

Dear Parents:

The new magnet school process was not designed by Council School. We have followed every directive given to us by the next level. PLEASE be patient as we work through the new process, **AND REMEMBER, we have until the 25th of January, we'll make it together!**

To assist with the NEW magnet school application process, we'd like to supply these pointers:

1. Go to mcps.com and click on **I want to.... Apply For... Magnet Schools**
2. The needed student number is available 2 ways:

One Way: Log into iNow.mcps.com and click on demographics and the student number you need is below your child's name under personal information.

The screenshot shows the iNow.mcps.com interface. On the left is a navigation menu with categories: Home, Student Information, Reports, and System Preferences. Under 'Student Information', 'Demographic' is selected and circled in red. A red arrow points from this menu item to the 'Personal Information' section on the right. In this section, the 'Student Number' is listed as 'S45642' and is also circled in red. Other fields include Student Name, Alternate Std. Num., Date of Birth, Gender-Generation, Phone, Marital Status, Religious Affiliation, Grade Level (04), and Lunch Code (Paid).

Way Two: Locate your child's progress report or report card, the number is located beside your child's name and starts with an S, for example S12345

The screenshot shows a 'Comprehensive Progress Report' for a student named 'Doe, Jacob'. The 'Student ID' is listed as 'S45642' and is circled in red. Other information includes 'Gr: 04' and 'Home Room: 0401 Burdette Burdette, Cathy R'. Below the report is a table header with columns: Section, Name, Periods, Days Met, Teacher, Abs, and Tdy. A note indicates that '*' = Withdrawn.

3. Your child's date of birth in the 10-digit format is the PASSWORD. As example, January 16, 2007 would be 01/16/2007, (you **must** put the slashes between the month, day, and year).
4. Please do not text, Facebook, or otherwise communicate with teachers or extended day personnel, with your application concerns.
5. The office staff is working with the application process to assist parents through this new process.

Thank you so much for your usual wonderful cooperation with our staff.

Regards,

Ms. Hattie Alexander