields with blue arrows pointing to them:

- Parent First Name: \* (arrow)
- Parent Middle (optional)
- Parent Last Name: \* (arrow)
- Home Phone
- Cell/Work Phone (arrow)
- Email Address: \* (arrow)
- Re-enter Email: \*

You need a working email address to create an account. Complete all the necessary fields. A confirmation email will be sent once completed.



Parent Login

Parent Login form fields:

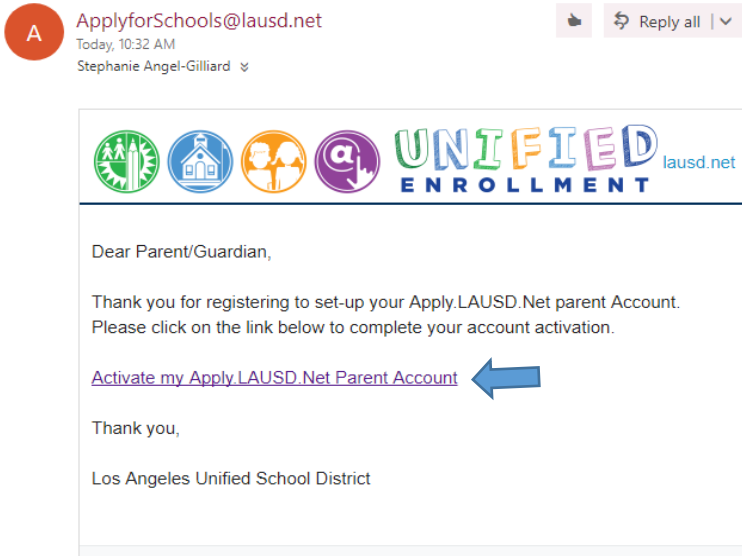
- Username:
- Password:

[Forgot your password?](#)

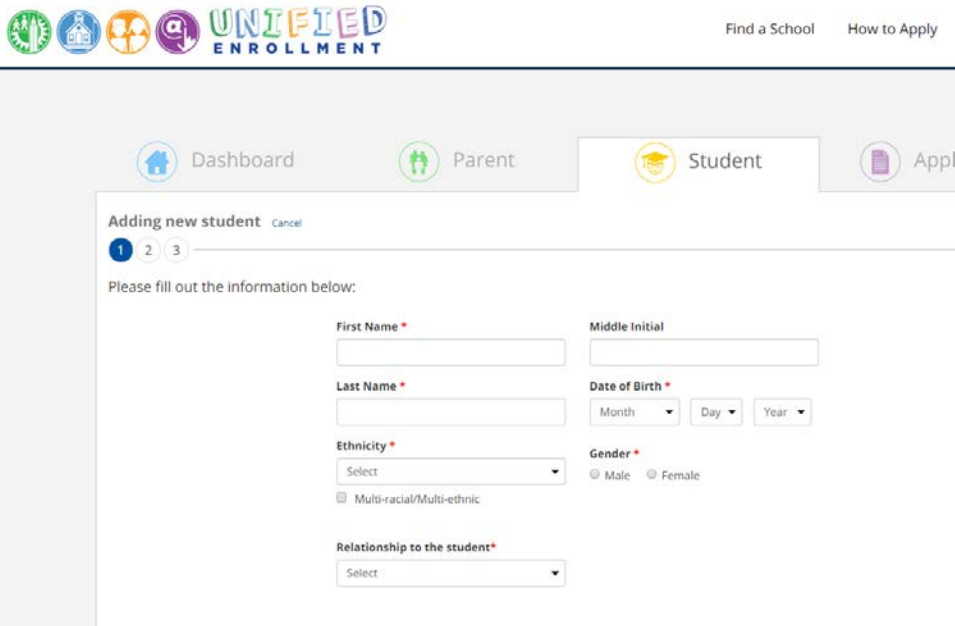
- Enter your Account Username, normally this is your email.
- Session times out after 30 minutes.
- Click [here](#) to send activation email.
- If you'd like to change the email address associated with your account, please sign in using old email address. Account edits can be made once you logged in successfully.

For current users, sign-in directly, on the Log in page.

Apply.LAUSD.Net Activation Email



You will receive an activation email. Please click the hyperlink (highlighted) to complete account registration steps which are required to complete your parent profile.



Please add a student to your account to start the application process. You can add multiple students to your parent account. You will be required to complete the following 3 steps for each student.

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[Find a School](#) [How to Apply](#) [Need Help?](#)

Dashboard Parent **Student** Application

Adding new student [Cancel](#) [Need help?](#)

1 2 3

Address Information

Address \*

Apt. No

City \*

Zip Code \*

Complete Step 2 of 3 by adding a student to your parent account. Complete all required fields. Note: PO Boxes are not accepted.



