

School Choice Application

2024-2025 School Year

Directions

Application Website - <https://richmondgac.scriborder.com/>



SCHOOL CHOICE & PRE-K ONLINE APPLICATION SYSTEM

Select To Get Started:

Start
Login

CLICK HERE to create an
account and/or log in to an
existing account!

General Information:

Welcome to the Richmond County School System online application system.

Create an account so you can complete the online applications. All applications will be processed electronically. All applications will be checked for accuracy. Any falsification of information may result in your application not being processed and/or denied.

*Please also note that this website is optimized for IE 10.0 and higher, Safari, Chrome and Firefox.

[Back to District Website](#)

Available for 2024-2025 School Year

✓ [Magnet School and Specialized Programs Application](#) (November 1, 2023 – January 5, 2024)

✓ [House Bill 251 Application](#) (November 1, 2023 – May 1, 2024)

✓ [Zone Exemption Request Application](#) (June 1, 2023 – May 1, 2024)

✓ [RCSS eSchool Application](#) (November 1, 2023 – January 5, 2024)

✓ [Pre-K Lottery Registration Application](#) (Dates TBD)

- All families must create a new account



SCHOOL CHOICE & PRE-K ONLINE APPLICATION SYSTEM

Welcome to your Richmond County Schools Family Dashboard Account!
We now require that Parents / Guardians create an account to complete their applications.

Option #1

If you already have an account:

1. Log into the Family Dashboard.
2. Complete the appropriate application(s).

Option #2

If this is your first visit:

1. Choose 'Create Account' button below.
2. Complete the Parent/Guardian Questionnaire.
3. Log into the Family Dashboard.
4. Add your student(s) to your Family Dashboard Account.
5. Complete the appropriate application(s).

Important

If this is your first visit to the Richmond County Schools Family Dashboard, you must create a new account.

**NEW
FEATURES**

Email Address:

Password:

Login

[reset password?](#)

Create a Family Dashboard
Account

Account Creation Progress:

Complete the Guardian Profile below to create your Family Dashboard account!

Important! Please remember to select a strong password. This is private information.

Fill out the form completely:

1. Only one parent/guardian is required to create the Family Dashboard. All information provided in the form below should be current contact information for the student applicant and parent.
2. Your email address will be used for all application communication. Please add scribonline@scribsoft.com to your list of safe senders to receive emails regarding application status.

Login Information:

★ Email Address:

★ Password:

★ Confirm:

Weak Password

Create Account

Parent/Guardian Information:

★ Last Name:

★ First Name:

★ Are you a resident of Richmond County? ☐ Yes ☐ No

Address: (physical address required)

★ Address Line 1:

Address Line 2:

★ City:

★ State:

★ Zip Code: (postal code)

★ Country:

Richmond County Schools Support:

Richmond County Schools

864 Broad Street

Augusta, GA 30901

Phone: (706) 826-1136

haddebr@boe.richmond.k12.ga.us

For Technical Support Contact:

Scribbles Software

Email: help@scribsoft.com

Telephone: (###-###-####)

★ Home:

Work:

Cell:

Fax:

Updates via Text Message? ☐ Yes ☐ No



SCHOOL CHOICE & PRE-K ONLINE APPLICATION SYSTEM

Account Creation Progress:



Step #1

Add a student to your Family Dashboard.

1. Upon signing in for the first time, you will be prompted to add a student to your Family Dashboard. To do so, please click the green 'Associate Student' button below.
2. If you plan to submit applications for multiple students, then you will need to add those additional students using the 'Associate Student' button.
3. It is recommended you add all students to your Family Dashboard before submitting applications.

[Edit Profile](#) [Logout](#)

Enter Student Information

You must add a student before you can proceed.

REQUIRE
STUDENT
INFO

[Associate Student >](#)

- Once the family dashboard has been created, the user will need to add students by selecting the “Associate Student” icon.

