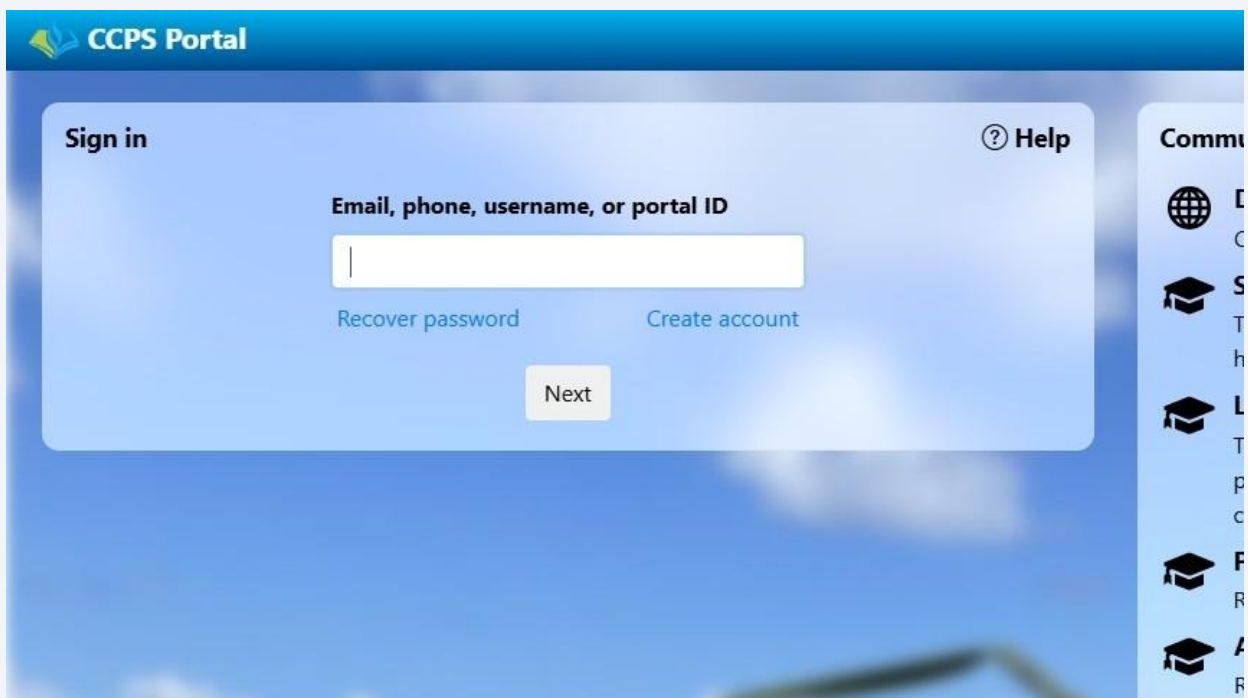


Completing a CCPS School Choice Application Step-by-Step

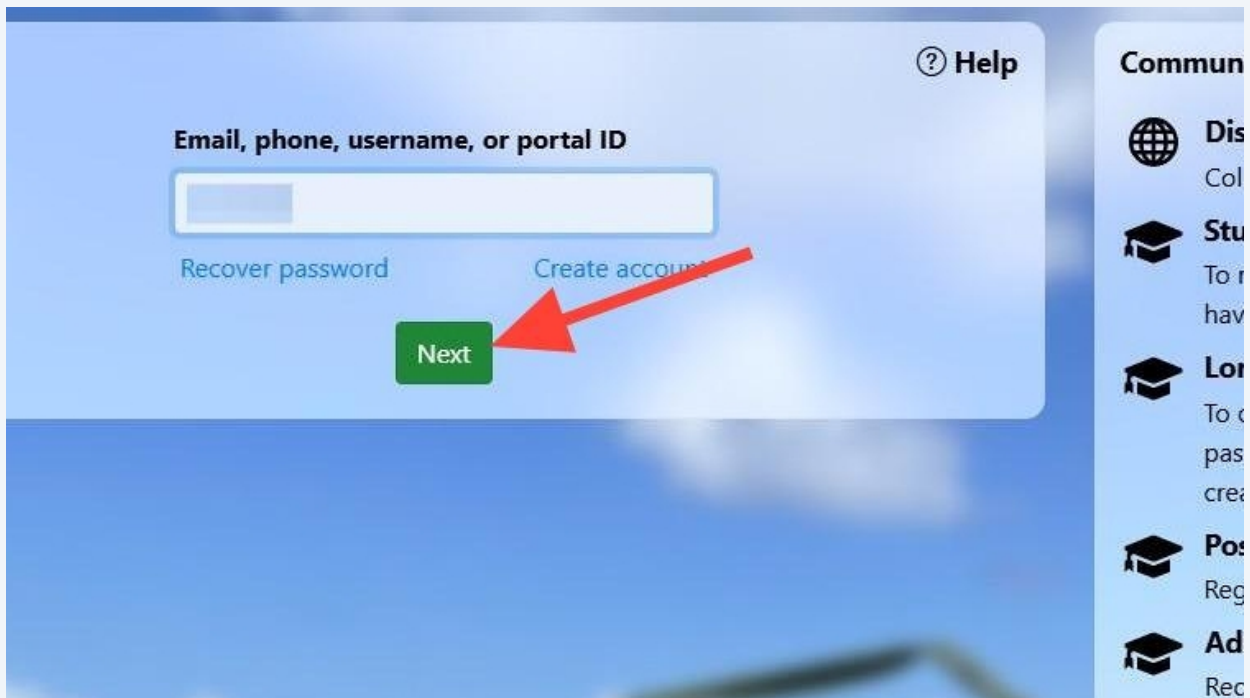
1 Navigate to <https://origin.collierschools.com/app/Portal>