[Find a School](#) [How to Apply](#) [Need Help?](#)

Dashboard Parent **Student** Application

Adding new student [Cancel](#) [Need help?](#)

1 2 3

School Information

Grade (Year 17-18) \*

In the first box, enter the grade level your child is in this school year. For the 18-19 Kindergarten program, the student has to be 5 years old by September 1st of that school year.

Has Student Ever Been Enrolled in LAUSD? \*  
 Yes  No

Current School \*  
 LAUSD  
 Charter  
 Private/Non LAUSD  
 Preschool/Primary Center

Complete Step 3 of 3 in adding a new student to your parent account.

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Dashboard Parent Student Application

### Applying to Programs

1 2

You may choose multiple programs. Select programs of interest for **Baby**:

<b>Magnet / PWT Programs</b>  Application Period Feb 1 - Sep 21	<b>Dual Language/Bilingual Programs</b>  Application Period Feb 1 - Sep 21	<b>District K-12 Open Enrollment</b>  Application Period Apr 1 - May 30
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Previous 1 Program(s) Selected Next

+ More programs you might want to consider:

English - En Español

Choose the program(s) you are interested in applying to for the selected student. Select all programs of interest.

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Find a School How to Apply Need Help?

Dashboard Parent Student Application

### Naomi applying for EChoices

1 2 3 4 5 6

Verifying Parent Information edit

First Name:	Middle Initial: B
Last Name:	
Home Phone:	Cell/Work Phone:
Address:	Apt. No:
City: LOS ANGELES	Zip Code: 90017

Next

This step requires you to verify your parent information. Click the edit button to make changes, if necessary.



Dashboard Parent Student Application

Naomi applying for EChoices Cancel Need help?

1 2 3 4 5 6

Verifying Student Information edit

First Name:	Naomi	Middle Initial:	
Last Name:		Date of Birth:	
Gender:	Female	Ethnicity:	
Address:		Apt. No:	
City:	LOS ANGELES	Zip Code:	90024
Grade (Year 18-19):		Current School:	

Previous Next

This screen requires you to verify your student's information. Click the edit button to make changes, if necessary.

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Dashboard Parent Student Application

Baby Apply for Open Enrollment Cancel

1 2 3 4

Identify School Choices:

Use the selection boxes below to identify up to five schools for which you wish to apply, in the order of preference.

District K-12 Open Enrollment

Application Period  
Apr 1 - May 30

First Choice	Please Select
Second Choice (optional)	Please Select
Third Choice (optional)	Please Select
Fourth Choice (optional)	Please Select
Fifth Choice (optional)	Please Select

Important Note: Be sure to submit an application for each sibling that is applying for Open Enrollment. Additionally, an application must be submitted for a child even if he/she has a sibling already attending the selected school.

Previous Next

Select up to 5 options (if applicable).  
Not sure what school(s) to select? Visit <https://achieve.lausd.net/Page/11039> to learn about your options.

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Dashboard Parent Student Application

**Baby Apply for Open Enrollment** Cancel

1 2 3 4

Terms and Conditions

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

**Terms and Conditions for Open Enrollment Applicants:**

- Applicants MUST be residents of the Los Angeles Unified School District (LAUSD) at the time of application and while participating in Open Enrollment.
- Open Enrollment Transfers do not carry transportation privileges. Parents/Guardians must provide their own transportation.
- Open Enrollment applications are limited to schools that have declared Open Enrollment seats available for school year 2018 - 2019.
- Any corrections to the "pre-printed" information (i.e. address, telephone, grade level, etc.) that appear on the online application must be made at your child's current LAUSD school of attendance by Wednesday, May 30, 2018.
- Parents/Guardians who submit an 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/legal guardian to complete the application correctly or it will be rejected.
- Once an Open Enrollment Transfer is granted, it is valid through the final grade offered by the school. If a parent/guardian withdraws their child from the school, the student cannot return to the school at a later date under previous Open Enrollment.

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

Previous Submit

Click the button to agree to the Terms and Conditions and complete the submission process of your application.

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Find a School How to Apply Need Help? JODIE

Dashboard Parent Student Application

**Confirmation** Return to profile

Thank you for completing the Open Enrollment application!

Your Confirmation number is: **62742**

Print Confirmation

Click here to view/edit your application.

**What would you like to do next?**

- Apply for another student
- My Dashboard

English En Español

Questions? Review the [User Guide](#)  
Still have questions? [Contact Us](#) or Email [ApplyforSchools@lausd.net](mailto:ApplyforSchools@lausd.net)  
Browsers and Operating Systems Compatibility

lausd.net echoices.lausd.net passportapp.lausd.net  
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333 S Beaudry Ave., Los Angeles, CA 90017

This last page provides your confirmation number. Please retain this number for your records. You can also print your confirmation letter from this page.

A confirmation email will automatically be sent to your email address.