Account Creation Progress:



Complete the Student Profile below to add a child to your Family Dashboard Account.

Important Please remember that accuracy is important to the success of this application.

Step #1

Fill out the form completely:

1. If your child is currently enrolled in a Richmond County School, you must enter your child's Student ID when selecting their enrollment status.
2. Please ensure that you provide up-to-date information for your student and the ZONED school is correct.
3. Each year, you will be required to update the values associated with your student's Zoned School, School of Attendance and Grade Levels.

Step #2

After entering in your student's information, to save and continue, please select the 'Lookup Student' button.

Student Name: (as it appears on Birth Certificate)

★ Last Name:

Middle Name:

Suffix:

★ First Name:

Current Enrollment Status:

- ☐ Student is not currently enrolled in Richmond County Schools
- ☒ Student is currently enrolled in Richmond County Schools

Student ID#:

- If your child is currently enrolled in a Richmond County School, you must enter your child's Student ID when selecting their enrollment status.
- The student ID can be found in the top left information box under the name of the school on your parent portal.
 - For information on accessing the parent portal – please click [HERE](#).
- The student ID can also be found on your child's most recent report card or progress report.
- The number typically begins with the digits 300.

Information Related To Student Birth:

★ Date of Birth:

mm/dd/yyyy

Sibling Related Question:

★ Is this student a twin, triplet, or quadruplet?

☐ Yes ☒ No

Grade Level for Current Year, 2023-2024 School Year:

★ Grade:

Current School of Attendance, 2023-2024 School Year: (this is the school your child is currently attending)

★ Current School:

Grade Level for Next Year, 2024-2025 School Year:

★ Grade:

Zoned School of Attendance, 2024-2025 School Year: (based on home address, the school your child should be attending)

★ Zoned School:

What Is Your Relationship To This Student: (you must be the legal guardian)

★ Relationship to Student



SCHOOL CHOICE & PRE-K ONLINE APPLICATION SYSTEM

Welcome to your Richmond County Public Schools Family Dashboard.

Step #1

Verify/Add student(s) to this Family Dashboard account.

1. All students added to your family dashboard account are listed below.
2. If you have additional school-aged children residing in your household, please add them by selecting the light blue 'Associate Student' button, below. Failure to do so will impact the sibling preference priorities when applying for a lottery based process.
3. If all students are added, proceed to Step #2.

Step #2

Submit your application(s).

1. Click the green 'Submit Application' button to begin the application process.
2. You must submit a SEPARATE application for EACH student for which you wish to apply.

Step #3

Upload any required documentation (if applicable).

1. Click the 'View/Add Docs' link in the submitted application via the Family Dashboard.
2. Attach your required documentation, then return back to the Family Dashboard to review and/or submit additional applications.

[Associate Student](#)



[Submit Application](#)

[Edit Profile](#)

[Logout](#)

My Students:

John Doe
Date of Birth: 11/28/2018

You must select the 'Submit Application' button to add an application.

- Once you have “Associated” your children, you will need to click “Submit Application” to begin the complete the application process.



SCHOOL CHOICE & PRE-K ONLINE APPLICATION SYSTEM

Select the Student for this Application

Option #1

Select the student for this application.

Option #2

If you need to add a sibling, please select the 'Associate Another Student' button.

John Doe

To begin an application for this student, please click the 'Begin Application' button below. You will be prompted to make several selections during the process.

[Begin Application for John >](#)

Need to associate another student?

To add another student to this Dashboard Account, please click the 'Associate Another Student' button below.

[Associate Another Student](#)

[← Back To Dashboard](#)

- At this time, you may “Begin Application for...” or if you have additional children in your household, you may “Associate Another Student”.



SCHOOL CHOICE & PRE-K ONLINE APPLICATION SYSTEM

Welcome to your Richmond County Public Schools Family Dashboard.

Step #1

Verify/Add student(s) to this Family Dashboard account.