2 Enter user information

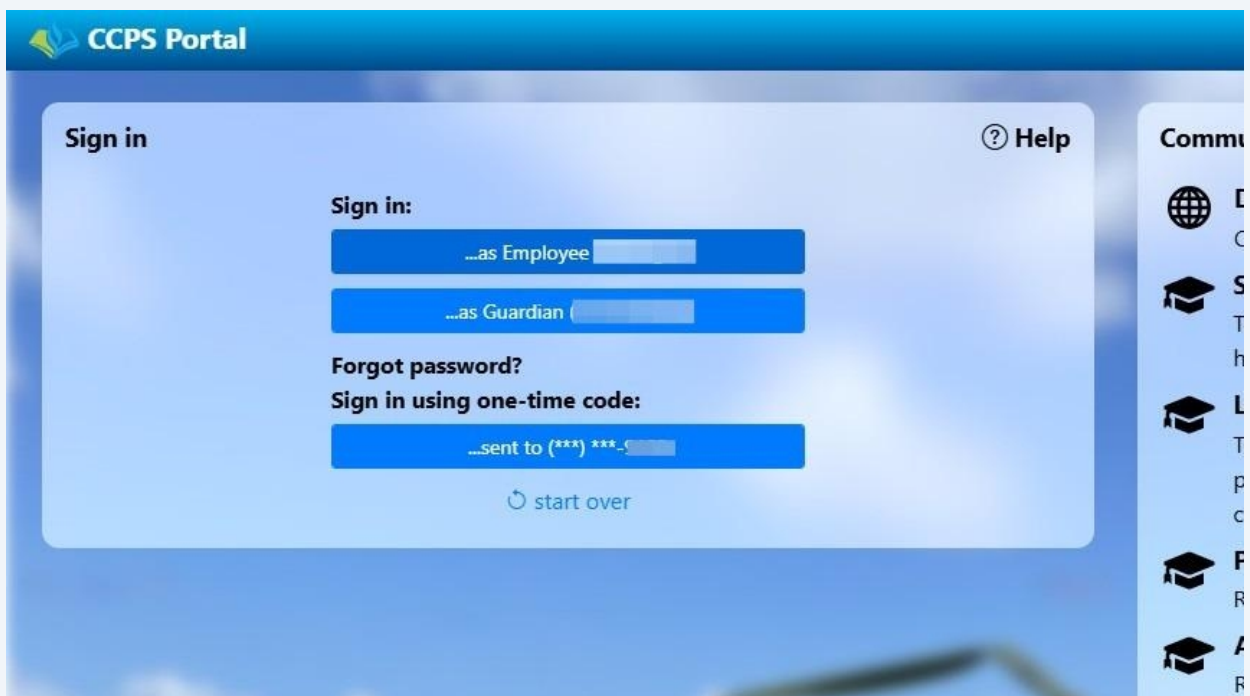


The screenshot shows the CCPS Portal sign-in interface. At the top left, there is a blue header with the CCPS logo and the text "CCPS Portal". Below this, a white "Sign in" box is centered on the page. Inside the box, the text "Email, phone, username, or portal ID" is positioned above a white input field. Below the input field, there are two links: "Recover password" and "Create account". A "Next" button is located at the bottom center of the sign-in box. To the right of the sign-in box, there is a "Help" link with a question mark icon. On the far right, a vertical sidebar contains the word "Comm" at the top, followed by a globe icon and several graduation cap icons, each with a letter next to it: "D", "C", "S", "T", "h", "L", "T", "P", "C", "F", "R", "A", "R".

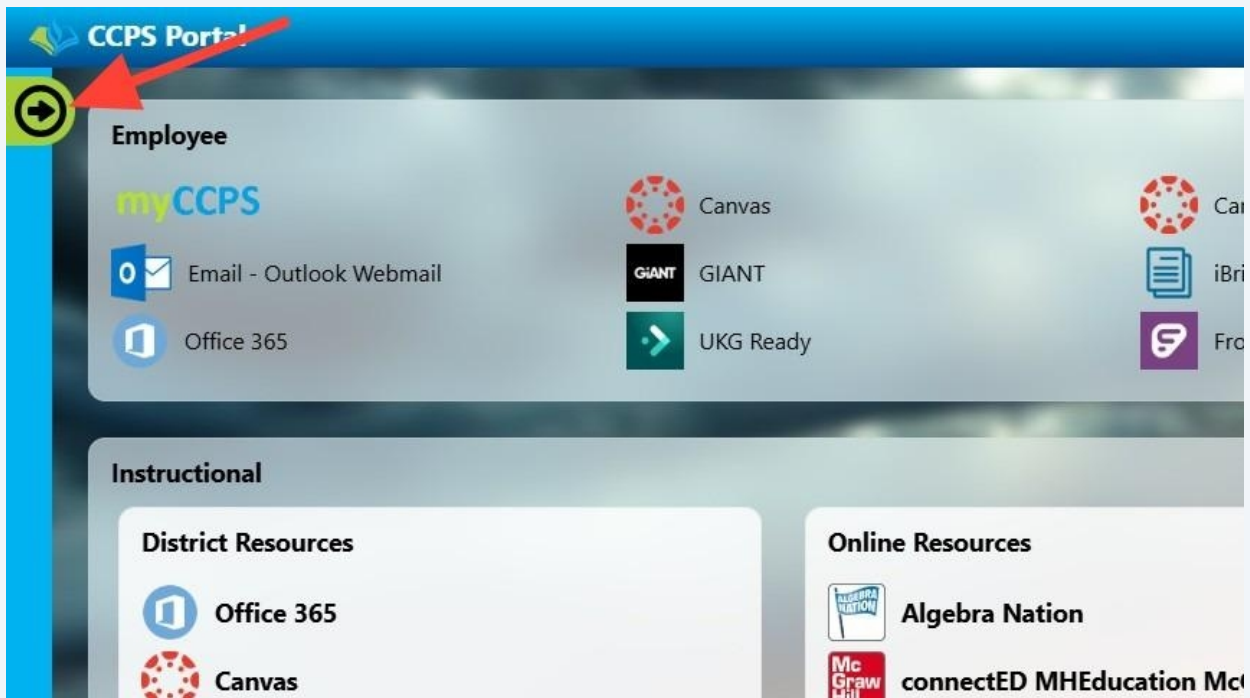
3 Click "Next"



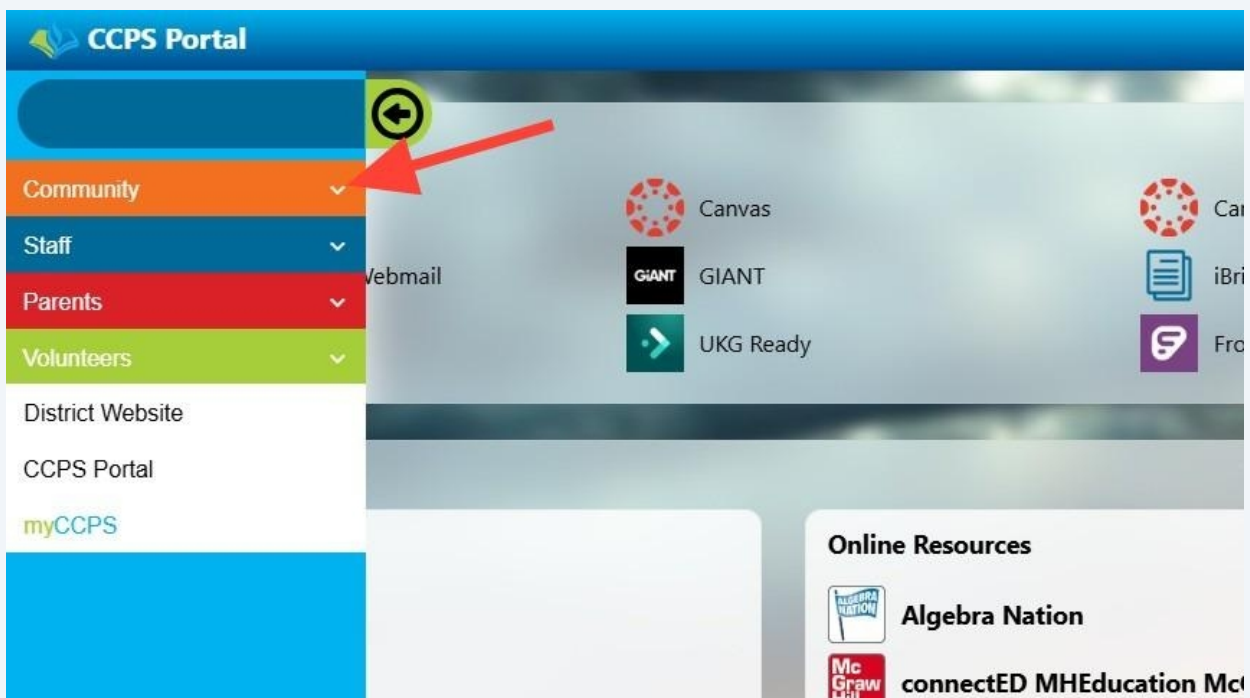
4 Click appropriate button and enter password



