



## MY SCHOOL DC APPLICATION USER GUIDE

### My School DC 申请用户指南

#### 2017-2018 学年

**目的：**本指南的目的是协助您完成 My School DC 网上申请程序。在您填写网上申请表时，请参考本指南。申请表用英文和西班牙文刊载在 MySchoolDC.org 网站上。本指南旨在用作英文版申请表的随附说明。

请注意，本指南不得取代申请表，申请表仅在 MySchoolDC.org 网站上提供。

如需获得填写网上申请表的协助，请于星期一至星期五上午 9 时至下午 5 时拨打 My School DC 热线电话 (202) 888-6336。工作人员可通过一名口译员用您的语言协助您，并在电话上帮助您填写申请表。

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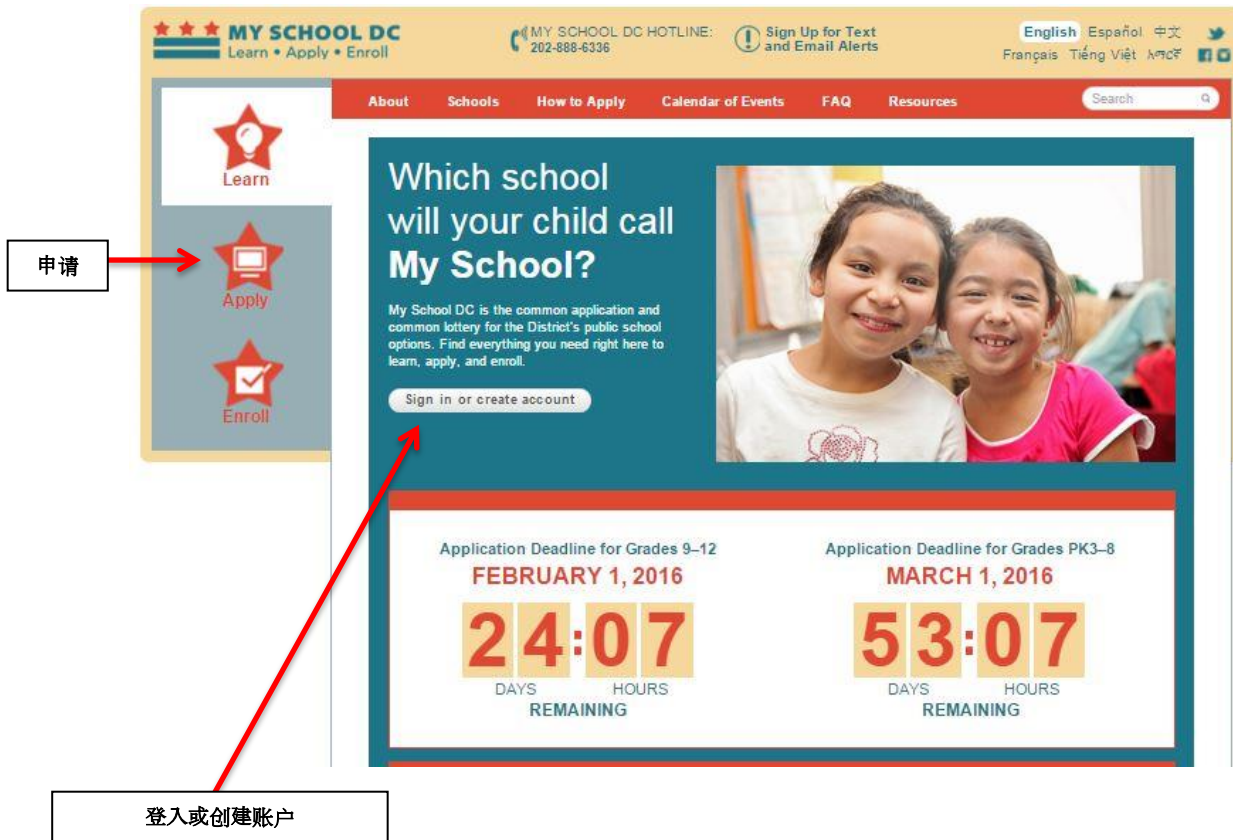
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## 步骤 1：存取 2017-2018 学年 My School DC 网上申请表

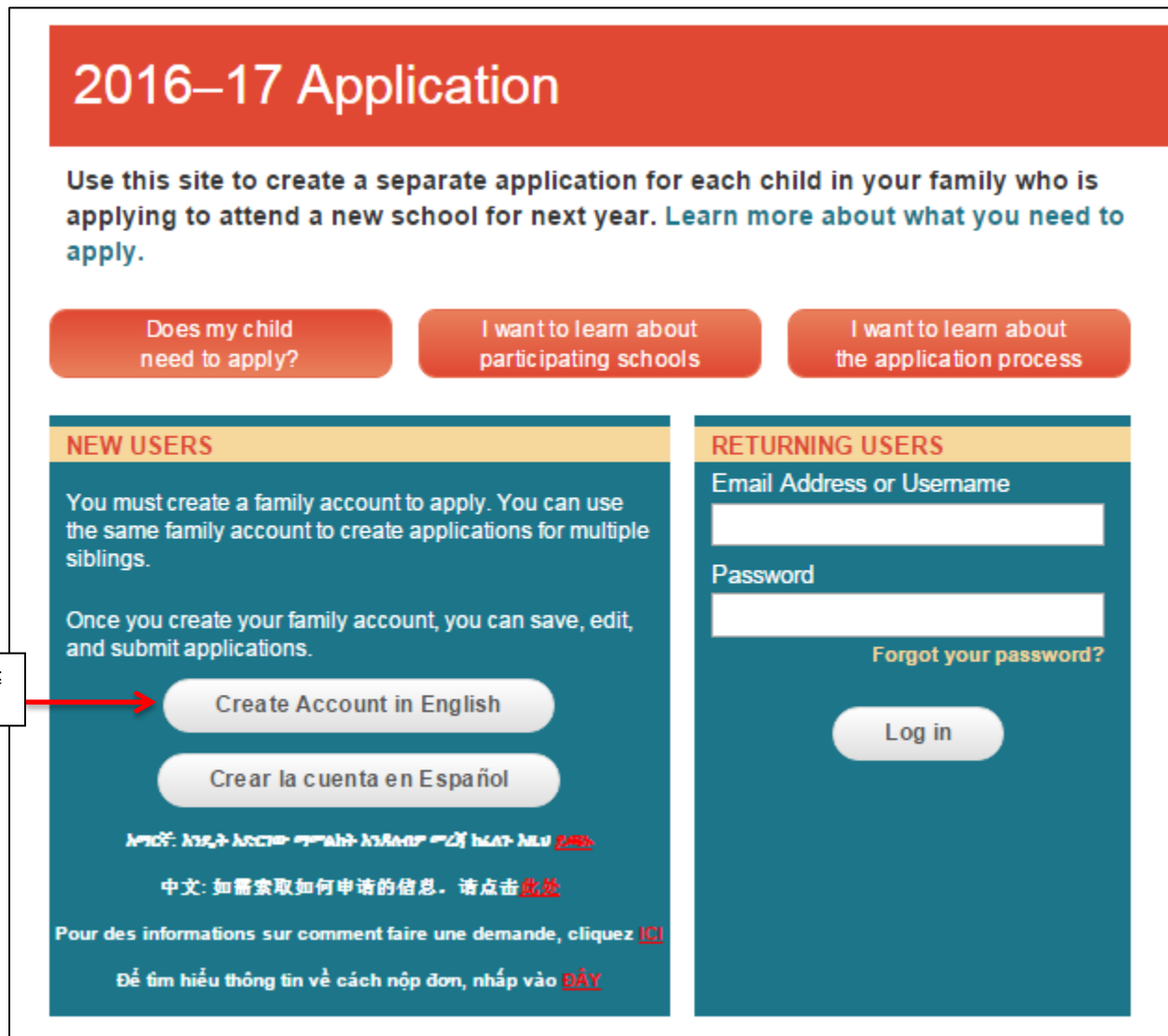
您可以用以下三种方法存取 2017-2018 学年 My School DC 网上申请表：

1. 进入 MySchoolDC.org 网站，并点击“申请”；
2. 进入 MySchoolDC.org，并点击主页上的“登入或创建账户”按钮；
3. 直接进入 <https://apply.myschooldc.dc.gov/>



## 步骤 2：创建家庭账户

如需创建家庭账户，点击“新用户”提示中的“用英文创建账户”按钮。



**2016–17 Application**

Use this site to create a separate application for each child in your family who is applying to attend a new school for next year. [Learn more about what you need to apply.](#)

Does my child need to apply? | I want to learn about participating schools | I want to learn about the application process

**NEW USERS**

You must create a family account to apply. You can use the same family account to create applications for multiple siblings.

Once you create your family account, you can save, edit, and submit applications.

[Create Account in English](#)

[Crear la cuenta en Español](#)

አገልግሎት: እንዴት እንደሚሰጥ ማግኘት እንደሚቻል ማረጋገጥ ከፊልት ይዟል [ይዩኤስ](#)

中文: 如需索取如何申请的信息, 请点击[此处](#)

Pour des informations sur comment faire une demande, cliquez [ICI](#)

Để tìm hiểu thông tin về cách nộp đơn, nhấp vào [ĐÂY](#)

**RETURNING USERS**

Email Address or Username

Password

[Forgot your password?](#)

[Log in](#)

