

Department of Choice and Career Options

Choice Lottery 2018-2019

Determining Eligibility

Filter your application to (Submitted-Eligible-Ineligible-In Processing)

Section 1: Determining Eligibility for Individual Applications

Once you filter your applicants, select the “Edit” button to view individual applications:

MANUEL	1	Palm Beach Central High	Engineering and Technolog...	9	179A	Palm Beach Central High	17	01/09/2018	P	ZZ	N	View	Edit
RAFAEL	1	Palm Beach Central High	Engineering and Technolog...	9	179A	Palm Beach Central High	17	01/01/2018	P	ZZ	N	View	Edit

Scroll to the bottom of the application until you get to the “Eligibility/Deliverable Tracking” section. Here is where you can work on individual applications. GPA’s will automatically populate IF the applicant is an active PBCSD student.

Non-PBCSD: 9th grade applicants need manual calculation of GPA based on the last marking period of grade 7, and the 1st and 2nd marking periods from grade 8. If met, check ‘MIN GPA MET’ box. **SAVE**

PBCSD with no GPA or Ineligible GPA: 9th Grade applicants: Manually check and calculate GPA; indicate GPA in Internal Notes section. **SAVE**

All other grade levels: 10th – 12th grade applicants- Use or calculate current GPA. Indicate GPA in Internal Notes section and initial with school. (example: PBC-CG) **SAVE**

Bulk Deliverable: Continue to verify the deliverables for your program or if you decide to use the Bulk Deliverable Option, see further below. **SAVE**

Mark the student as Eligible or Ineligible based on your review of deliverables (criteria) and **SAVE** the application! Write the manual GPA or any ineligibility concerns on the Internal Notes.

Application Status

This application is:

Submitted
 Not Submitted
 Eligible
 Ineligible
 In Processing

Internal Notes:

Note to Parent: (will appear on parent's dashboard)

careful!

Cancel Save Application Save Application & Reload

Internal Notes Section and Examples

- For manually entered GPA's, enter the GPA value
- If not eligible for other reasons, leave details with name of school and program:
 Example: "GPA 1.7, not eligible for PV Medical-Kim Bailey"
 Example: Math not met for PV Medical- KB
- Do NOT place any notes in the Note to Parent as this will also send an email to them. Parents will not know of eligibility status until *after* the lottery is conducted.

Section 2: Determining Eligibility Using Bulk Update Deliverables

The Bulk Update Deliverable section can be used as an alternative way to set eligibility criteria by a group of students rather than individual. This section is best used for a program having a large number of applicants as well as verifying eligibility for math courses, auditions, etc.

To use this option, you will still need to login and filter your applicants as you did earlier. (See first set of instructions at top of this document). Set to see ALL applications, check the apps you want to view, then set "Capture /Report Options" to "Bulk Update Deliverables":

(see next page)

Total Students: 384 Total Applications: 385 Submitted Applications: 332

Capture/Report Options: **Bulk Update Deliverables** Capture Selected [What are my options?](#)

Select: Submitted Not Submitted

1 < 2 3 4 5 > 8

50 applications per page

App#	Student#	QC	Last Name	First Name	Sib	Rank	School Applying To	Program	Grade Applying	SAC	SAC School	Deliverables	Priority	Date	Added	Aud	ESE	ELL	504	
40812			SOPHIA		1	Suncoast High	Computer Science	9	106E	Royal Palm Beach High				17 02/02/2018	P					View Edit

Be sure to select, "Capture Selected" after scrolling to "Bulk Deliverable Updates"

Total Students: 384 Total Applications: 385 Submitted Applications: 332

Bulk Update Deliverables Capture Selected [What are my options?](#)

Include all applications matching filters

Select: Submitted Not Submitted (Auto)

<input checked="" type="checkbox"/>	App#	Student#	QC	Last Name	First Name	Sib	Rank	School Applying To	Program	Grade Applying	SAC
<input checked="" type="checkbox"/>	40812	27806496		ABEL	SOPHIA		1	Suncoast High	Computer Science	9	106E
<input checked="" type="checkbox"/>	25377	26536771		ABILHOMME	JODI		2	Suncoast High	Computer Science	11	121B
<input checked="" type="checkbox"/>	8112	29170826		ABREU	KATHERINE		1	Suncoast High	Computer Science	9	026B

Continue to select all deliverable, accordingly, then remember to **SAVE** before exiting the screen.

Bulk Update Eligibility / Deliverable Information

This page will allow you to update eligibility and deliverable information such as school records, signature forms, and recommendations for many applications at once.