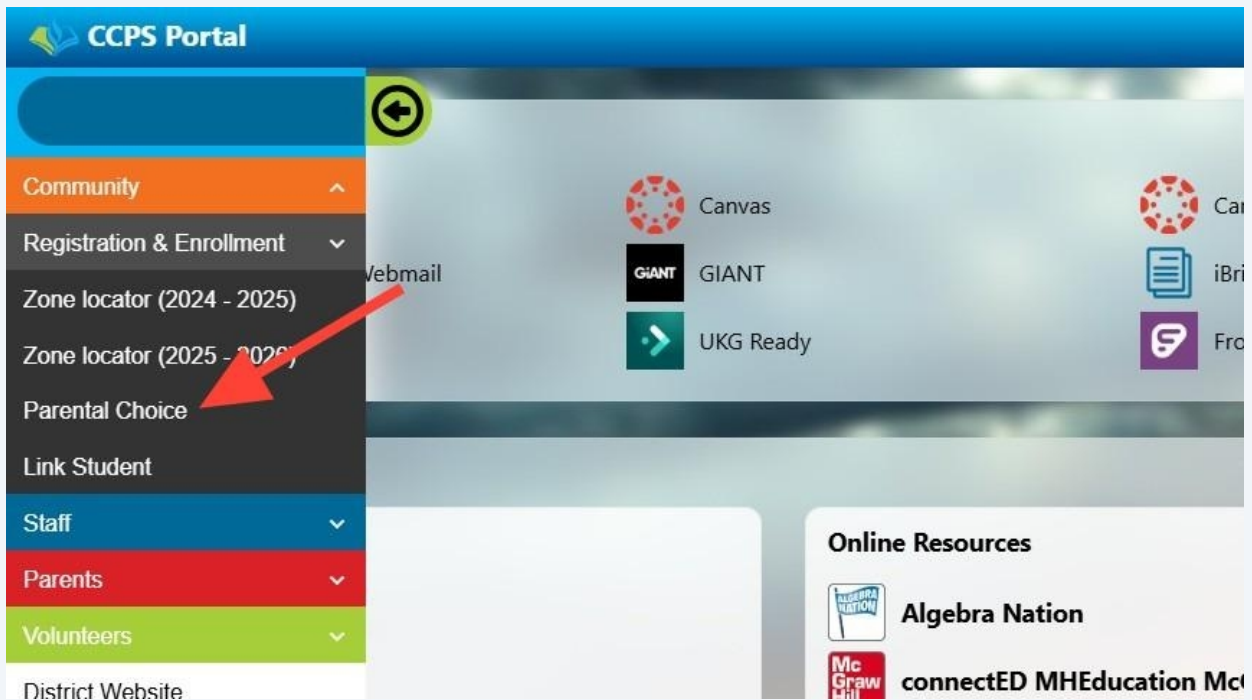
5 Click Green arrow



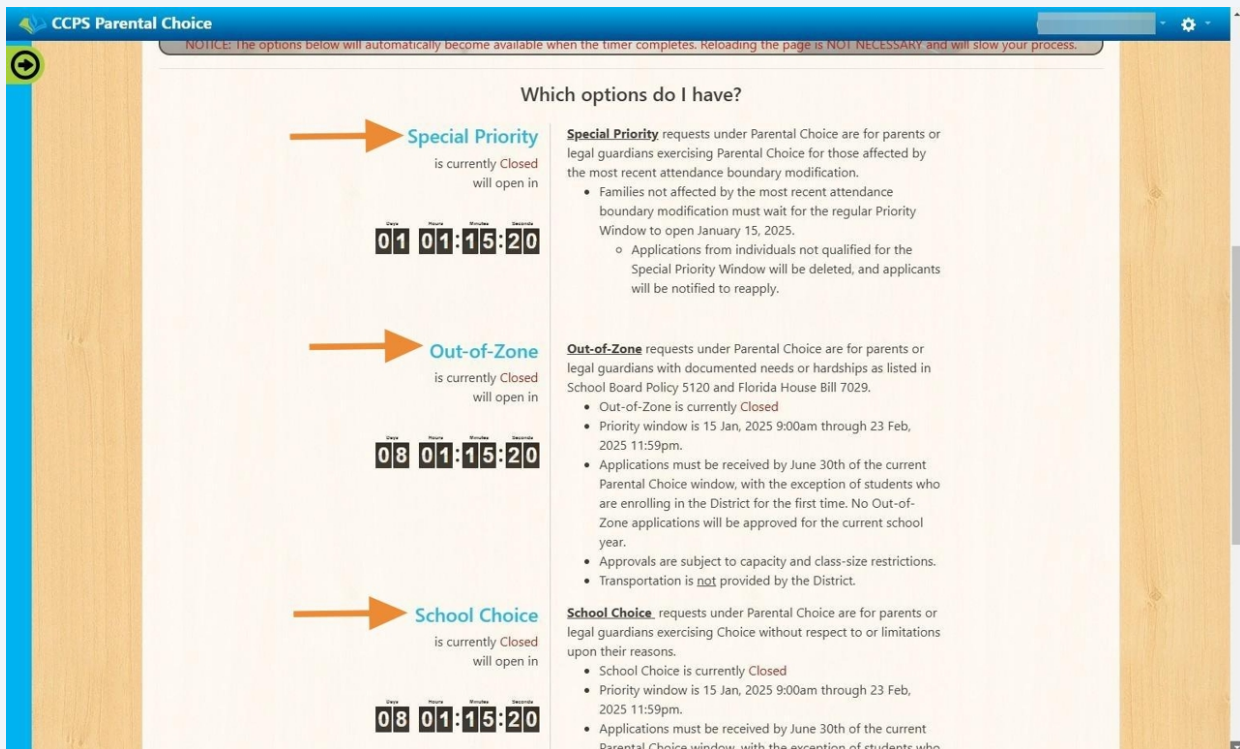
6 Click "Community"



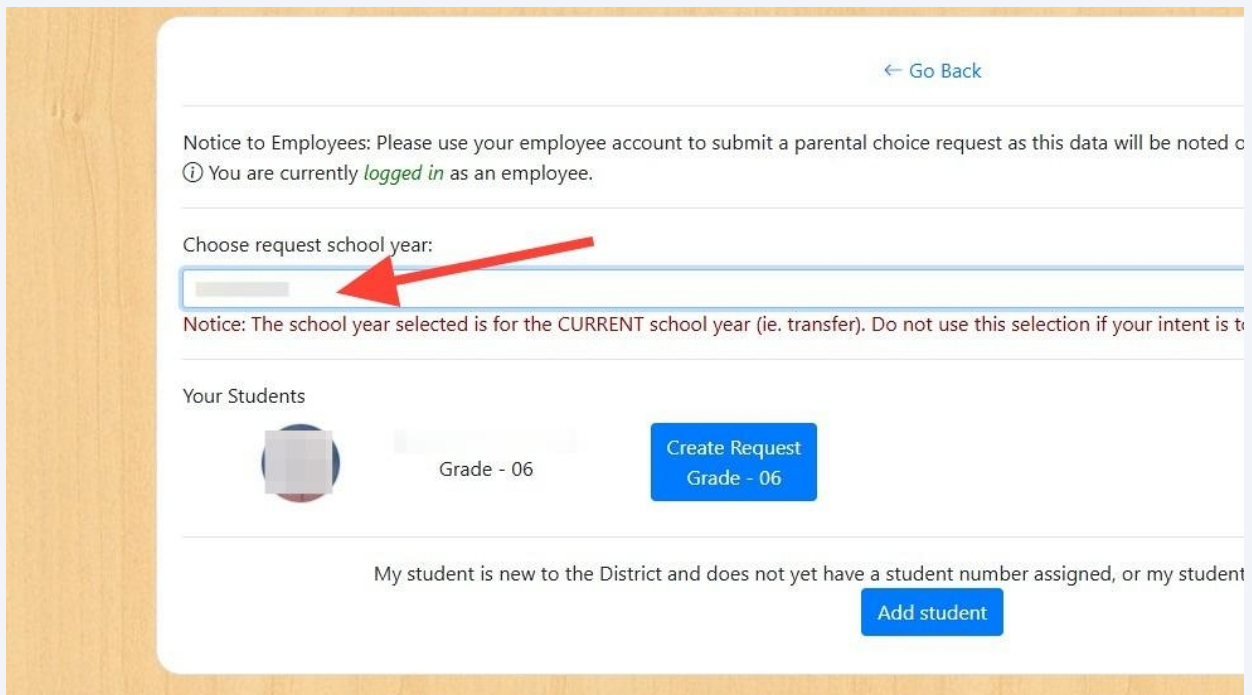
7 Click "Parental Choice"



