

# APPLYING TO THE LOTTERY

You will need to log onto the online platform and complete an application for enrollment. **Please review registration requirements:** <https://www1.pgcps.org/registration/>

Online Registration Platform: <https://pgcpsmdc.scriborder.com/>

## I ALREADY HAVE A DASHBOARD ACCOUNT

**STEP 1** – Log into your Family Dashboard Account. – PLEASE MAKE SURE THE SCHOOL HAS THE CURRENT ADDRESS ON FILE AND UPDATED IN SCHOOLMAX, if not, you will need to also complete a transitional application and upload your new residency documents.

**STEP 2** - Edit your student's grade level for the 2022-2023 school year. (click the pencil next to the student's name).

**STEP 3** – Once you log into your family dashboard account **AND** the student profile has been updated. Click on the GREEN begin application button in the right corner

**STEP 4** –Select the student for which you are applying if more than one student is associated.

**STEP 5** – You will now see options depending on the student's grade. Choose an application and submit.

**STEP 6** – You must complete Steps 3-5 for EACH program/charter school you are interested in applying for.

# **I DO NOT HAVE A DASHBOARD but I already have a student ID**

If you do not have ScribOrder dashboard account, you will need to create an account. (see below instructional link) <https://whatsnew.scribsoft.com/en/articles/3921932-setting-up-your-family-dashboard>

**STEP 1** - Click on the below link and create a Family Dashboard account for ScribOrder.  
<https://pgcpsmdc.scriborder.com/>

**STEP 2** - You will need to associate the student to your dashboard account.

- Choose the CURRENTLY ENROLLED SCHOOL and/or BOUNDARY school (if not enrolled) when associating the student.
- Select "currently enrolled" and enter the student ID.
- PLEASE MAKE SURE THE SCHOOL HAS YOUR CURRENT ADDRESS ON FILE AND UPDATED IN SCHOOLMAX

**STEP 3** – Once you log into your family dashboard account **AND** the student has been associated to the account. Click on the GREEN begin application button in the right corner.

**STEP 4** – Select the student for which you are applying if more than one student is associated.

**STEP 5** – You will now see options depending on the student's grade. Choose an application and submit.

**STEP 6** – You must complete Steps 3-5 for EACH program/charter school you are interested in applying for.

# I DO NOT HAVE A DASHBOARD and I DO NOT have a Student ID

If you do not have ScribOrder dashboard account, you will need to create an account. (see below instructional link) <https://whatsnew.scribsoft.com/en/articles/3921932-setting-up-your-family-dashboard>

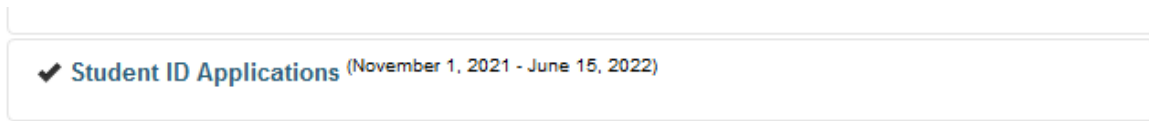
**STEP 1** - Click on the below link and create a Family Dashboard account for ScribOrder.  
<https://pgcpsmdc.scriborder.com/>

**STEP 2** - You will need to associate the student to the dashboard. Choose the **NEIGHBORHOOD BOUNDARY** school when associating the student.

**STEP 3** – Once you log into your family dashboard account **AND** the student has been associated to the account. Click on the GREEN begin application button in the right corner.

**STEP 4** – Select the student for which you are applying if more than one student is associated.

**STEP 5** – **Choose the STUDENT I.D. APPLICATION.**



- Answer all the pertinent questions and submit.
- After submitting, return to the main dashboard where the application is submitted and click on upload/add documents. (Please upload all residency, photo IDs and birth certificate)

If the school has not requested documents/contacted you within 72 hours, please follow up with the boundary school to confirm a Student ID has been generated. **\*Wait 48 Hours before adding the ID to your child's profile.**

**STEP 6** – Once you obtain the Student ID, You must LOG INTO your dashboard and COMPLETE a LOTTERY application.

**STEP 7** – Click on the GREEN begin application button in the right corner.

**STEP 8** – Select the student for which you are applying if more than one student is associated.

**STEP 9** – You will now see options depending on the student's grade. Choose an application and submit.

**STEP 10** – You must complete Steps 7-9 for EACH program/charter school you are interested in applying for.