Welcome! To find specific topics, please navigate using the menu on this page. To speak to someone on the phone, please call us at (860) 713-6990.

Welcome to Greater Hartford Region School Choice!

This guidebook will assist families with the following steps - click each button to advance to each step.

- **STEP 1: Creating an Account**
- **STEP 2: Family Profile**
- **STEP 3: Understanding the Dashboard**
- **STEP 4: Navigating through Applications**
- **STEP 5: Submitting + Editing an Application**
- **EXTRA INFORMATION: Understanding Priorities**
Step 1: Creating an Account
Log In

Creating a Login is the first step to setting up your account.

You can do that here:
Username + Password

First, you’ll be asked to create a username and password. **Your username must be a valid Email address.** You’ll receive an Email at that address with a link. Click on the link to verify your account.
Guardian Profile

After creating your Account, you'll be asked to create your Guardian Profile.
Step 2: Family Profile
Child Accounts

After creating your Guardian Profile, you’ll be asked to create accounts for all children ages 2-18 in your household. Be sure to create a profile for every child whether or not they are applying, including those currently enrolled in Magnet, Open Choice, and CTECS schools. This information will be used to identify enrolled sibling priorities.
Next, you’ll be asked a series of questions about each child such as their name, grade level, and date of birth. You will also select their current school and grade, which will automatically generate the grade they are entering in for the 2022-23 school year. Be sure to include this information to make sure we identify all of your priorities.

Please contact RSCO at (860) 713-6990 if you have any trouble finding your child’s school or adding the correct grade.
Next Step

After completing all accounts for children in your household, you can proceed to the next step: Priorities.
Priority Determination

Next, you’ll be able to add alumni and staff priorities that may give your child priority at certain schools.
Lastly, this page gives you a summary of each applying child’s placement priorities.

If you have questions or do not see an expected priority, please call RSCO at (860) 713-6990 for assistance.
Editing Child Information

Your child’s account details and priorities can always be accessed and edited by selecting “Family Profile” from your Account menu.
Editing Child Information

Your child’s account details and priorities can always be accessed and edited by selecting “Family Profile” from your Account menu.

From here, you can update a child’s address or current grade information before getting started on an application.

Please note that if this information is changed while an application is open, this application will be deleted and reset on the Dashboard, as their eligibility may have changed.
Step 3: Understanding the Dashboard
Child’s Application Card

Each child in your account will have their own “Application Card.”

This card will show you which application sections your child is eligible to include, their deadlines, as well as the button to Submit your Application when all sections are either completed or opted-out of.
Messaging

If you have any questions regarding your child’s application, you can use the Messaging section of the site to send a message to the RSCO Team. The RSCO Team can also send you messages with any questions or follow ups on applications.

If you have an **unread message**, you will see a red dot next to any unread messages. You can click into that unread message to read and reply.
Your Documents

Here, you will receive and find documents such as Application receipts and offer letters.
Key Dates

Here, you will receive updates about upcoming deadlines and dates to remember.
Step 4: Navigating through Applications
Menu Bar

Click into the **Application Section** from your child’s Application Card on the Dashboard.

Use the menu bar to move through the application at your own pace. Just be sure to submit your application on your Dashboard before the deadline!

Return to Dashboard at any time to track your progress.
Tab 1: Instructions

This page will provide you with an overview of the application section you are currently in.

9th Grade CTECS Selections for Adrienne's Application
Tab 2: Search + Select

Searching

Explore schools or districts by clicking on them in the list to expand their card and view any available additional information.
There are a lot of schools, and a lot of information about each school.

Many families consider the daily commute and the school's location to be important factors. Use the map to see a school's location and the distance from your child's home.

Use the filters below the search bar to see only schools that meet certain criteria, such as: schools in a certain town, or schools with a specific theme.
Tab 2: Search + Select
Priority Flags

Schools where your child has a priority will be flagged. You should rank these schools in your first slot on your application if you wish to take advantage of the priority you have.

You have STAFF priority at this school. Add this school to your application to use this priority.

A. I. Prince Technical High School

© 401 Flatbush Ave., Hartford, CT 06106
☞ 9th Grade - 9th Grade

30.90 miles
Tab 2: Search + Select Likelihood

To better understand a child’s chances of getting an offer to each program, hover on the information icon next to each program name to learn about the program’s demand and find out that child’s priority group. Click or tap on the program for more details.

In addition to the priority, demand for seats available at the school contributes to your child’s likelihood of getting an offer. Try to save at least a few programs with low demand and for which you meet a priority qualification. You’ll find filters that can help you pick some.
When you find a school or district you want to include on your application, use the plus sign (+) next to the text “Add to Application” to add it to your list. You will see the plus turn to an X.

If you change your mind, you can use the X to remove this school from your list.
Tab 3: Rank + Save

On the Rank & Save page, you’ll rank your choices in the order of your preference. This page will show you the schools or districts you’ve added to your application.

Drag and drop schools/districts to reorder them. Click on schools in the list to view details in order to make final decisions about how to order your list. It’s important to list schools/districts in your true order of preference. Order matters!
Tab 3: Rank + Save

It’s also important to apply to 5 schools/districts for Open Choice and Magnet Applications! For CTECS, 3 schools are available for you to rank. Once you’ve filled up your list, use the ‘Next’ button below the list to move to the final questions for this application section.