8 Select appropriate option



9 Select school year



← Go Back

Notice to Employees: Please use your employee account to submit a parental choice request as this data will be noted on your record.
 ⓘ You are currently *logged in* as an employee.

Choose request school year:

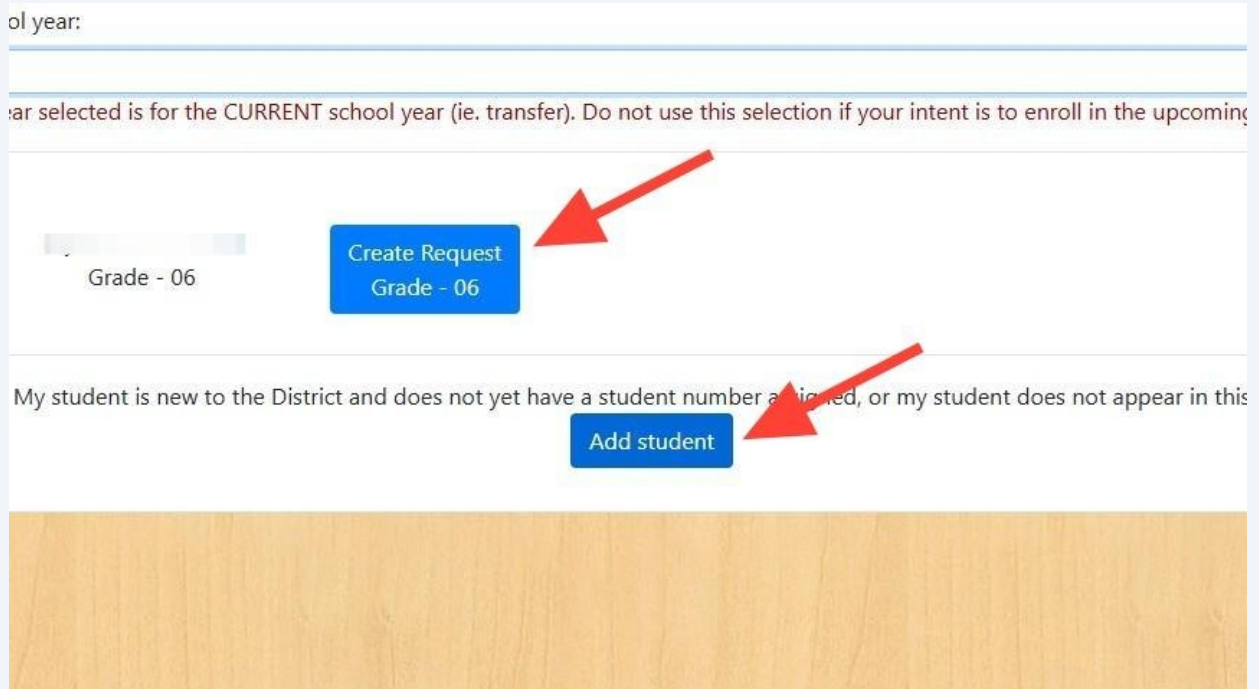
Notice: The school year selected is for the CURRENT school year (ie. transfer). Do not use this selection if your intent is to enroll in the upcoming school year.

Your Students

Grade - 06 [Create Request Grade - 06](#)

My student is new to the District and does not yet have a student number assigned, or my student does not appear in this system. [Add student](#)

10 Click "Creat Request" if student being applied for is linked to profile. Or click "Add student" if student does not appear.



ol year:

ar selected is for the CURRENT school year (ie. transfer). Do not use this selection if your intent is to enroll in the upcoming school year.

Grade - 06 [Create Request Grade - 06](#)

My student is new to the District and does not yet have a student number assigned, or my student does not appear in this system. [Add student](#)

11 Enter student information if adding a student

or selected is for the CURRENT school year (ie. transfer). Do not use this selection if your intent is to enroll in the upcoming

[← Return to Students](#)

Student Information

* Required

First Name: *

Middle Name:

Last Name: *

Gender: *

Date of Birth: *

What is grade level for this request? *

Address: *

[Create Request](#)

12 Click "Create Request"

[← Return to Students](#)

Student Information

* Required

First Name:

Middle Name:

Last Name:

Gender:

Date of Birth:

What is grade level for this request?

Address:

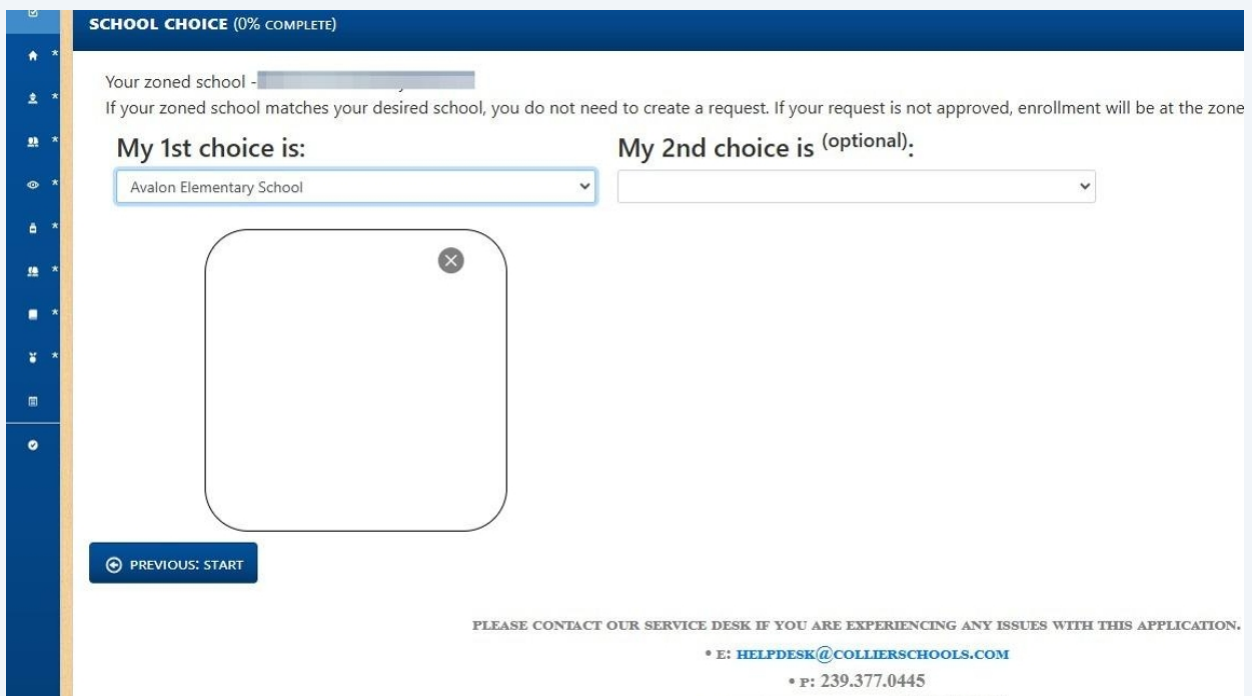
[Create Request](#)



13 Click "Start"



14 Select up to 3 choice schools



15 Click "Next: Residence"



16 Answer "Residence" questions

oice

tion #PCH250107074644

Is the reason for the request due to a boundary modifications?

