



Monica E. Goldson, Ed.D.
Interim Chief Executive Officer

October 25, 2018

MEMORANDUM

TO: All Principals
Assistant Principals
Counselors
Registrars

FROM: Monica E. Goldson, Ed.D. *Monica Goldson*
Interim Chief Executive Officer

RE: 2019-2020 Family/Student Identification Number for Application Process

The 2019-2020 Lottery for Public Charter Schools will begin its application process on November 1, 2018, and Specialty Programs will begin its application process on January 2, 2019. Application information for Charter Schools will be available online through the Charter School Office. Charter School Lottery applications can only be submitted online. Parents interested in Charter Schools should contact the individual school location for information on their program.

Once available, brochures for the Specialty Programs will be sent to each school at the beginning of January 2019. Upon receipt of the Specialty Programs brochure, schools must make them available to parents through the main office. Once the application period begins, an online application link will be available directly on the PGCPS homepage at www1.pgcps.org for both programs.

In addition to the lottery application process for Charter Schools and Specialty Programs, other applications such as the Science & Technology, the Academy of Health Sciences at PGCC, and the Aerospace programs will require applicants to supply a Family/Student Identification Number as part of the application process.

Before **ANY** application can be accepted for processing, the parent/guardian must first obtain a Family/Student Identification Number. Registrars are asked to supply this information upon request, provided that the parent/guardian presents an original proof of birth, government issued photo identification, and proof of residence.

Instructions:

- **For students NEW to the school system:**
 - The registrar is to begin with the SchoolMax Census and stop at the point where the Family/Student Identification Number is provided (when student is added as a household member).
 - Parent/Guardian must complete the PA-14. (The PA-15 is not needed at this time.)
 - **DO NOT CLICK** on enroll student.
 - Once the identification number is available, the registrar may supply this number to the parent/guardian, and exit or back-out of the census program. Keep a copy of documents in case there are questions.
- **For former students who are no longer attending or already have an ID number:**
 - Please make sure the parent/guardian name and dwelling address match the proof of residency. If not, please update in SchoolMax.
- **For students CURRENTLY attending Prince George's County Public Schools:**
 - Registrars may provide the Family/Student Identification Number, provided that the parent/guardian presents identification sufficiently establishing they are the parental/legal guardian on record.

Direct all interested applicants to follow the online process for applications. For questions regarding the lottery application process, please contact the Department of Pupil Accounting and School Boundaries at 301-952-6300.

MEG:DD:mdw

c: Members, Board of Education
 Members, Executive Cabinet
 Mrs. Michele Winston
 Associate Superintendents
 Instructional Directors