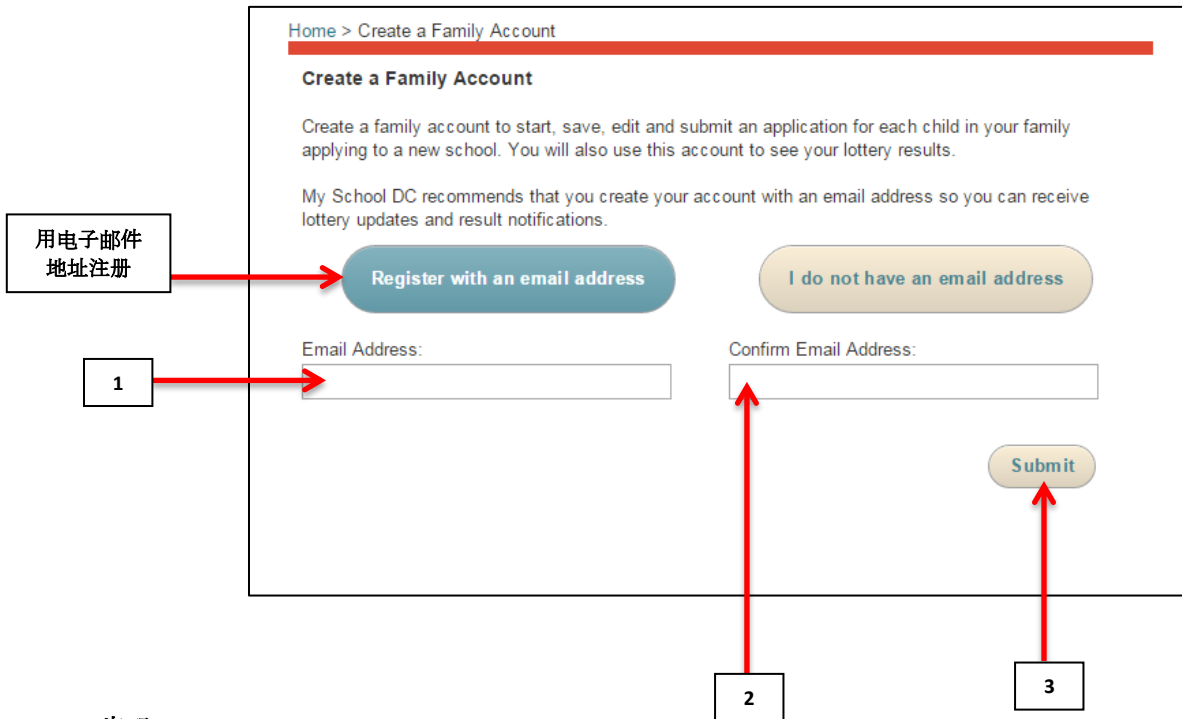
申请人可采用两种方法创建家庭账户：

- 电子邮件地址；或
- 创建用户名

您只能选择这两种方法中的一种方法。我们竭力建议您使用电子邮件地址创建账户。

## 方法 1：使用电子邮件地址创建家庭账户

首先，点击“用电子邮件地址注册”按钮。



The screenshot shows the 'Create a Family Account' page. A red box highlights the 'Register with an email address' button, with a red arrow pointing to it from a box labeled '用电子邮件地址注册'. Below this, there are two input fields: 'Email Address:' and 'Confirm Email Address:'. A red arrow points to the 'Email Address:' field from a box labeled '1'. Another red arrow points to the 'Confirm Email Address:' field from a box labeled '2'. A third red arrow points to the 'Submit' button from a box labeled '3'.

### 步骤

1. 输入您的电子邮件地址
2. 确认您的电子邮件地址
3. 点击右下角的“提交”

**注释：**如需确认您的注册，请查看您的电子邮件中从 [myschooldc@dc.gov](mailto:myschooldc@dc.gov) 发来的邮件。点击电子邮件中的链接，返回本网站，并选择您的密码。如果您没有收到从 [myschooldc@dc.gov](mailto:myschooldc@dc.gov) 发来的邮件，请打电话给 202-888-6336。

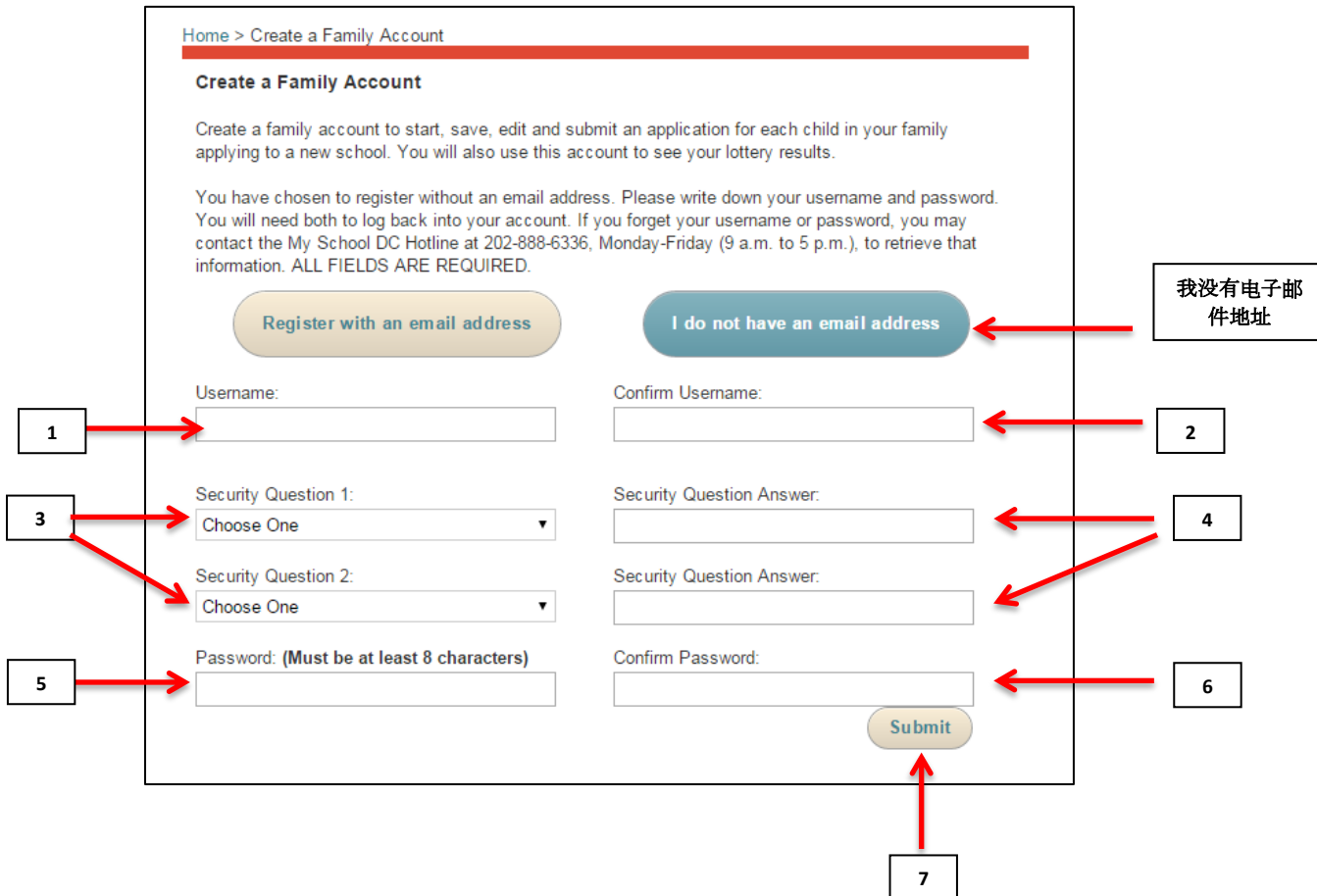
4. 一旦确认了您的注册，即可创建密码。您的密码长度必须是 8 个字符。
5. 确认您的密码。
6. 点击右下角的“提交”。



The screenshot shows the 'Create Password' page. A red box highlights the 'Create Password' title and the user name 'arygirl\_14@yahoo.com'. Below this, there are two input fields: 'Please enter your password:' and 'Confirm Password:'. A red arrow points to the 'Please enter your password:' field from a box labeled '4'. Another red arrow points to the 'Confirm Password:' field from a box labeled '5'. A third red arrow points to the 'Submit' button from a box labeled '6'. A red text note on the right says 'Password must be at least 8 characters long.'

