



# How to apply for School Choice 2022-2023

The School Choice Application ***is only available through the Focus Parent Portal.***

- ***NEW to LCS?*** Parents who do not have a Parent Portal account but wish to submit a **School Choice Application** must register for an account.

**Click here to create a new account → [Parent Portal Registration](#)**

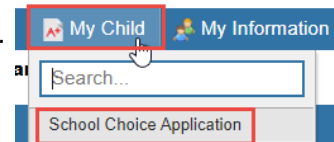
\* Click on “I would like to **APPLY FOR ENROLLMENT** for a new child” to enroll your child.

- ***Currently enrolled in LCS?*** The parent will need to add their child to their Parent Portal account. Contact your child’s school for your parent portal letter. This letter includes your child’s name, student ID and parent portal pin.

**Click here to create a new account → [Parent Portal Registration](#)**

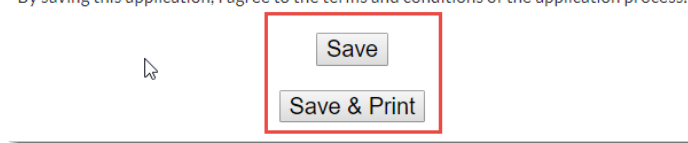
Now you can log into your [Focus Parent Portal](#) account and complete the steps below.

1. Click on “My Child” then click on “School Choice Application”.



2. **Parents applying for Sibling Support** must enter the siblings name in the sibling List at the bottom of the application to be considered for Sibling Support.
3. The application will automatically fill in the basic information for the child that is selected in the top right of the screen. **When submitting for multiple children**, simply complete the form for each by clicking “Save” then selecting the next child, etc.
4. Parents make the appropriate selections for various status such as Active Military, Special Circumstances etc. **Do note the description for each and include all supporting documentation by using the file upload at the bottom of the screen. If the selections do not apply continue to program choices.**
5. **Parents may select up to 3 Program choices.**  
Select programs from (1) to (3), with (1) being the most desired program. Once parents have selected their choice(s), make sure to click Save at the bottom of the screen.
  - a. Please carefully review the choices carefully as these are final and used for enrollment decisions.
  - b. Make sure to review the program notes listed for each program, some magnet programs require additional steps.
6. Click “Save” or “Save & Print” to submit the application. Parents will receive a confirmation email following.

By saving this application, I agree to the terms and conditions of the application process.



**[Click here for Parent Portal help](#)**