Remember to rank schools where your child has a priority in the first position on your application!
Step 5: Submitting and Editing an Application
Submitting an Application
Submit Button

Once you have completed each available application section for your child, use the “Submit Application” button to review your choices and submit your application.
Submitting an Application Survey

Before continuing, you’ll be asked a few questions about your reasons for applying.
Next, you’ll be asked to review your application. At this point, you can return to any application section to make edits if you need to.
Submitting an Application Confetti!

After you review and submit your application, you’ll see confetti on your page, which tells you that application is complete! You may print a copy of your application for your records.

Please remember you need to fully complete one application for each child.
Once an application is submitted, you can access and download a PDF Receipt from the “Documents” section of your Dashboard.
Important Note on Edits

Changing your residential address or your child’s grade will reset your application. Your changes will need to be made in the Family Profile. Once you have made your changes, you will need to go back to the dashboard and begin the process over to ensure that your are making the appropriate selections based on your grade and residence.
Editing an Application
Families may choose to edit applications after submitting them. They can do this before the final application deadline. Here’s how:

First, you would select ‘Edit’ on the desired application section from the child’s Application Card on the Dashboard.
After a change is made, you must **save this change** by selecting the ‘Re-submit Application’ buttons after your change is made.
Extra Information: Understanding Priorities
The RSCO placement process may use one or more of these priorities in determining placement offers and waitlist status, although application of such priorities vary from time to time and depend on the availability of seats.

### Placement Priorities and Pathways

<table>
<thead>
<tr>
<th>Open Choice Applicant</th>
<th>Magnet School Applicant</th>
<th>CTECS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Sibling</td>
<td>Employee/Staff or College Student</td>
<td>Alumni/Graduate</td>
</tr>
<tr>
<td>Enrolled Sibling</td>
<td>Enrolled Sibling</td>
<td>Applicant Sibling</td>
</tr>
<tr>
<td>Residential Zone</td>
<td>Hartford Residential Neighborhood</td>
<td>CTECS Early Application</td>
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<tr>
<td>Open Choice Only</td>
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<td></td>
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<td>Employee/Staff</td>
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<tr>
<td></td>
<td>Pathway</td>
<td>Enrolled Sibling</td>
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</tbody>
</table>
Priority Alumni/Graduate

Priority may be given to an applicant who has a parent/legal guardian, sibling, or other immediate relative who graduated from a technical high school operated by the Connecticut Technical and Education and Career System (CTECS).
Applicants entering 9th grade may apply to the technical high schools by January 10, 2022 and receive early notification of a technical high school placement opportunity in February 2022.
Applicants selecting the Technical High Schools as their only option may receive priority based on available seats.
Employees of magnet schools and Hartford Region technical high schools may receive priorities for their children at schools where they work. Employees of partner colleges and universities may receive priorities for their children at their partner magnet schools. Goodwin University college students may also receive a priority at their associated magnet schools. Priorities depend on seat availability at the respective schools.
Priority may be given to a child who is applying to the same school that a brother or sister currently attend. The siblings must share at least one biological parent or legal guardian. The sibling that is already enrolled in the same school must continue to attend the same school or district in the following school year.
Priority may be given to an applicant based on how close the magnet school applicant lives to a nearby school that uses a neighborhood priority.
Applicants selecting the Open Choice Program as their only option may receive priority based on available seats.

Priority
Open Choice Only
Applicants who live in a town that has a partnership agreement with a magnet school may be given priority based on available seats.
Priority Pathway

- Priority may be given to students coming from another magnet school for a limited number of seats.
- Some magnet schools offer a Pk through 12th grade experience through a shared theme and curriculum.
- Students attending a school with a direct pathway continuum from one magnet school to another receive the highest priority for placement at the direct pathway school’s entry grade.
- To be considered for this direct pathway placement, families must submit an on-time RSCO online application with the Direct Pathway School as their first choice.
For Hartford Resident applicants to Open Choice: Placement offer is based on the applicant’s residential address.

For Hartford Residents applying to Hartford Magnet Schools: Priority may be given to Hartford resident students living in specific Hartford school zones and applying to certain schools, as follows:

- Zone 1 and applying to Montessori Magnet at Annie Fisher School, STEM Magnet at Annie Fisher School, Webster MicroSociety Magnet School, Hartford PreKindergarten Magnet School, or Breakthrough Magnet School North
- Zone 2 and applying to Capital Preparatory Magnet School (Grades PK3–Grade 5 only)
- Zone 3 and applying to Breakthrough Magnet School South, Environmental Sciences Magnet at Hooker School, or Montessori Magnet at Batchelder School
- Zone 4 and applying to Kinsella Magnet School of the Performing Arts (PK4–8), or Betances Learning Lab Magnet School

Information regarding the residential zone is provided in the application, RSCO family guide and RSCO website, [www.choiceeducation.org](http://www.choiceeducation.org)
Priority

Applying Siblings/Twin/Multiples

Efforts are made to link applicants where two or more children share the same address and share at least one biological parent or legal guardian in order to increase the likelihood of placement together in the same school/district. Applicants must submit an application during the same application period (during on-time or during late) to the same schools/districts in the same order of preference.