## 方法 2：使用用户名创建账户

点击“我没有电子邮件地址”按钮。

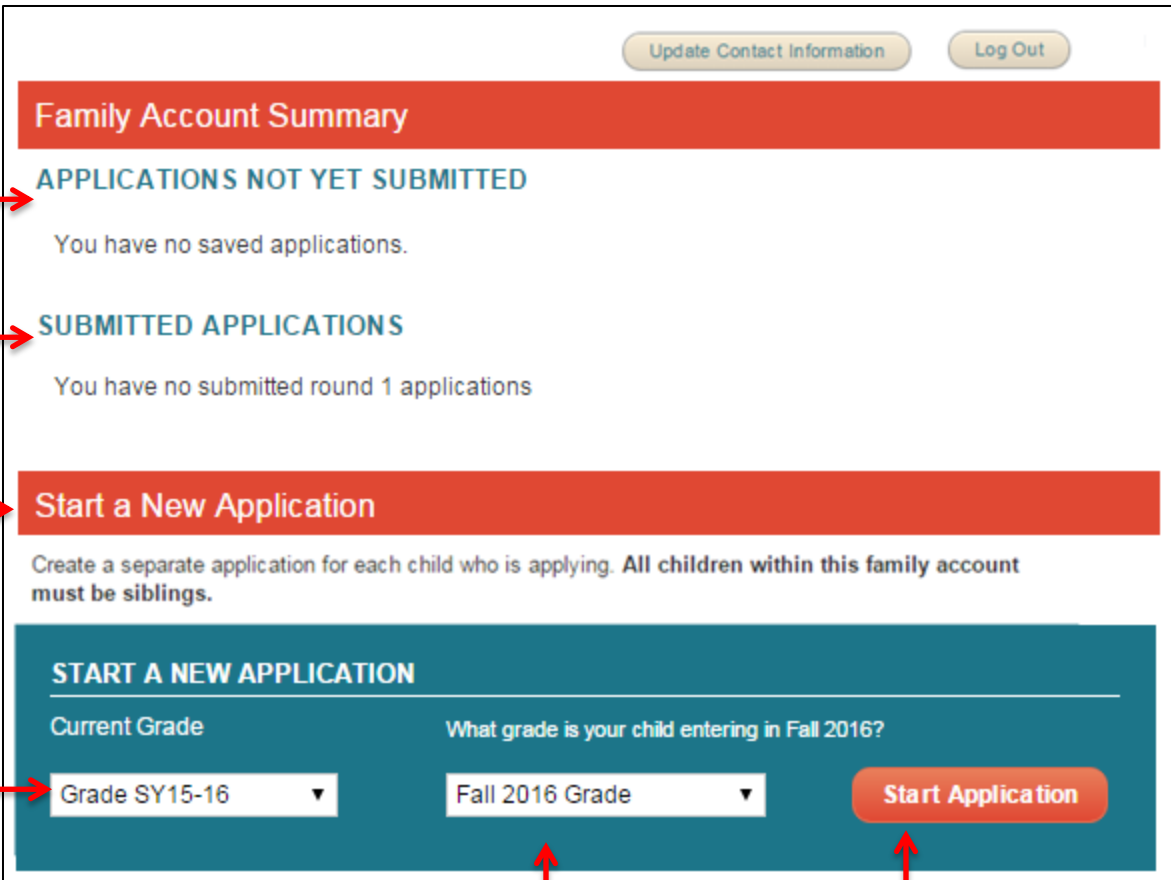


The screenshot shows the 'Create a Family Account' page. It includes a breadcrumb 'Home > Create a Family Account' and a title 'Create a Family Account'. Below the title is a paragraph explaining the purpose of the account. A second paragraph states that the user has chosen to register without an email address and provides instructions on how to retrieve login information. There are two buttons: 'Register with an email address' and 'I do not have an email address'. The 'I do not have an email address' button is highlighted with a red arrow from a box labeled '我没有电子邮件地址' (I do not have an email address). The form fields are: Username, Confirm Username, Security Question 1 (dropdown), Security Question Answer, Security Question 2 (dropdown), Security Question Answer, Password (with a note 'Must be at least 8 characters'), and Confirm Password. A 'Submit' button is at the bottom right. Numbered boxes 1 through 7 are placed around the form with red arrows pointing to specific fields: 1 points to the Username field, 2 points to the 'I do not have an email address' button, 3 points to the Security Question 1 dropdown, 4 points to the Security Question Answer field, 5 points to the Password field, 6 points to the Confirm Password field, and 7 points to the Submit button.

### 步骤

1. 请输入您的用户名。用户名可以是任何字母、数字或字母和数字的组合。请写下创建的用户名，自行留存。
2. 确认您的用户名。
3. 从下拉菜单中选择两个安全问题。您需要回答以下两个问题：
  - a. 您的祖母的名字是什么？
  - b. 您的母亲的中间名是什么？
  - c. 您最喜爱哪一部电影？
  - d. 您最喜爱哪一种颜色？
  - e. 您是在哪一个城市出生的？
4. 键入您对安全问题 1 和安全问题 2 的回答。
5. 创建密码。您的密码的长度必须是 8 个字符。请写下对选择的安全问题的回答，自行留存。
6. 确认您的密码。
7. 点击右下角的“提交”。

### 步骤 3：开始填写申请表



The screenshot shows the 'Family Account Summary' page. At the top right are buttons for 'Update Contact Information' and 'Log Out'. The main content area has three sections: 'APPLICATIONS NOT YET SUBMITTED' (with text 'You have no saved applications.'), 'SUBMITTED APPLICATIONS' (with text 'You have no submitted round 1 applications'), and 'Start a New Application' (with text 'Create a separate application for each child who is applying. All children within this family account must be siblings.'). Below the 'Start a New Application' section is a form titled 'START A NEW APPLICATION'. It contains two dropdown menus: 'Current Grade' (set to 'Grade SY15-16') and 'What grade is your child entering in Fall 2016?' (set to 'Fall 2016 Grade'). To the right of these dropdowns is a red 'Start Application' button. Annotations with red arrows point to these elements: '1' points to the 'Current Grade' dropdown, '2' points to the 'Fall 2016 Grade' dropdown, and '3' points to the 'Start Application' button. On the left side of the page, three boxes with Chinese text also have arrows pointing to their respective sections: '申请表尚未提交' points to 'APPLICATIONS NOT YET SUBMITTED', '已提交申请表' points to 'SUBMITTED APPLICATIONS', and '开始填写新申请表' points to 'Start a New Application'.

申请表尚未提交

已提交申请表

开始填写新申请表

1

2

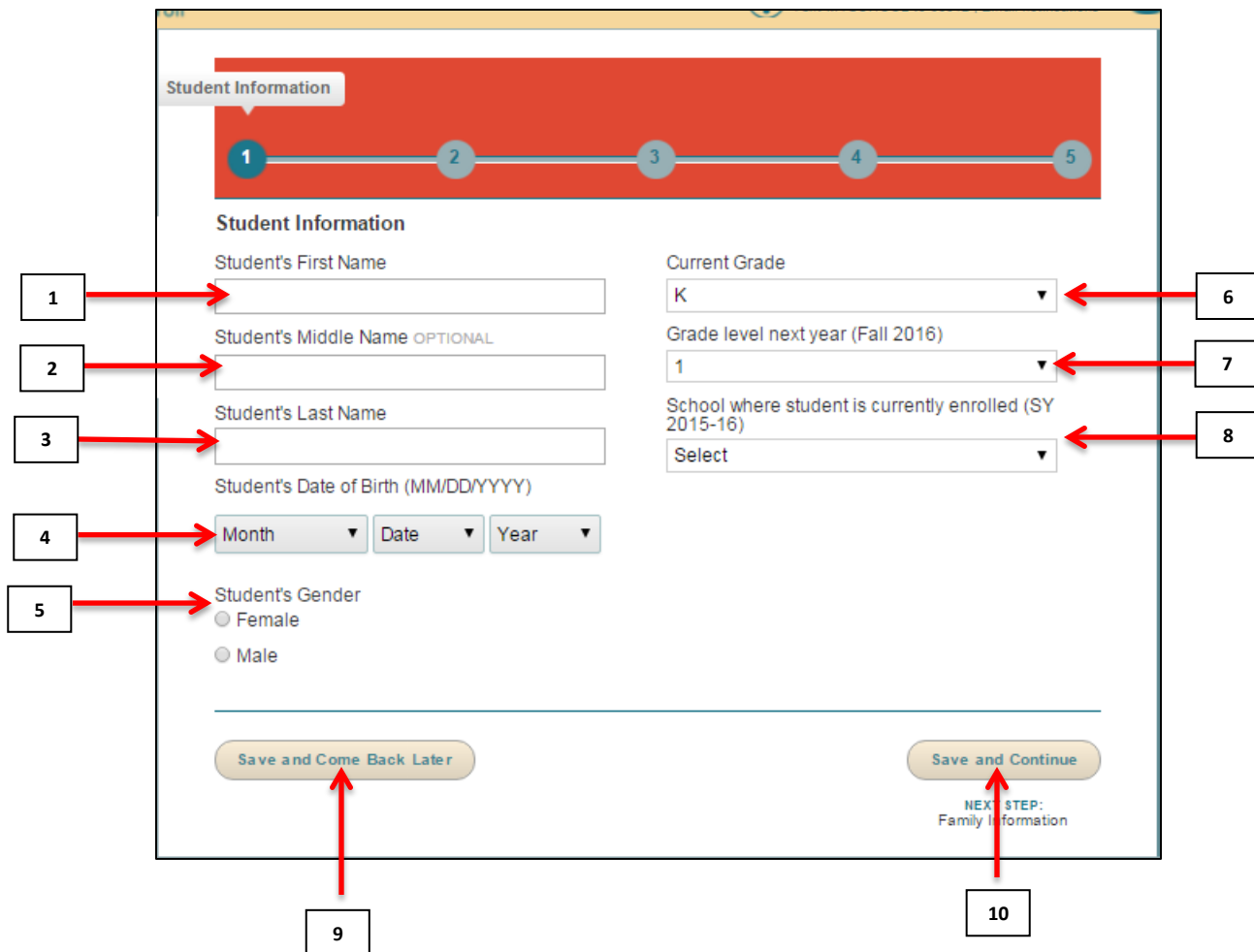
3

如需开始填写新申请表，进入位于页面下方的“开始填写新申请表”栏目。

#### 步骤

1. 选择您的孩子目前所在的年级
2. 选择您的孩子 2015 年秋季将进入的年级
3. 点击“开始填写申请表”

#### 步骤 4：填写学生信息



The screenshot shows a 'Student Information' form with a progress bar at the top indicating five steps. The form fields are as follows:

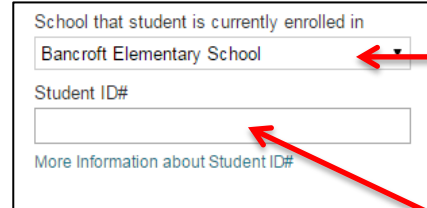
- Student's First Name**: Text input field (Callout 1)
- Student's Middle Name OPTIONAL**: Text input field (Callout 2)
- Student's Last Name**: Text input field (Callout 3)
- Student's Date of Birth (MM/DD/YYYY)**: Three dropdown menus for Month, Date, and Year (Callout 4)
- Student's Gender**: Radio buttons for Female and Male (Callout 5)
- Current Grade**: Dropdown menu with 'K' selected (Callout 6)
- Grade level next year (Fall 2016)**: Dropdown menu with '1' selected (Callout 7)
- School where student is currently enrolled (SY 2015-16)**: Dropdown menu with 'Select' (Callout 8)
- Buttons**: 'Save and Come Back Later' (Callout 9) and 'Save and Continue' (Callout 10). Below the 'Save and Continue' button, it says 'NEXT STEP: Family Information'.