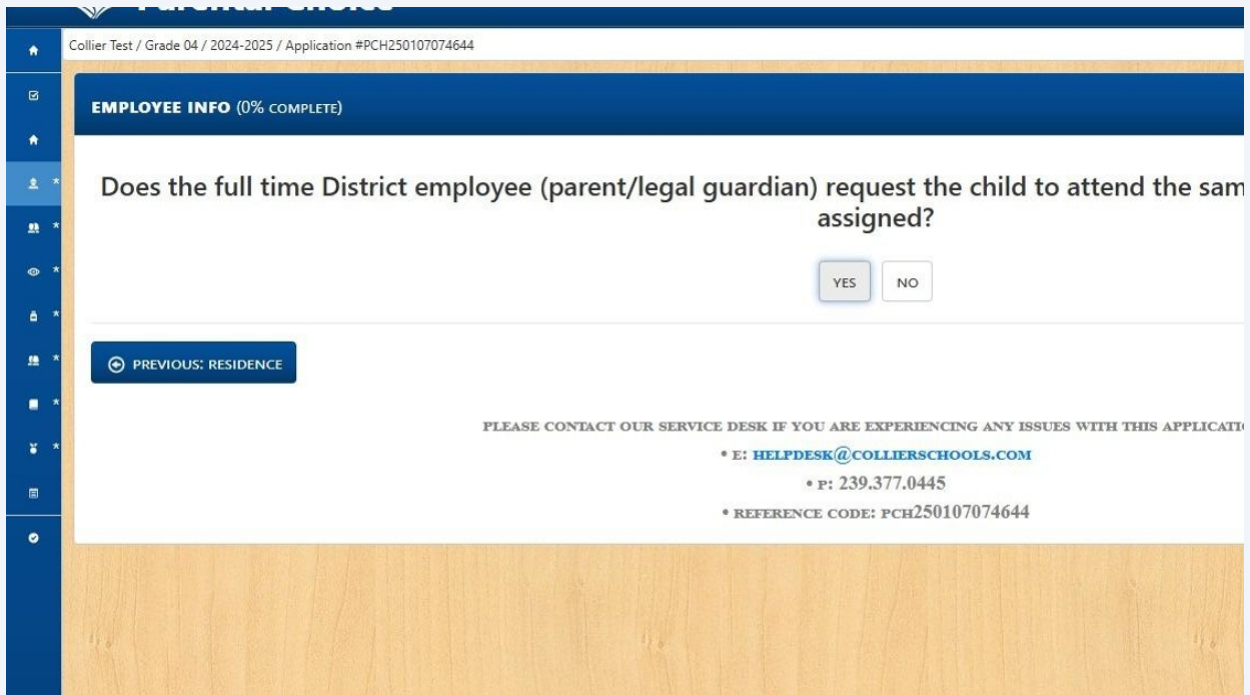
Is the reason for the request due to a change in residency (address) for the

A screenshot of a form titled "oice" with a sub-header "tion #PCH250107074644". It contains two questions, each with "YES" and "NO" radio button options. The first question is "Is the reason for the request due to a boundary modifications?" and the second is "Is the reason for the request due to a change in residency (address) for the".

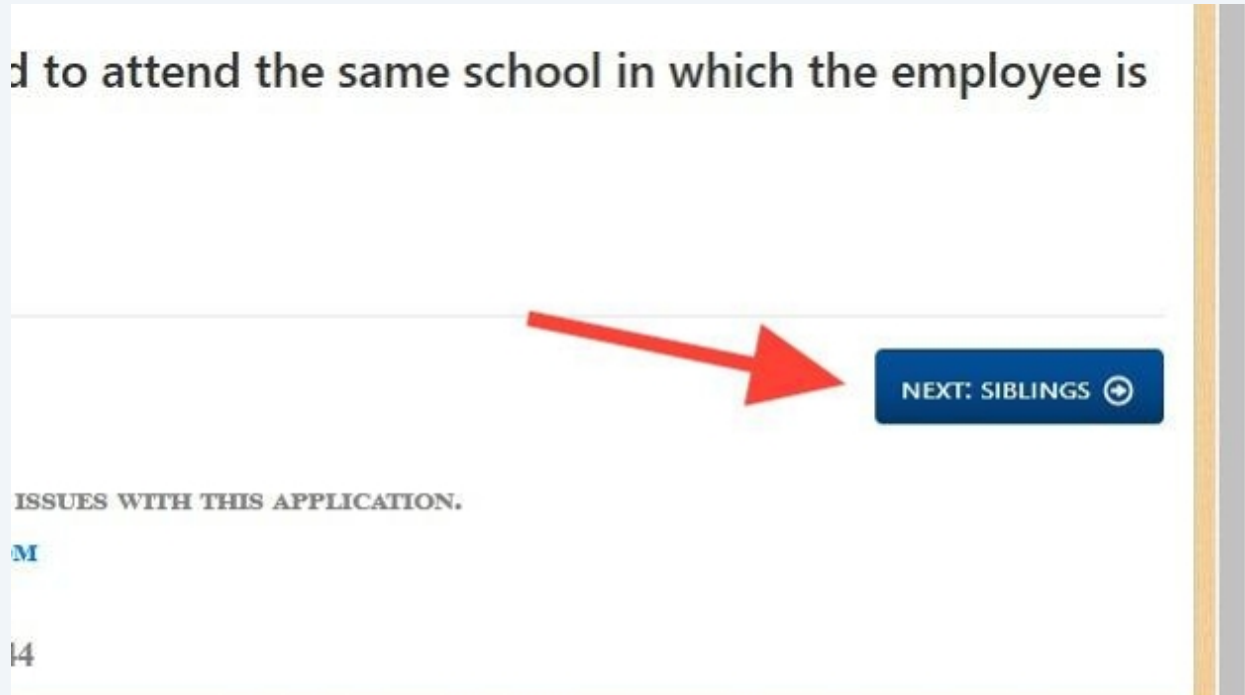
17 Click "Next: Employee Info"