Cancel Save

AppID	Full Name	School Applying To	2.0GP	2.5GP	3.0GP	PBSC	A1	A1H	A2	AR	ABAK	AUDB	AUDD	AUTC	HCOP	CON	DNA	NOPAS	GH	IN	IMJA	LA	GPA	MSAP	NOID	FAU	QC		
40812	SOPHIA ABEL	Suncoast High - Computer Science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Letters Sent: Com: <input type="text" value="0"/> Incom: <input type="text" value="0"/>
25377	JODI ABILHOMME	Suncoast High - Computer Science	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Letters Sent: Com: <input type="text" value="0"/> Incom: <input type="text" value="0"/>	
8112	KATHERINE ABREU	Suncoast High - Computer Science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Letters Sent: Com: <input type="text" value="0"/> Incom: <input type="text" value="0"/>	
11510	ACEVEDO	Suncoast High - Computer Science	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Letters Sent: Com: <input type="text" value="0"/> Incom: <input type="text" value="0"/>	

The eligibility criteria for your program will be editable, and here is where you may verify criteria for each student. You will see that the GPA may be automatically marked off already in this area. This value pulls from the application. If it is missing, please manually check GPA as described in Section 1, #2. (** Keep track of where you left off if you step away from your computer! The system will 'time out' and your screen will be refreshed without saving your prior work!)

Section 3: Sending Emails to Request Info or Docs

Copy and paste any email into your work email; do not use the online system as you will not receive the responses. (Notification e-mails post lottery to be discussed in March)

Section 4: Reports

To gain a snapshot of all applicants and create a working excel file, follow the steps, below:

Using filters above, select all applications you wish to put into Excel. In the dropdown, select "Comprehensive Report- All School", then "Capture Selected". You will get an excel file of ALL application fields, many you do not need. Clean it up and its ready to use!

Total Students: 174 Total Applications: 174 Submitted Applications: 164

Comprehensive Report - All Schools ▼ Capture Selected [What are my options?](#)

Include all applications matching filters

Select: Submitted Not Submitted 1 << 1 2 >>

<input checked="" type="checkbox"/>	App#	Student#	QC	Last Name	First Name	Sib	Rank	School Applying To	Program	Grade Applying
<input checked="" type="checkbox"/>	41031	PB211932		Aiken	Sophia	3	1	Banyan Creek Elementary	Technology	K

Comprehensive Report - All Schools

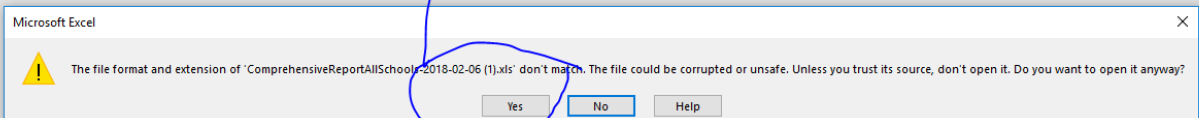
164 matches

appID	Student's District #	First Name	Middle Name	Last Name	Birthdate	address	Parent 1 First
101		Antonio	Charles	Farinas	07/02/2013	319 Sw 9th Ct	Jesina

Edit Report Export Data

50 per page

lottery_list accepted ese ell timestamp_placed county_of_residence sac_code_coe guardian1_school_name guardian2_school_name



appID	Student's	First Name	Middle Name	Last Name	Birthdate	address	Parent 1 F	Parent 1 L	guardian1	guardian1	guardian1 gu
101		Antonio	Charles	Farinas	7/2/2013	319 Sw 9th	Jesina	Farinas	319 Sw 9th Ct		Delray Be: FL
175		Xander	Jay	Bassos	#####	8057 STAR	Jamie	Bassos	8057 STAR SAPPHIRE		Delray Be: FL
367		Matthew		Regan	#####	500 N. Cor	Frezia	Matta	500 N. Cor D-106		Delray Be: FL
386		Camila		Fernánde	#####	8098 Red J	Laura	Fernande	8098 Red J	804	Delray Be: FL
446	28864726	SAANVI		GANDLA	#####	5951 WELL	CHANDRA	GANDLA	5951 WELL	403	Boca Raton
681		Ryan	James	Luskin	4/3/2013	111 East Le	Julie	Luskin	111 East Lee Road		Delray Be: FL
868		Ellis	Wrenner	Turk	#####	150 E. Ast	Meredith	Turk	150 E. Astor Circle		Delray Be: FL

Student ID	First Name	Last Name	Birthdate	Address
	Antonio	Farinas	7/2/2013	319 Sw 9th Ct
	Xander	Bassos	4/27/2013	8057 STAR SAPPHIRE COURT
	Matthew	Regan	1/17/2013	500 N. Congress Ave

Important Reminders

- You can start to e-mail
- Every action is recorded in the Change history
- If you make an application 'ineligible' due to GPA, etc, be prepared to defend it (document everything!)
- Do not mark an applicant ineligible due to discipline **or grade level (seat allocations)**
- Do NOT tell parents that there are 'no seats in that grade level' or the number of available seats
- An active application may be marked ineligible by Choice staff as we are still 'QC-ing' all apps; continue to determine academic eligibility for ALL students who applied
- **Cannot change ineligible to eligible – setting in place after completion of QC**
- ANY student who does not have the GPA met- MANUALLY CHECK TO VERIFY that the system calculated all grades

Help Us Help You - Email Tara and Fanny if:

- You see an Employee preference and the employee either is no longer there OR if the verified employee is a relative (NOT parent), email Fanny and Tara
- You see a concern with the Sibling Attending priority, verified or not verified
- You see a 'Mismatched Address' yet the address matches ***** *NOT YET- we will tell you when!!!*

Tara- PX 86336 (432-6336)

Fanny- PX 48123 (434-8123)