#### 步骤

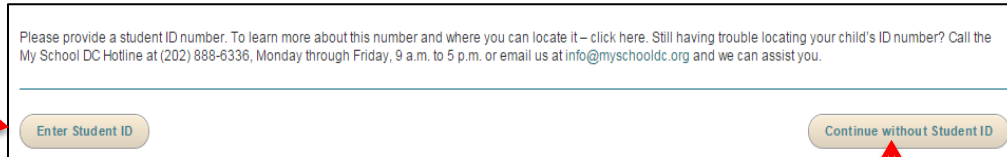
1. 学生的名字
2. 供选用：学生的中间名
3. 学生的姓
4. 学生的出生日期（月/日/年 – MM/DD/YYYY）  
 注释：先填写月份，然后填写日期，再填写年份
5. 学生的性别
  - 女
  - 男
6. 目前所在的年级
7. 明年进入的年级（2017 年秋季）

## 8. 学生目前注册的学校

- 如果您没有看到您的孩子的学校，您需要选择“其他”。然后会要求您输入学校名称、地址和电话号码。
- 如果您的孩子目前在 DCPS 学校或特许学校注册上学，您会看到一个学生 ID 号码栏目。请填写您的孩子的学生 ID 号码。如果您不知道这个号码，请拨打 My School DC 热线电话 (202) 888-6336。您还可以使用您的孩子的 DC One Card 号码。只有在您的孩子目前在 DCPS 或特许学校注册上学，您才能看到这个号码。



**错误信息 1. 如果您没有填写学生 ID 号码，您会看到下面这条信息：**



该信息内容是：“请提供学生的 ID 号码。如需了解有关该号码的进一步信息以及在哪里查找这个号码 — 请点击此处。仍然无法找到您的孩子的 ID 号码吗？请于星期一至星期五上午 9 时至下午 5 时拨打 My School DC 热线电话 (202) 888-6336，或者发电子邮件至 [info.myschooldc@dc.gov](mailto:info.myschooldc@dc.gov)，我们可以协助您。”

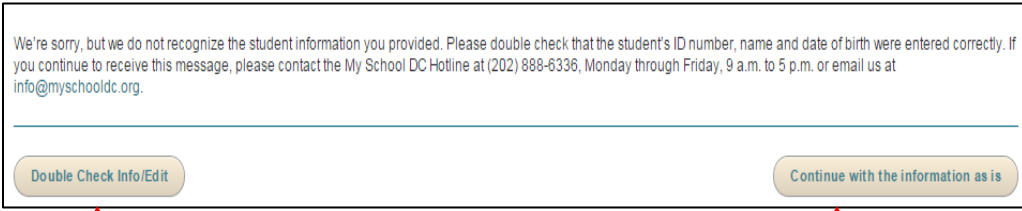
如果您看到这条信息，您有以下两种选择：

- 点击**输入学生 ID 号码**，输入您的孩子的**学生 ID 号码**。
- 点击“**不输入学生 ID 号码继续**”，继续填写申请表。请注意，我们竭力敦促您在继续填写申请表之前，拨打 My School DC 热线电话 (202) 888-6336，索取该信息。

**注释：**如果您选择这个选项，您的孩子在申请全市范围精英高中，他们的标准化考试得分不会自动上载，您需要自己提供该信息。



**错误信息 2：**如果您错误地输入了您的孩子的学生 ID 号码，您会看到下面这条信息：



We're sorry, but we do not recognize the student information you provided. Please double check that the student's ID number, name and date of birth were entered correctly. If you continue to receive this message, please contact the My School DC Hotline at (202) 888-6336, Monday through Friday, 9 a.m. to 5 p.m. or email us at [info@myschooldc.org](mailto:info@myschooldc.org).

**a. 核查信息/编辑**      **b. 保持现有信息继续**

“对不起，我们无法识别您提供的这名学生的信息。请核查学生的 ID 号码、姓名和出生日期是否正确填写。如果您继续收到本信息，请于星期一至星期五上午 9 时至下午 5 时拨打 My School DC 热线电话 (202) 888-6336，或发电子邮件至 [info.myschooldc@dc.gov](mailto:info.myschooldc@dc.gov)。”

如果您看到这条信息，您有以下两种选择：

- a. 拨打 My School DC 热线电话 (202) 888-6336，核对您的孩子的学生 ID 号码正确。当您获得了正确的信息后，点击“**核查信息/编辑**”，编辑学生 ID 号码。
- b. 如果您希望按照您输入的信息继续填写申请表，无需检查学生 ID 号码是否输入正确，请点击“**保持现有信息继续**”。如果您选择这个选项，您的孩子在申请全市范围精英高中，他们的标准化考试得分不会自动上载，您需要自己提供该信息。

9. 供选用：点击“**保存并以后再返回**”，保存申请表，以后再返回填写。您需要重新登入您的家庭账户，存取申请表。

10. 点击“**保存并继续**”，继续完成申请表的下一步。

一旦您点击了“**保存并继续**”，您就会收到两则错误信息之一。如果您收到一则错误信息，请遵守以下指示。如果您没有收到错误信息，请继续填写申请表。

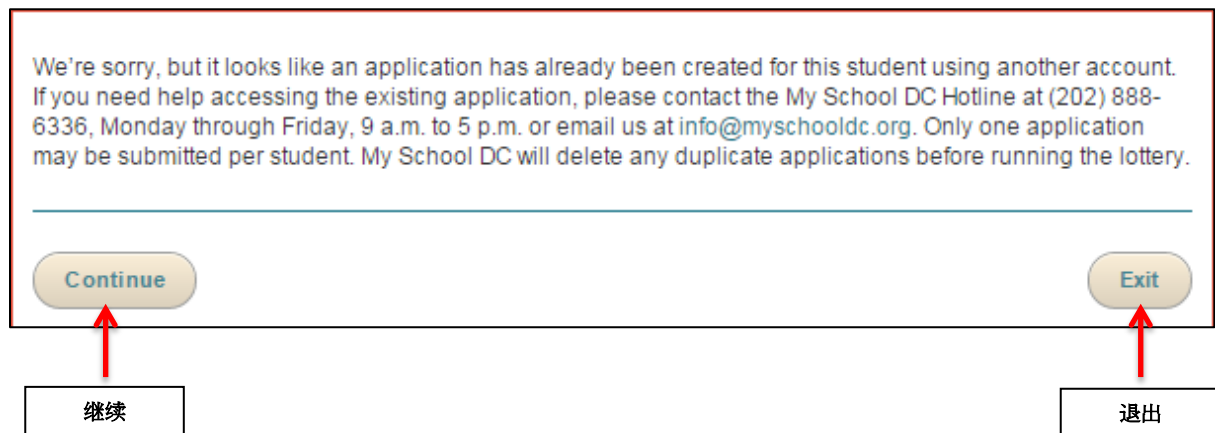
**错误信息 1：**如果您已经开始在您的家庭账户中为同一名孩子填写申请表，在您点击“保存并继续”后，会看到以下错误信息：



该信息内容是：“对不起，似乎已经为这名学生创建了申请表。如果您希望编辑现有申请表，请返回“家庭账户总结”页，从那里存取该申请表。”

您需要点击“确定”按钮，然后将您带回至“家庭账户总结”页，您可以从那里存取您的现有申请表。

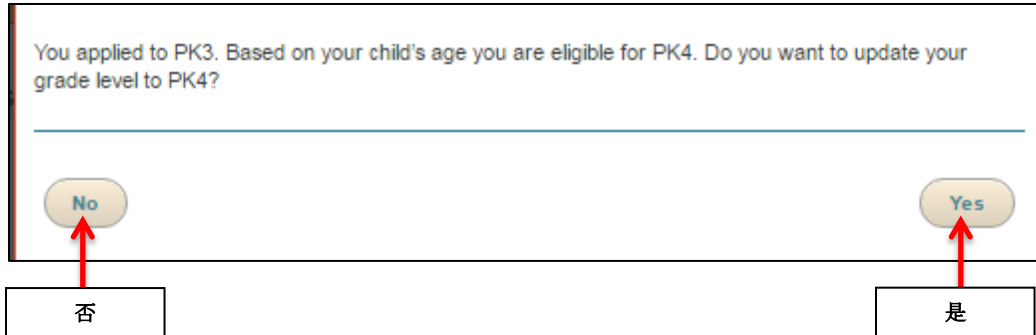
**错误信息 2：**如果已经通过另一个家庭账户为这名学生创建申请表，在您点击“保存并继续”后，会看到以下错误信息：



该信息内容是：“对不起，似乎已经使用另一个账户为这名学生创建了申请表。如果您需要有人帮助您存取现有申请表，请于星期一至星期五上午9时至下午5时拨打 My School DC 热线电话 (202) 888-6336，或者发电子邮件至 info.myschooldc@dc.gov。只能为每名学生提交一份申请表。在开始抽签之前，My School DC 将删除任何重复的申请表。”

您可以点击“继续”，继续填写申请表，或者点击“退出”，退出申请表。如需其他协助，请拨打 My School DC 热线电话 (202) 888-6336。

**错误信息 3：**本信息指出“您申请了三岁学前班（PK3）。根据您的孩子的年龄，您的孩子有资格申请四岁学前班（PK4）。您希望将年级更新为四岁学前班（PK4）吗？”

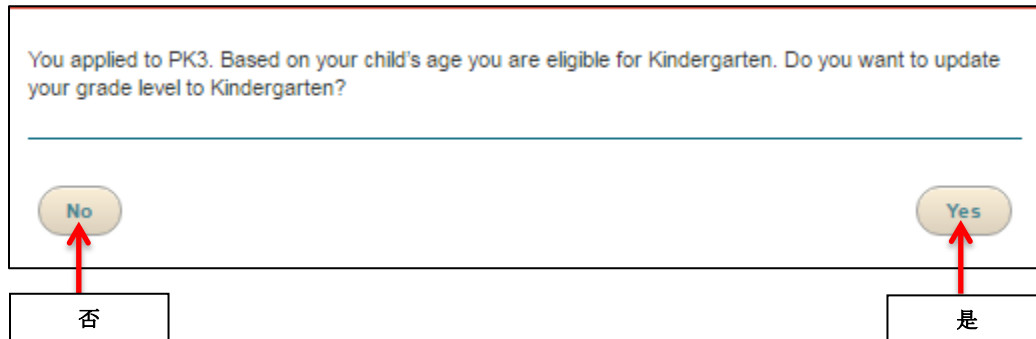


You applied to PK3. Based on your child's age you are eligible for PK4. Do you want to update your grade level to PK4?

否 是

您可以点击“否”或“是”。如需其他协助，请拨打 My School DC 热线电话（202）888-6336。

**错误信息 4：**本信息指出“您申请了三岁学前班（PK3）。根据您的孩子的年龄，您的孩子有资格申请学前班。您希望将年级更新为四岁学前班（PK4）吗？”

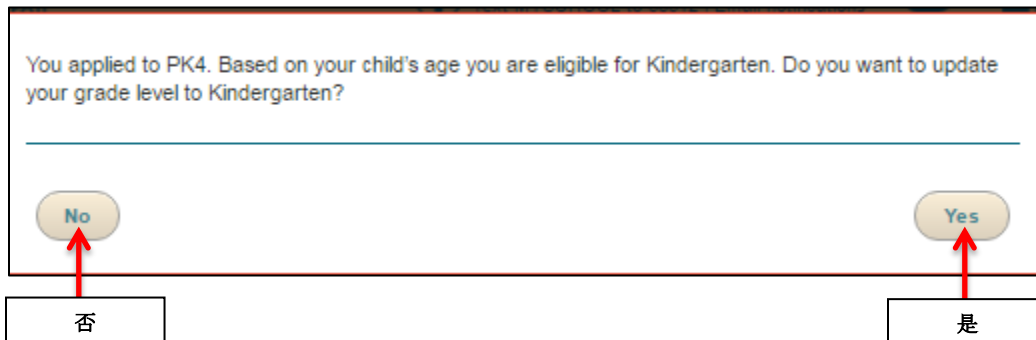


You applied to PK3. Based on your child's age you are eligible for Kindergarten. Do you want to update your grade level to Kindergarten?