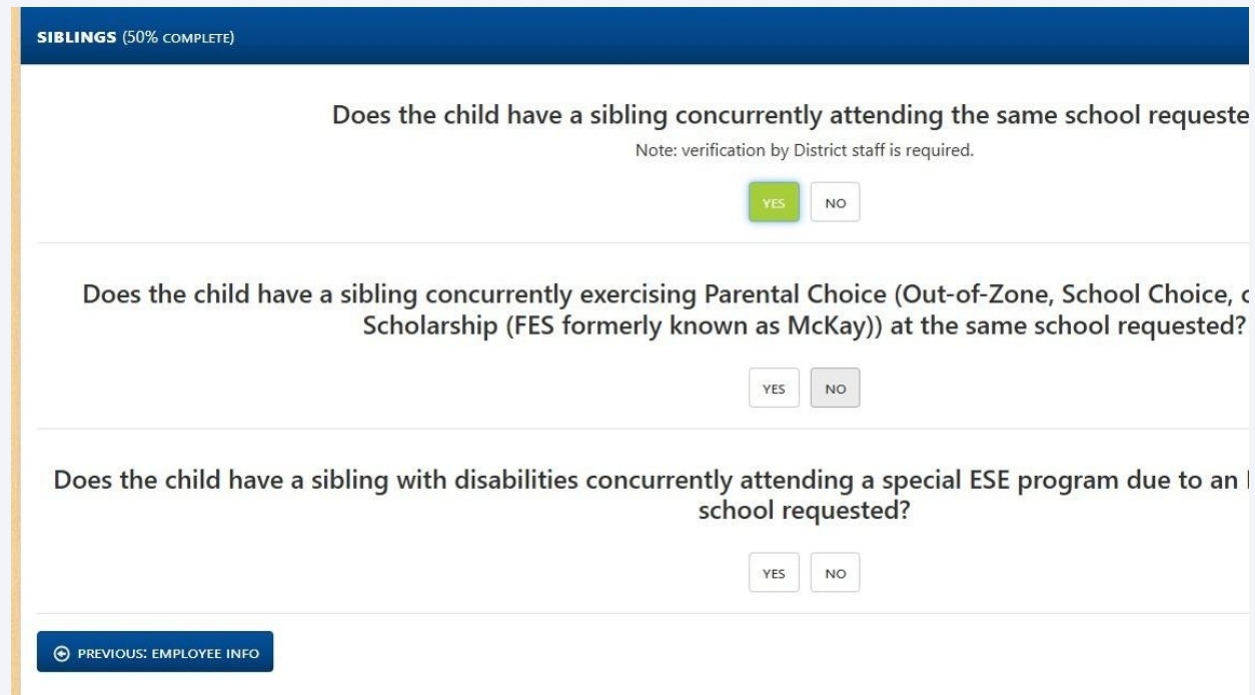
18 Answer "Employee info" question



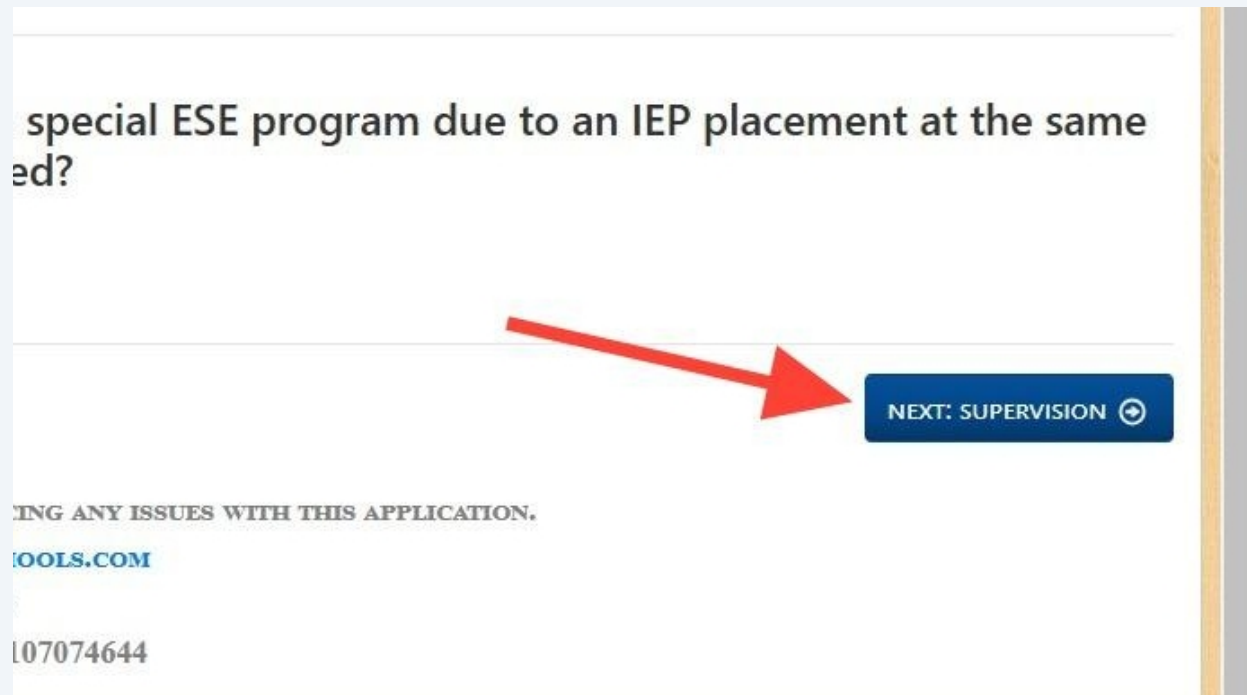
19 Click "Next: Siblings"



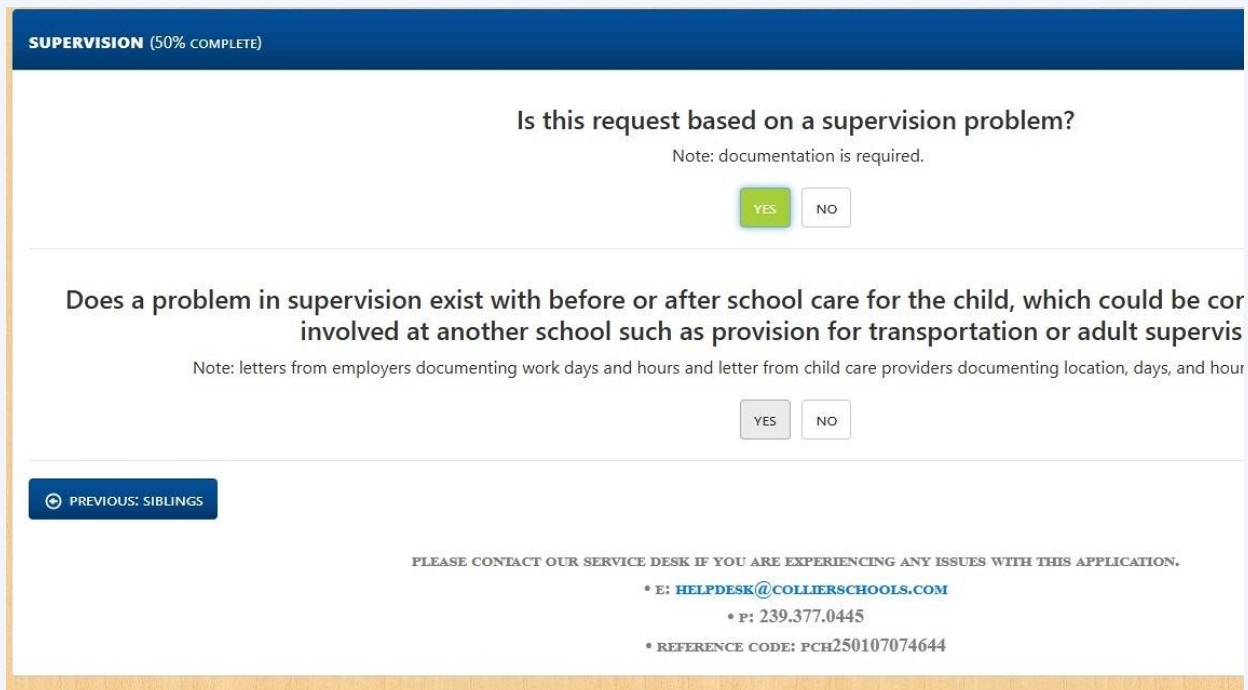
20 Answer "Siblings" questions



21 Click "Next: Supervision"



22 Answer "Supervision" questions



23 Click " Next: Medical Info"

...e providers documenting location, days, and hours of care is required.