否 是

您可以点击“否”或“是”。如需其他协助，请拨打 My School DC 热线电话（202）888-6336。

**错误信息 5：**本信息指出“您申请了四岁学期班（PK4）。根据您的孩子的年龄，您的孩子有资格申请学前班。您希望将年级更新为学前班吗？”



You applied to PK4. Based on your child's age you are eligible for Kindergarten. Do you want to update your grade level to Kindergarten?

否 是

您可以点击“否”或“是”。如需其他协助，请拨打 My School DC 热线电话（202）888-6336。

## 步骤 5：填写主要监护人信息

1

2

3

4

8

10

12

### Family Information

Please provide your most up-to-date contact information. Schools will use this contact information to notify you if they have space available for your child.

#### Guardian

This person should be the legal guardian with whom the student primarily resides. The guardian's address will be used to confirm in-boundary and proximity preferences for the student.

First Name

MCDC

Last Name

Parent

Telephone #1

(301) 379-8559

Telephone #2 OPTIONAL

Street Address (Ex: 1600 Pennsylvania Avenue NW)

123 MAIN STREET SW

City

WASHINGTON

Zip Code

20020

5

6

7

9

11

Preferred Language

Select ▼

Who is completing this application?

Select ▼

Email Address OPTIONAL

Apt/Suite/Unit # OPTIONAL

State

District of Columbia ▼

### 步骤

1. 名
2. 姓
3. 电话号码 1
4. 供选用：电话号码 2
5. 首选语言

**注释：**请在此处说明监护人希望使用的语言。这是重要的信息，以便 My School DC 更好地与家庭沟通。

6. 谁在填写本申请表？从以下选项中选择：

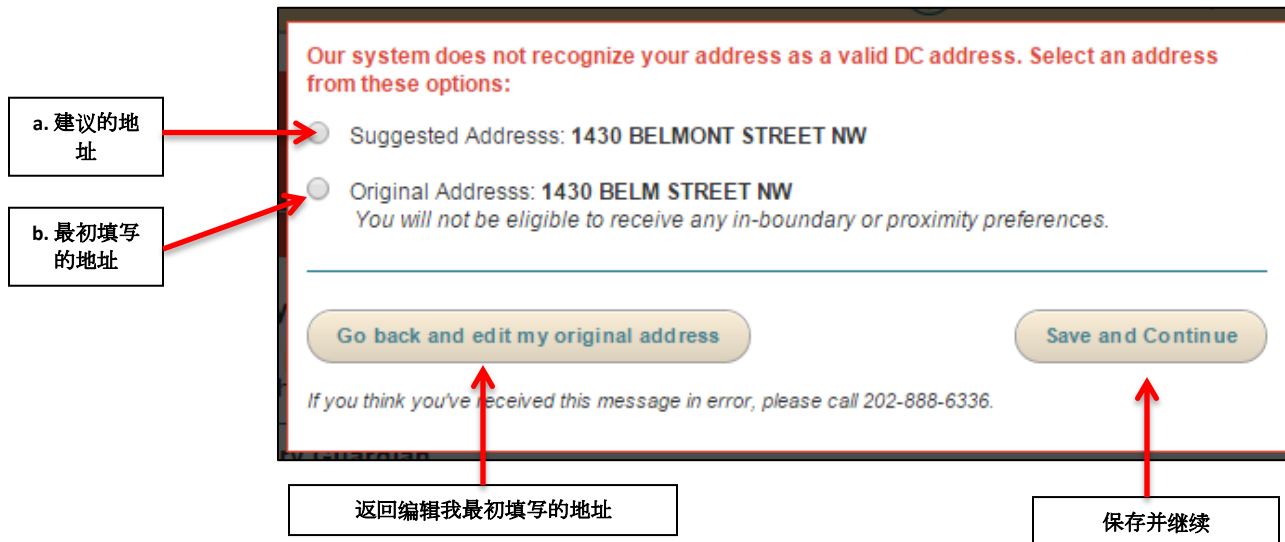
- 父母
- 监护人
- 祖父母/外祖父母
- 姑妈、姨妈/伯伯、叔叔、舅舅
- 社工/顾问
- 我是学生本人
- 其他

7. 供选用：电子邮件地址
8. 街道地址
9. 供选用：公寓号码/室号/单元号
10. 城市
11. 州
12. 邮政编码

**错误信息：**系统无法将您的地址识别为有效的 DC 地址。请从提供的选项选择一个地址。

如果在您键入您的地址时收到一则错误信息，这是因为系统无法识别您输入的地址。该信息将向您提供两个选项：

- a. 系统认为是正确的**建议的地址**
- b. 您**最初填写的地址**



The screenshot shows a system message box with the following content:

**Our system does not recognize your address as a valid DC address. Select an address from these options:**

☐ Suggested Address: 1430 BELMONT STREET NW

☐ Original Address: 1430 BELM STREET NW  
*You will not be eligible to receive any in-boundary or proximity preferences.*

Below the options are two buttons: "Go back and edit my original address" and "Save and Continue".

At the bottom of the message box, it says: "If you think you've received this message in error, please call 202-888-6336."

Chinese annotations with arrows point to the following elements:

- "a. 建议的地址" points to the "Suggested Address" radio button.
- "b. 最初填写的地址" points to the "Original Address" radio button.
- "返回编辑我最初填写的地址" points to the "Go back and edit my original address" button.
- "保存并继续" points to the "Save and Continue" button.

您可以采取以下两项行动之一：

- 如果系统向您建议的地址是正确的，请选择该选项，并点击“保存并继续”。
- 如果您选择按照您最初填写的地址继续，请选择该选项，并点击“保存并继续”。
- 如果两个地址都不正确，您需要编辑整个地址，请点击“返回并编辑我最初填写的地址”。

### DCPS 校区划分保留条款

您在 My School DC 申请表中输入的地址可能会引发以下问题：“您是否有兄弟姐妹目前在\_\_\_\_学校上学，这名兄弟姐妹明年仍然会在这所学校上学？”

如果显示这个问题，则是指新校区划分的保留条款。2014 年 8 月，市长和教育局长批准和采纳了更新的校区和生源模式。逐步实行政策向从 2015-2016 学年开始现有学校被划分到校区外且有另一个孩子目前在该校上学的家庭提供享有在现有学校上学的权利。

如果您的孩子有一个目前在问题中提及的学校上学的兄弟姐妹，请点击“是”。如果您的孩子没有目前在该校上学的兄弟姐妹，请点击“否”。

如果您有问题，请拨打 My School DC 热线电话 (202) 888-6336。

您是否有兄弟姐妹目前在\_\_\_\_学校上学，这名兄弟姐妹明年仍然会在这所学校上学？

City

WASHINGTON

State

District of Columbia

Zip Code

20017

Do you have a sibling currently enrolled at LaSalle-Backus Education Campus, who will still be attending the school next year?

☐ Yes

☐ No

Why am I being asked?

是

否

## 附加联系人（供选用）

名

姓

电话号码 1

供选用：电话号码 2

街道地址

城市

邮政编

您是如何听说 My School DC 的？请勾选所有适用的项目。

Additional Contact

This additional contact could be another guardian; your spouse or partner; your child's grandparent, aunt, or uncle; your caseworker or social worker; a close friend; etc.

First Name

Last Name

Telephone #1

Telephone #2 OPTIONAL

Street Address (Ex: 1600 Pennsylvania Avenue NW)

Apt/Suite/Unit # OPTIONAL

City

State

Zip Code

☒ Please send any notifications to both contacts.

How did you learn about My School DC? Check all that apply.

☐ School website or open house
 ☐ A My School DC field representative approached me while I was out
 ☐ Social media
 ☐ Staff member at my current school
 ☐ Metro, bus or radio advertisement
 ☐ Staff member at another school
 ☐ At a My School DC or community event
 ☐ Family / friend
 ☐ A My School DC field representative came to my home
 ☐ Other

Save and Come Back Later

Save and Continue

NEXT STEP: Confirm Family Information

首选语言

供选用：电子邮件地址

供选用：公寓县码/室号/单元

州

保存并以后再返回

保存并继续

一旦输入了所有的信息，请点击“保存并继续”，继续填写申请表，或者点击“保存并以后再返回”，保存申请表，以后再返回。



您是如何听说 **My School DC** 的？请勾选所有适用的项目。

选项是（按顺序列出）：

**左列（6 个选项）**

- 学校网站
- 学校对外开放日
- 学校工作人员
- 当我外出时，My School DC 代表来找我
- 脸书、推特或 Instagram
- 我的孩子的日托所

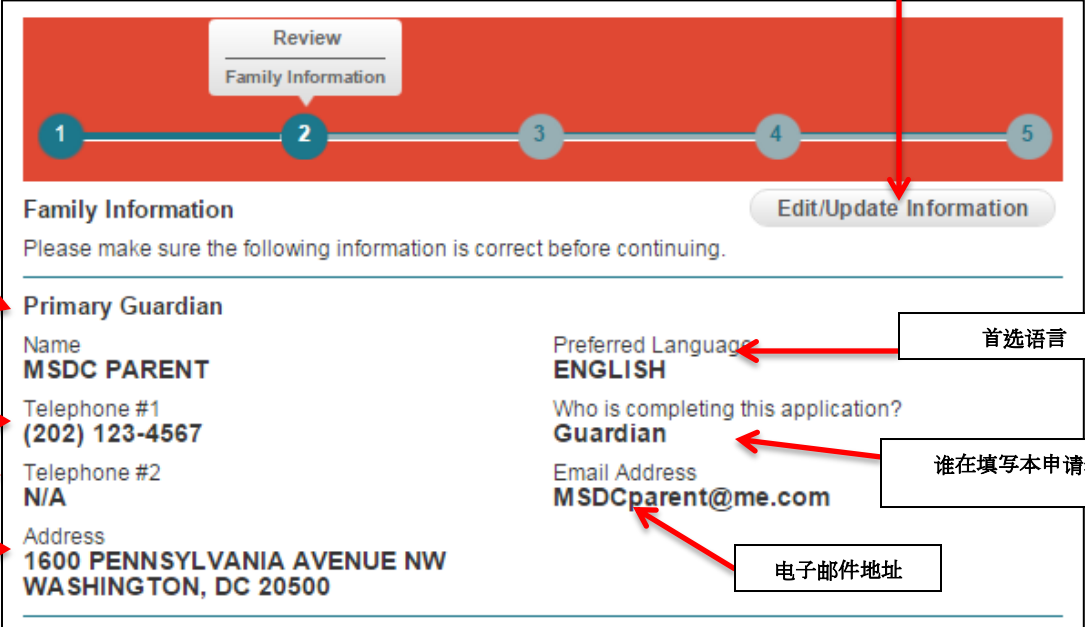
**右列（5 个选项）**

- 地铁、巴士或电台广告
- EdFEST – 全市学校情况介绍会
- 在社区活动中
- 家人/朋友
- 其他



## 步骤 6：审查和确认学生和监护人信息

如果您需要纠正输入的信息中的错误，请点击“**编辑/更新信息**”。否则请点击页面右下角的“**保存并继续**”按钮，继续填写申请表。



**编辑/更新信息**

**Review**  
Family Information

1 2 3 4 5

**Family Information**  
Please make sure the following information is correct before continuing.

**Primary Guardian**

Name  
**MSDC PARENT**

Telephone #1  
**(202) 123-4567**

Telephone #2  
**N/A**

Address  
**1600 PENNSYLVANIA AVENUE NW  
WASHINGTON, DC 20500**

Preferred Language  
**ENGLISH**

Who is completing this application?  
**Guardian**

Email Address  
**MSDCparent@me.com**

**Edit/Update Information**

**主要监护人**

**姓名**

**电话号码 1**

**电话号码 2**

**地址**

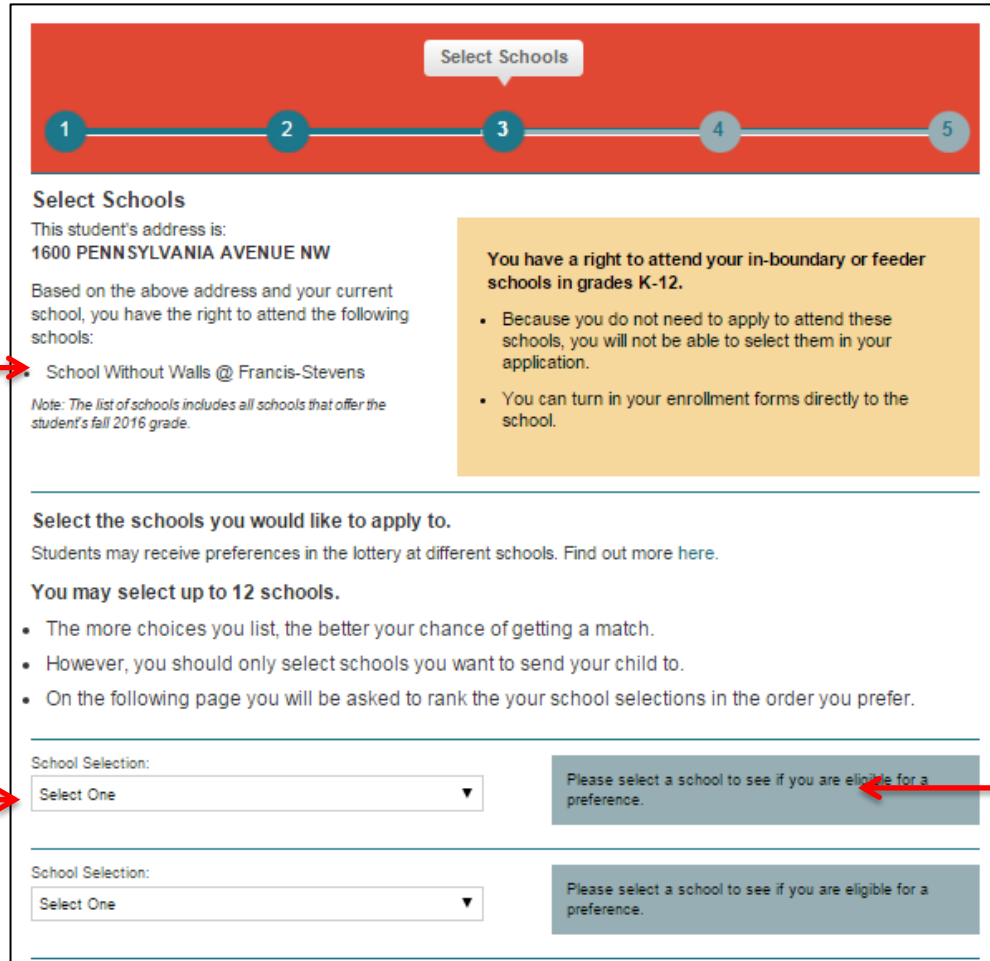
**首选语言**

**谁在填写本申请表？**

**电子邮件地址**

## 步骤 7：选择学校

申请人最多能选择 12 所学校。一旦选择了您想要申请的学校，请点击“保存并继续”，继续填写申请表，或者点击“保存并以后再返回”，保存申请表，以后再返回。



**Select Schools**

This student's address is:  
1600 PENNSYLVANIA AVENUE NW

Based on the above address and your current school, you have the right to attend the following schools:

- School Without Walls @ Francis-Stevens

*Note: The list of schools includes all schools that offer the student's fall 2016 grade.*

**You have a right to attend your in-boundary or feeder schools in grades K-12.**

- Because you do not need to apply to attend these schools, you will not be able to select them in your application.
- You can turn in your enrollment forms directly to the school.

**Select the schools you would like to apply to.**  
Students may receive preferences in the lottery at different schools. Find out more [here](#).

**You may select up to 12 schools.**

- The more choices you list, the better your chance of getting a match.
- However, you should only select schools you want to send your child to.
- On the following page you will be asked to rank your school selections in the order you prefer.

School Selection:  
Select One ▼

Please select a school to see if you are eligible for a preference.

School Selection:  
Select One ▼

Please select a school to see if you are eligible for a preference.

您的校区内学校将在这里显示

从下拉菜单选择您希望申请的学校。

如果您的孩子有一个兄弟姐妹在这个学校，请在这里注明。

**注释：**申请人的校区内学校将在左上角显示。申请人的校区内 DCPS 学校根据申请表中所列的主要监护人的地址来决定。申请人不会在学校选择菜单中看到自己的校区内或生源学校，因为如果他们上学前班至十二年级（K-12），就可以直接在这些学校注册。

但是，如果申请人希望在自己的校区内 DCPS 学校上三岁学前班（PK3）和/或四岁学前班（PK4），则必须通过 My School DC 申请。他们的校区内学校将在下拉菜单中作为一个选项供他们选择，当他们申请自己的校区内学校时，他们会享受“校区内学校优先选择”。

### 兄弟姐妹优先选择

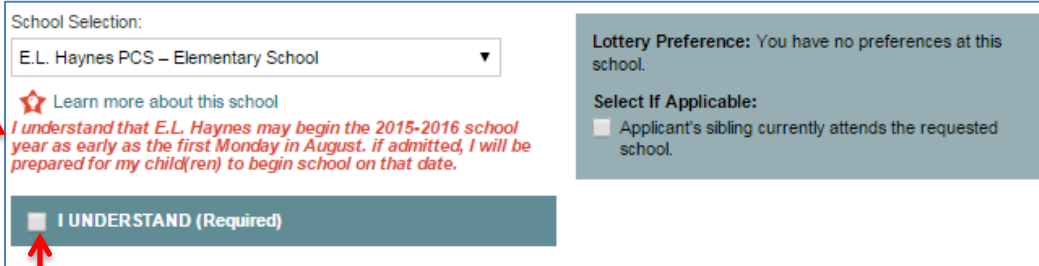
如需说明在某一所学校享有兄弟姐妹优先选择权，申请人应当勾选学校名称右面的蓝色方框内的复选框，并提供兄弟姐妹的姓名、年级和学生 ID 号码（如果是 DCPS 学校）。

如果申请人在申请自己的校区内三岁学前班/四岁学前班（PK3/PK4）DCPS 课程，并有一个兄弟姐妹（学前班至十二年级（K-12））目前没有在校区内学校上学，但将在 2017-2018 学年在该校上学，他们可以要求获得兄弟姐妹优先选择权。请勾选学校名称右面蓝色方框中的复选框，并提供将在校区内学校上学的兄弟姐妹的姓名、所上的年级（必须是学前班至十二年级（K-12）），并用“0000000”作为学生 ID 号码。必须有七个 0，系统才能识别该 ID 号码。 兄弟姐妹必须在 2017-2018 学年在校区内学校注册，申请人才能享受兄弟姐妹优先选择权。

### 特别要求

一些学校有特别要求，这些特别要求用红色字体突出显示。一些要求需要家庭勾选“我理解”，复选框，才能继续填写申请表。如果您需要有人协助您理解这些特别要求，请拨打 My School DC 热线电话 (202) 888-6336。

学校特别要求。



School Selection:  
E.L. Haynes PCS – Elementary School ▼

☆ Learn more about this school

*I understand that E.L. Haynes may begin the 2015-2016 school year as early as the first Monday in August. if admitted, I will be prepared for my child(ren) to begin school on that date.*

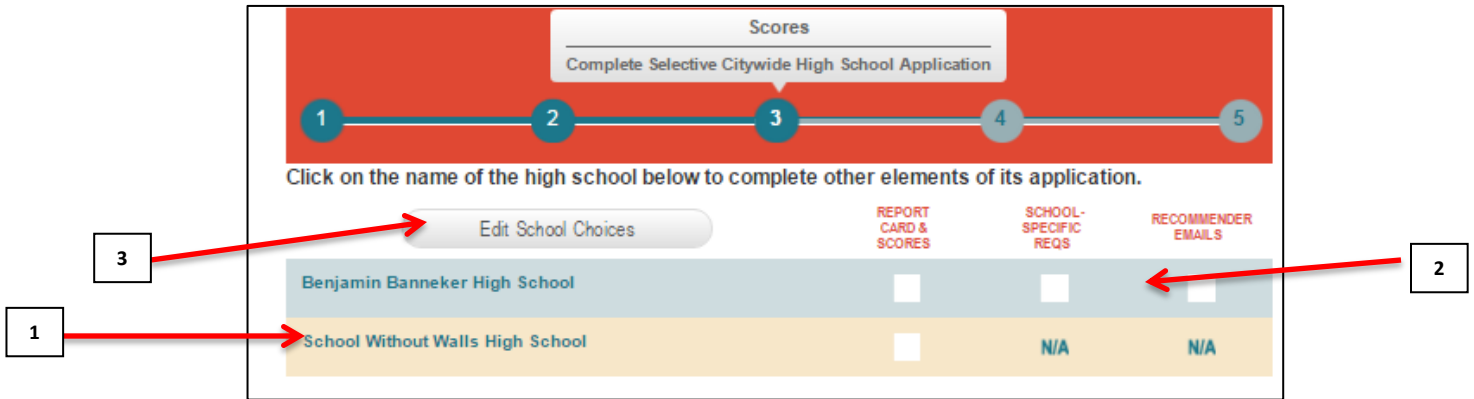
☐ I UNDERSTAND (Required)

Lottery Preference: You have no preferences at this school.