NEXT: MEDICAL INFO →

...ING ANY ISSUES WITH THIS APPLICATION.

...OOLS.COM

...07074644

24 Answer Medical Info questions

MEDICAL INFO (50% COMPLETE)

Is this request based upon a medical recommendation from a licensed psychologist or medical practitioner?

Note: documentation is required.

YES NO

Does the parent/legal guardian possess a written recommendation from a licensed psychologist or medical practitioner who has professional knowledge of the child's medical condition who attests that in his/her professional opinion the child has a specific diagnosed medical or psychological problem that is severe enough to cause significantly debilitating effects on the child's physical or psychological health, is likely to be significantly relieved if a school assignment change is made, and is of such a nature that effects of regular school assignment on the problem cannot reasonably be expected to be controlled by the child or parent/legal guardian?

Note: the written recommendation and a signed release is required. The medical packet can be downloaded here.

YES NO

← PREVIOUS: SUPERVISION

NEXT: GUARDIANSHIP →

PLEASE CONTACT OUR SERVICE DESK IF YOU ARE EXPERIENCING ANY ISSUES WITH THIS APPLICATION.

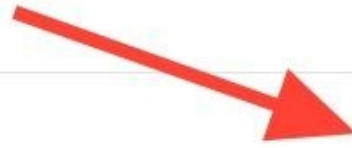
• E: HELPDESK@COLLIERSCHOOLS.COM

• P: 239.377.0445

• REFERENCE CODE: PCH250107074644

25 Click "Next: Guardianship"

d. The medical packet can be downloaded [here](#).



NEXT: GUARDIANSHIP →

PLEASE CONTACT OUR SERVICE DESK IF YOU ARE EXPERIENCING ANY ISSUES WITH THIS APPLICATION.

• E: HELPDESK@COLLIERSCHOOLS.COM

• P: 239.377.0445

26 Answer "Guardianship" questions

Is this request due to guardianship requests from a State agency?

Note: documentation is required.

YES

NO

Did another school from a State student welfare agency, the juvenile court, or similar agency have jurisdiction over the child?

Note: documentation will be required.

YES

NO

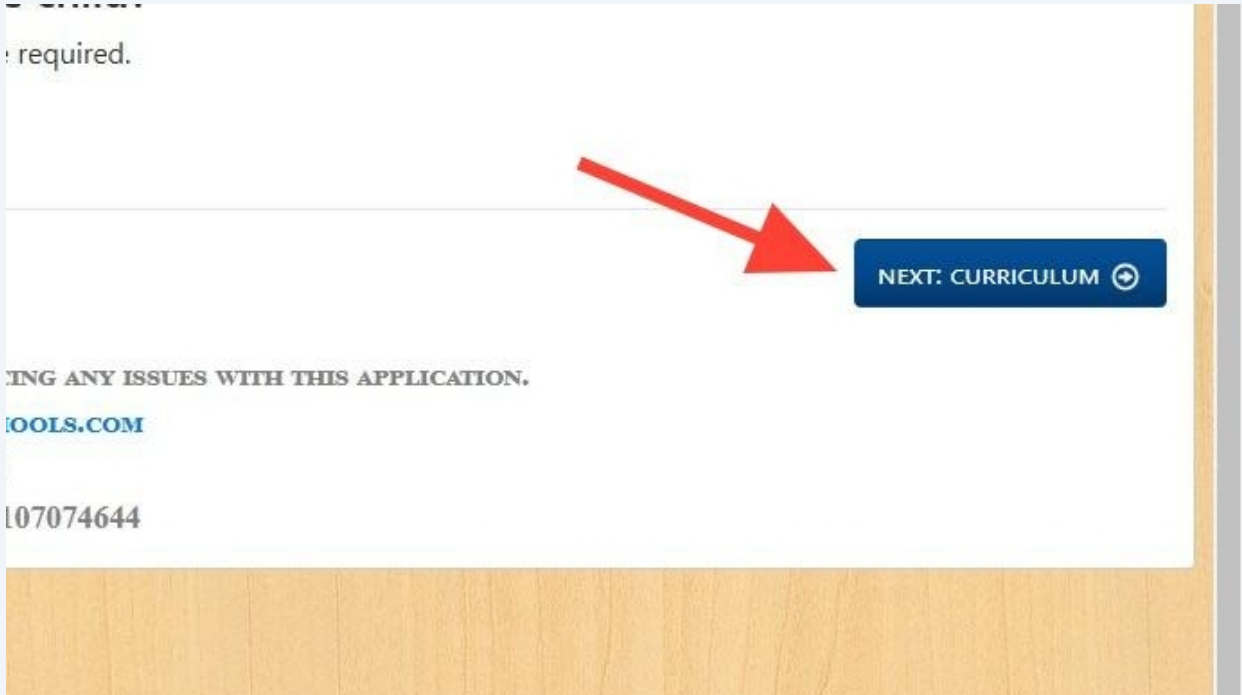
PLEASE CONTACT OUR SERVICE DESK IF YOU ARE EXPERIENCING ANY ISSUES WITH THIS APPLICATION.