Select If Applicable:  
☐ Applicant's sibling currently attends the requested school.

我理解

## 步骤 8：DCPS 全市范围精英高中



1 2 3 4 5

Click on the name of the high school below to complete other elements of its application.

	REPORT CARD & SCORES	SCHOOL-SPECIFIC REQS	RECOMMENDER EMAILS
Benjamin Banneker High School			
School Without Walls High School		N/A	N/A

1. 您可以点击页面上方的图表，浏览每个全市范围精英高中申请页面。
2. 显示您是否提供了每一种要求提供信息的进度条。
3. 供选用：如果您希望增加更多的学校或从您的名单中删除学校，请点击“编辑学校选择”。

将您的成绩报告单和标准化考试成绩用一个 PDF 文件上载到这里（如需要）。DCPS 学生的成绩报告单会自动填入。

**Selective Citywide High School Application**

Students who apply to any selective citywide high school must submit scores. Please upload one PDF that includes the items listed below.

- Your most recent report card
- Your previous year's final report card (which should include grades from all the previous year's marking periods)
- A copy of your most recent standardized test score report to verify your scores. Public school students should use their 2016 PARCC scores. (If you are only applying to School Without Walls and not any other selective high school, you do not need to include this.)

The application system will allow you to upload only one PDF, so please include all items in a single file. Your school counselor also has the ability to upload this document on your behalf.

**NOTE:** If you are currently enrolled in a DCPS or public charter school, and you provided your Student ID# earlier in this application, your 2016 PARCC scores will be automatically entered below. Current DCPS students who provided a Student ID# will also have their report cards provided for them. Charter school students will need to upload their own report cards. To view your report cards click the "View Report Card" link below.

Upload Report Card and Test Scores

Choose File No file chosen

考试类型

Type of Test OPTIONAL

Math Score

Reading Score

Math Proficiency

Reading Proficiency

如果您输入您的学生 ID 号码，PARCC 成绩会预先在此填入（目前的 DCPS 和特许学校学生）。

*You are not finished yet, please continue.....*

申请任何全市范围精英高中的学生必须提交以下资料：

- 学生最近的一份成绩报告单
- 您的上一年度的学年最终成绩报告单（应当包括上一年度的所有评分阶段的成绩）
- 您的最近标准化考试成绩报告单，用于核查您的成绩。公立学校学生应当使用自己的 **2016 年 PARCC 考试成绩**。（如果您在申请 **School Without Walls**（并非任何其他精英高），您无需包括该考试成绩。）

申请系统仅允许您上载一个 PDF 文件，因此，请在一个文件中包括所有的项目。您的学校顾问也可以代表您上载该文件。

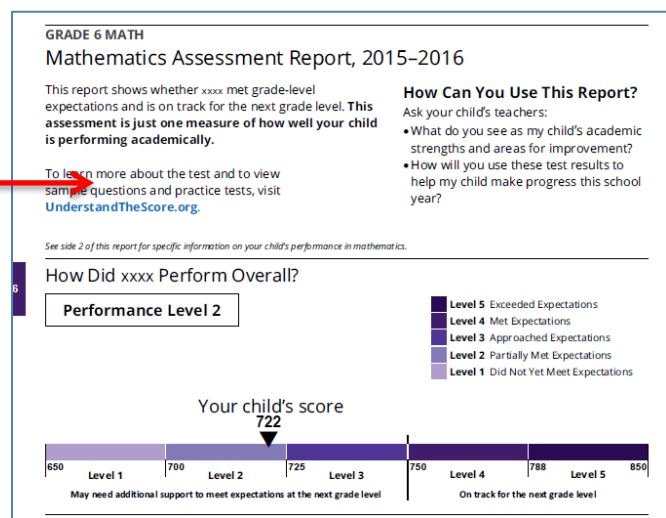
注释：如果您目前在 DCPS 或公立特许学校注册，并且您在早些时候在本申请中提供了您的学生 ID 号码，您的 2016 年 PARCC 成绩会自动在下方输入。也会自动输入已经提供学生 ID 号码的目前的 DCPS 学生成绩报告单。特许学校学生需要自己上载成绩报告单。如需查看您的成绩报告单，请点击下方的“查看成绩报告单”（View Report Card）链接。

仅限根据以前在申请表中填写的学生 ID 号码为目前的 DCPS 学生自动上载成绩报告单。如果您没有看到该信息，请拨打 My School DC 热线电话 (202) 888-6336。

如果您需要用手工方法上载信息，请遵循以下步骤：

- 您需要将您的孩子的成绩报告单和标准化考试成绩报告单一起扫描，建立一份 PDF 文
- PDF 上载文件不得超过 5MB。请核查您没有包括任何不必要的文件或空白页，以便缩小您的文件大小。
- 上载 PARCC 成绩报告单的家长 — 只需包括数学和英语（ELA）最上方的总结页面（请查看下方的举例）。如果通过使用的学生 ID 号码自动调出 PARCC 成绩，您无需在上载的 PDF 文件中包括 PARCC 文档。

PARCC 成绩报告单举例



## 步骤 9：排列学校顺序

在本节，申请人将按照自己的优选顺序排列所选的学校（即您的第一选择、第二选择、第三选择等）。申请人排列学校的顺序很重要。抽签会尝试将您与您的第一选择匹配，然后与您的第二选择匹配，其余依此类推。

学生只能与一所学校匹配，并只会将学生列入比他们已经匹配的学校排名更高学校的等候名单。



The diagram shows a horizontal timeline with five numbered circles (1 to 5) connected by a line. A callout bubble labeled 'Ranking' points to the line between circles 3 and 4. Below this is a form titled 'Rank Schools'.

**Rank Schools**

You've selected schools. Now, please list them in the order you prefer. The order in which you rank schools matters.

The lottery will try to match you with your 1st choice first, then your 2nd choice, and so on. Students will be matched with no more than one school, and will only be waitlisted at schools they ranked higher than the school where they are matched. [Learn more here.](#)

My 1<sup>st</sup> choice is:

My 2<sup>nd</sup> choice is:

My 3<sup>rd</sup> choice is:

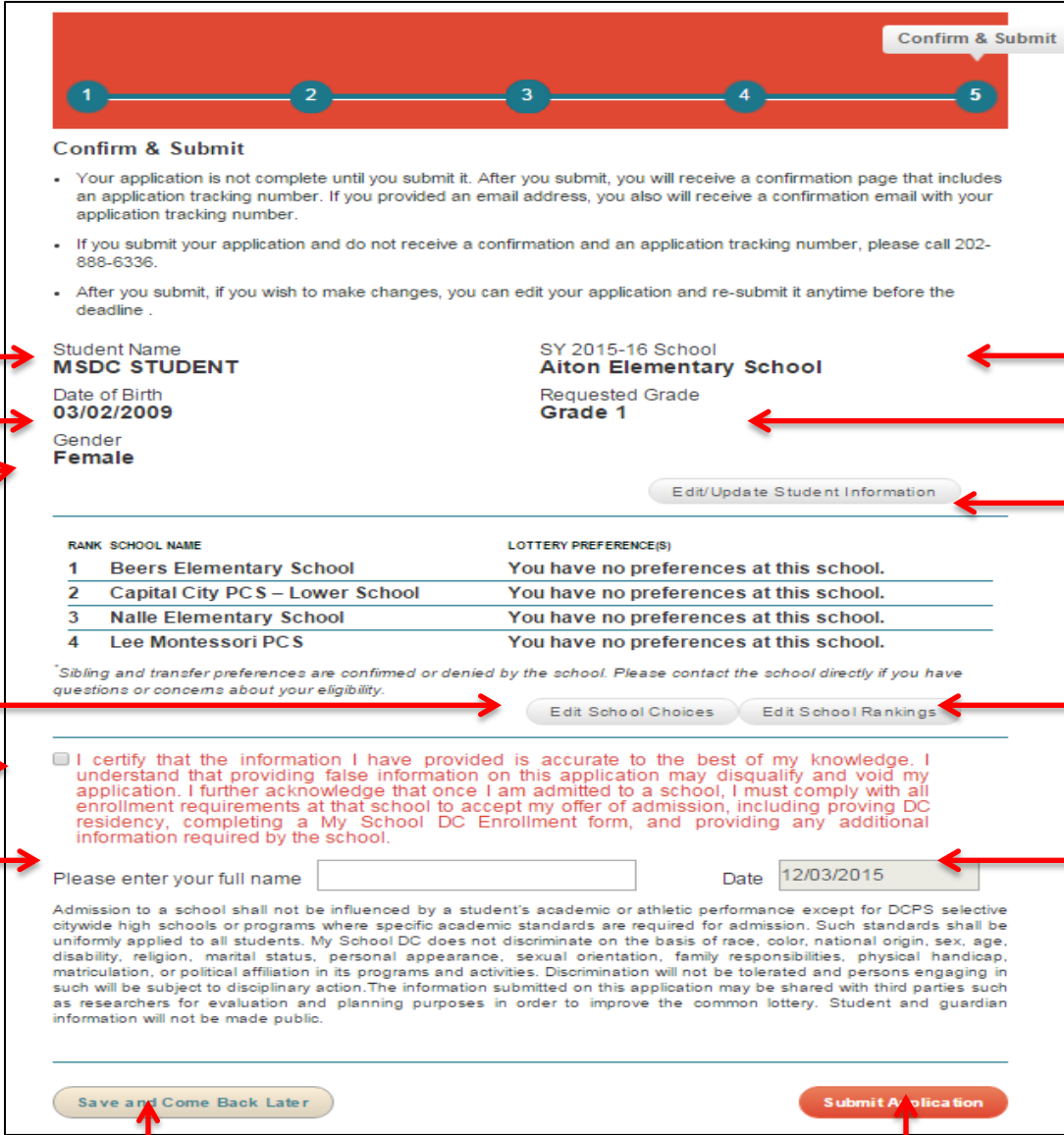
My 4<sup>th</sup> choice is:

每一个下拉菜单都预先填入了来自前面一个屏幕的学校选择。按照学生的优选顺序排列每一种选择。

## 步骤 10：确认和提交

确认以下各项：

1. 学生姓名
2. 出生日期
3. 性别
4. 目前上的学校
5. 要求上的年级
6. 如果您需要作出任何编辑，点击“编辑/更新学生信息”。



**Confirm & Submit**

- Your application is not complete until you submit it. After you submit, you will receive a confirmation page that includes an application tracking number. If you provided an email address, you also will receive a confirmation email with your application tracking number.
- If you submit your application and do not receive a confirmation and an application tracking number, please call 202-888-6336.
- After you submit, if you wish to make changes, you can edit your application and re-submit it anytime before the deadline.

1 Student Name **MSDC STUDENT**
 4 SY 2015-16 School **Aiton Elementary School**

2 Date of Birth **03/02/2009**
 5 Requested Grade **Grade 1**

3 Gender **Female**
 6 [Edit/Update Student Information](#)

RANK	SCHOOL NAME	LOTTERY PREFERENCE(S)
1	Beers Elementary School	You have no preferences at this school.
2	Capital City PCS – Lower School	You have no preferences at this school.
3	Nalle Elementary School	You have no preferences at this school.
4	Lee Montessori PCS	You have no preferences at this school.

7 *\*Sibling and transfer preferences are confirmed or denied by the school. Please contact the school directly if you have questions or concerns about your eligibility.*
 8 [Edit School Choices](#) [Edit School Rankings](#)

9 ☐ I certify that the information I have provided is accurate to the best of my knowledge. I understand that providing false information on this application may disqualify and void my application. I further acknowledge that once I am admitted to a school, I must comply with all enrollment requirements at that school to accept my offer of admission, including proving DC residency, completing a My School DC Enrollment form, and providing any additional information required by the school.

10 Please enter your full name 
 11 Date

12 [Save and Come Back Later](#)
 13 [Submit Application](#)

Admission to a school shall not be influenced by a student's academic or athletic performance except for DCPS selective citywide high schools or programs where specific academic standards are required for admission. Such standards shall be uniformly applied to all students. My School DC does not discriminate on the basis of race, color, national origin, sex, age, disability, religion, marital status, personal appearance, sexual orientation, family responsibilities, physical handicap, matriculation, or political affiliation in its programs and activities. Discrimination will not be tolerated and persons engaging in such will be subject to disciplinary action. The information submitted on this application may be shared with third parties such as researchers for evaluation and planning purposes in order to improve the common lottery. Student and guardian information will not be made public.



7. 如果您需要更改您选择的学校，点击“**编辑学校选择**”。
8. 如果您需要改动您的学校排名，点击“**编辑学校排名**”。
9. 接下来，请点击复选框，确认您提供的信息均准确无误。

☐ I certify that the information I have provided is accurate to the best of my knowledge. I understand that providing false information on this application may disqualify and void my application. I further acknowledge that once I am admitted to a school, I must comply with all enrollment requirements at that school to accept my offer of admission, including proving DC residency, completing a My School DC Enrollment form, and providing any additional information required by the school.

该信息的内容是：“我确认，据我所知所信，我提供的信息准确无误。我理解，在本申请表中提供虚假信息可能会取消我的申请资格，并使申请无效。我进一步确认，一旦我被一所学校录取，我必须遵守该校的所有注册要求，接受我的录取提议，包括证明我的 DC 居住地址、填写 My School DC 注册表和提供任何学校要求的附加信息。”

10. 用键入您的姓名的方法在申请表中签名
11. 日期会预先填入
12. 供选用：点击“保存并以后再返回”，保存申请表，以后再返回。您需要重新登入您的家庭账户，存取申请表。
13. 点击“提交申请表”，提交您的申请表。

当您提交申请表后，您会自动收到一个追踪号码。如果您使用电子邮件创建家庭账户，也会用电子邮件将该号码寄给您。如果您拨打 My School DC 热线电话请求协助，请告诉他们这个号码。可于星期一至星期五上午 9 时至下午 5 时拨打热线电话 (202) 888-6336。

申请表追踪号码

**Congratulations, your application was submitted!**

**Your tracking number is**

**1143**

You also can find your tracking number in your Submitted Applications on this page.

Close this window to start another application.

Lottery results will be available on this site on April 1, 2016

**Tell your friends you have completed your My School DC application!**





## 编辑您的申请表

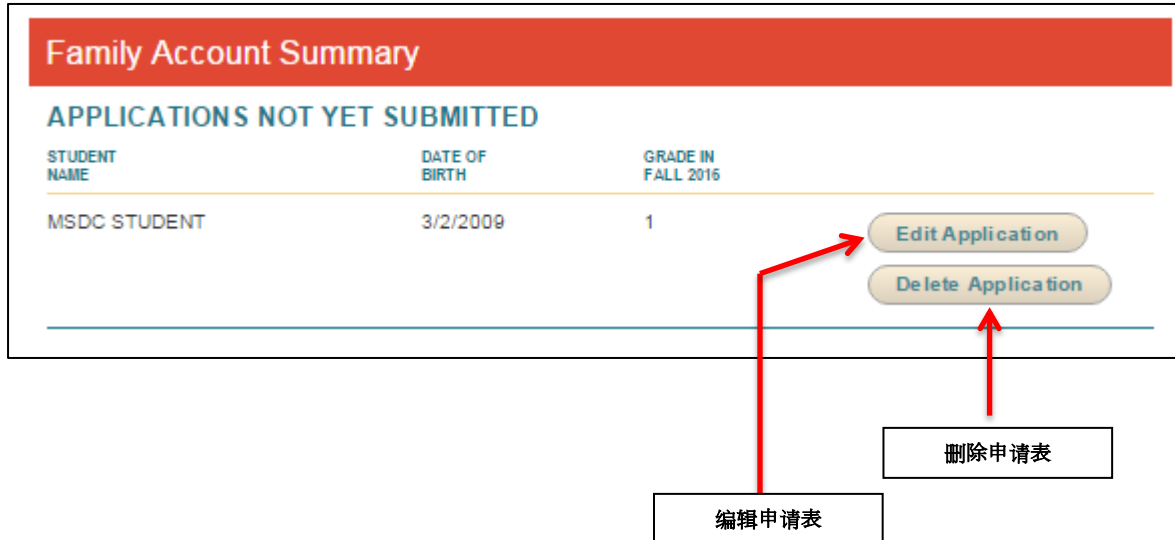
### 申请表尚未提交

您可以在以下申请表提交截止日期之前的任何时间编辑或删除您已经保存的申请表：

当您登入您的家庭账户时，您会看到“家庭账户总结页”。

您可以点击“**编辑申请表**”，这将取消提交您的申请表，以便您作出任何改动。您可以更新联系信息、改动学校排名顺序、增加或删除学校。在作出改动后，您必须重新提交申请表，才能使您的申请表参加抽签。

只有在您不再希望考虑您的申请时，才能点击“**删除申请表**”。



STUDENT NAME	DATE OF BIRTH	GRADE IN FALL 2016
MSDC STUDENT	3/2/2009	1

**编辑申请表**

**删除申请表**

## 已提交申请表

您可以在以下申请表提交截止日期之前的任何时间编辑或删除您已经保存的申请表：

当您登入您的家庭账户时，您会看到“家庭账户总结页”。

您能够：

1. 查看和打印您的申请表
2. 编辑您的申请表
3. 删除您的申请表
4. 编辑您的学校排名顺序
5. 如果您申请精英高中，查看您的推荐信状况，或编辑您在 DCPS 精英高中申请栏目中提供的您的推荐人的任何电子邮件。



The screenshot shows a table titled "SUBMITTED APPLICATIONS" with columns: TRACKING NUMBER, STUDENT NAME, DATE OF BIRTH, GRADE IN FALL 2015, and SCHOOLS REQUESTED. Two application entries are visible. The first entry (Tracking Number 1186) for Amy Lottery, born 1/14/2008, in Grade 1, lists Capital City PCS – Lower School and Bunker Hill Elementary School. The second entry (Tracking Number 1236) for Wallace Lottery, born 2/14/2004, in Grade 9, lists Friendship PCS – Collegiate Academy, BASIS DC PCS, and Phelps Architecture, Construction and Engineering High School. To the right of each entry are buttons for "View/Print Application", "Edit Application", "Delete Application", "Edit Rankings", and "View Status of Recommendations". Red arrows with numbered boxes (1-5) point to these buttons: 1 points to "View/Print Application" for the first entry; 2 points to "Edit Application" for the first entry; 3 points to "Delete Application" for the first entry; 4 points to "Edit Rankings" for the first entry; and 5 points to "View Status of Recommendations" for the second entry.

TRACKING NUMBER	STUDENT NAME	DATE OF BIRTH	GRADE IN FALL 2015	SCHOOLS REQUESTED	Actions
1186	Amy Lottery	1/14/2008	1	Capital City PCS – Lower School Bunker Hill Elementary School	<a href="#">View/Print Application</a> <a href="#">Edit Application</a> <a href="#">Delete Application</a> <a href="#">Edit Rankings</a>
1236	Wallace Lottery	2/14/2004	9	Friendship PCS – Collegiate Academy BASIS DC PCS Phelps Architecture, Construction and Engineering High School	<a href="#">View/Print Application</a> <a href="#">Edit Application</a> <a href="#">Delete Application</a> <a href="#">Edit Rankings</a> <a href="#">View Status of Recommendations</a>

有问题吗？需要有人帮助填写申请表吗？请在星期一至星期五上午 9 时至下午 5 时拨打 **My School DC** 热线电话 (202) 888-6336。服务代表会与口译员一起用您的语言向您提供帮助。