• E: HELPDESK@COLLIERSCHOOLS.COM

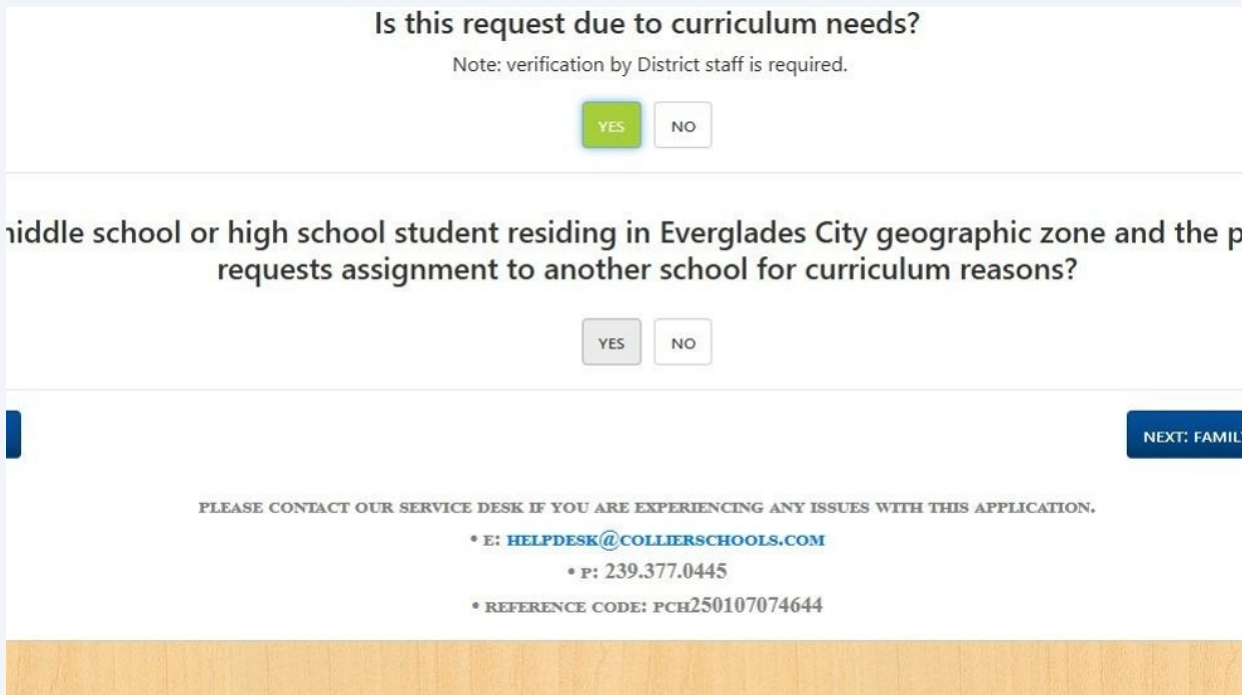
• P: 239.377.0445

• REFERENCE CODE: PCH250107074644

27 Click "Next: Curriculum"



28 Answer "Curriculum" questions



29 Click "Next: Family Empowerment Scholarship"



30 Answer "Family Empowerment Scholarship" questions

Does your child have an Individual Educational Plan (IEP)?
Note: verification by District staff is required.

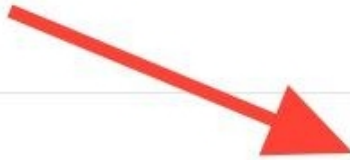
Does your child have an approved medical diagnosis?
Note: verification by District staff is required.

PLEASE CONTACT OUR SERVICE DESK IF YOU ARE EXPERIENCING ANY ISSUES WITH THIS APPLICATION.
• E: HELPDESK@COLLIERSCHOOLS.COM
• P: 239.377.0445

31 Click "Next: Additional Notes"

d medical diagnosis?

ff is required.



NEXT: ADDITIONAL NOTES →

ING ANY ISSUES WITH THIS APPLICATION.

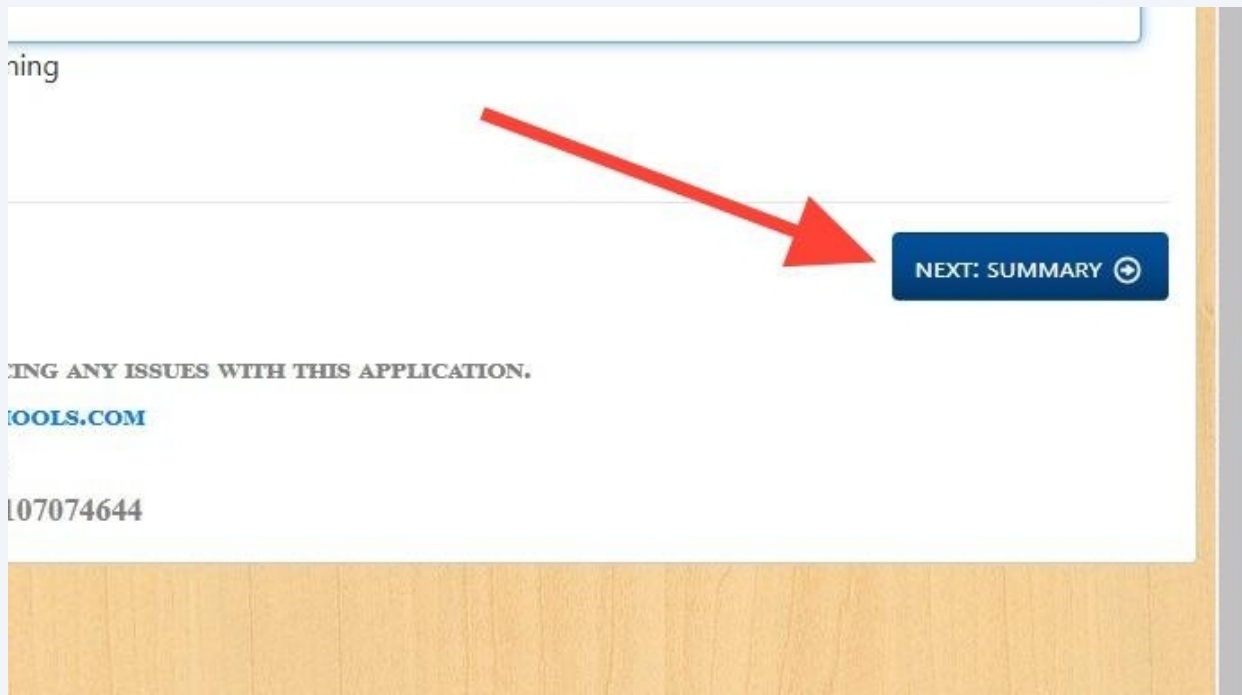
TOOLS.COM

107074644

32 Enter "Additional Notes" if applicable

The screenshot shows the 'Parental Choice' application interface. At the top, there is a blue header with a menu icon, a book icon, and the text 'Parental Choice'. Below the header, a breadcrumb trail reads 'Collier Test / Grade 04 / 2024-2025 / Application #PCH250107074644'. The main content area has a blue header labeled 'ADDITIONAL NOTES' and a large text input field with the placeholder text 'Enter your text here.'. At the bottom right of the input field, it says '1000 characters remain'. A 'SAVED' button is visible at the bottom left of the input area.

33 Click "Next: Summary"



34 Read and Select all acknowledgement boxes

You must acknowledge the following statements before completing the application.
Select the checkbox next to each statement to acknowledge.

- I am the parent or legal custodial guardian of the child(ren) listed on this application.
- I certify that the information entered is true and accurate to the best of my knowledge.
- I give permission for CCPS to verify the above information to be true and accurate.
- I understand that *Out-of-Zone* applications pertaining to residency, supervision, and medical require documentation for the application request to be complete.
- I understand that approvals are limited to available capacity (school capacity and class size restrictions).
- I understand that denials for *School Choice* are not appealable.
- I understand that notifications will be communicated throughout the summer months.
- I understand that my application cannot be considered until it is complete.
- I understand the District may make modifications to this application.
- I understand that denials for *Out-of-Zone* may be appealed if new information or demonstration of a continued hardship is provided, and that I would need to opt into an appeal waitlist for an available space at the school(s) selected.

I understand that if my application is approved

- I will be responsible for the transportation of my child(ren) to and from school in accordance to the school's starting and ending times.
- Excessive absences, tardies, and/or behavior in violation of the District's *Code of Student Conduct* may result in the assignment being rescinded.
- If it is discovered that misleading or false evidence was presented in support of the application, the child shall be reassigned immediately to the school within the appropriate geographic zone.
- No expectation should be made for acceptance into feeder pattern schools.
- A new request is required when changing levels (elementary to middle, middle to high).
- If my application is approved, I will be notified via email and text message. I will then have 10 days from the date of approval to either accept or decline the assigned school. If I do not take action within this timeframe, I will remain on the waitlist for any other selected schools, if applicable. If no additional schools were selected, my application will be removed.

I acknowledge and agree to all of the terms and conditions above.

35

Select final acknowledgement and click blue box

I acknowledge and agree to all of the terms and conditions above.



"I Giuseppe Marra, certify that the information provided in this application is true and accurate to the best of my knowledge.

Click the button below to digitally sign this application.

I CERTIFY THE FOLLOWING:
I UNDERSTAND THAT IF MY APPLICATION IS APPROVED 7 JAN 2025