1. All students added to your family dashboard account are listed below.
2. If you have additional school-aged children residing in your household, please add them by selecting the light blue 'Associate Student' button, below. Failure to do so will impact the sibling preference priorities when applying for a lottery based process.
3. If all students are added, proceed to Step #2.

Step #2

Submit your application(s).

1. Click the green 'Submit Application' button to begin the application process.
2. **You must submit a SEPARATE application for EACH student for which you wish to apply.**

Step #3

Upload any required documentation (if applicable).

1. Click the 'View/Add Docs' link in the submitted application via the Family Dashboard.
2. Attach your required documentation, then return back to the Family Dashboard to review and/or submit additional applications.

Associate Student

Submit Application

Edit Profile

Logout



My Students:

You must select the 'Submit Application' button to add an application.

	Janice Doe
	Date of Birth: 08/17/2010
	Joseph Doe
	Date of Birth: 09/25/2012
	Jane Doe
	Date of Birth: 05/25/2016
	John Doe
	Date of Birth: 11/28/2018



Select the Student for this Application

Option #1 Select the student for this application.	Option #2 If you need to add a sibling, please select the 'Associate Another Student' button.
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Jane Doe

To begin an application for this student, please click the 'Begin Application' button below. You will be prompted to make several selections during the process.

[Begin Application for Jane ▶](#)

Janice Doe

To begin an application for this student, please click the 'Begin Application' button below. You will be prompted to make several selections during the process.

[Begin Application for Janice ▶](#)

John Doe

To begin an application for this student, please click the 'Begin Application' button below. You will be prompted to make several selections during the process.

[Begin Application for John ▶](#)

Joseph Doe

To begin an application for this student, please click the 'Begin Application' button below. You will be prompted to make several selections during the process.

[Begin Application for Joseph ▶](#)

Need to associate another student?

To add another student to this Dashboard Account, please click the 'Associate Another Student' button below.

[Associate Another Student](#)

- After Clicking on “Submit Application”, user will see the students associated with the account and can begin applications for each child.



SCHOOL CHOICE & PRE-K ONLINE APPLICATION SYSTEM

Jane Doe / Category

Select Application Category

Step #1

Select the appropriate application type you would like to complete for your student.

Step #2

Click the '[Select](#)' button to the far right of the applicable grades column.

PLEASE NOTE: When selecting the available application period, this will prompt "Applicable Grade(s)" to pop up. Please do not try and click on your student's grade as this will not do anything. You must click the [SELECT](#) button to the right to continue.

Available for 2024-2025 School Year

✓ [Magnet School and Specialized Programs Application](#) (July 31, 2023 - January 5, 2024)


✓ [House Bill 251 Application](#) (July 31, 2023 - May 1, 2024)

✓ [Zone Exemption Request Application](#) (July 31, 2023 - May 31, 2024)

[Back To Dashboard](#)

[Previous Menu](#)

- When you click "Begin application for 'Student Name'", the application options that are available will come up for that child.
- Select the application you wish to complete for that child.



SCHOOL CHOICE & PRE-K ONLINE APPLICATION SYSTEM

Jane Doe / Category

Select Application Category

Step #1
Select the appropriate application type you would like to complete for your student.

Step #2
Click the Select button to the far right of the applicable grades column.

PLEASE NOTE: When selecting the available application period, this will prompt "Applicable Grade(s)" to pop up. Please do not try and click on your student's grade as this will not do anything. You must click the SELECT button to the right to continue.

Available for 2024-2025 School Year

✓ Magnet School and Specialized Programs Application (July 31, 2023 - January 5, 2024)

Applicable Grade(s): Kindergarten 1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th

Select ▶

✓ House Bill 251 Application (July 31, 2023 - May 1, 2024)

✓ Zone Exemption Request Application (July 31, 2023 - May 31, 2024)

- Once you select the application you wish to complete, you will then see the grades that are available for that particular application.
- Click the “Select” button to the far right of the grades column. Do NOT try to click a grade in the “Applicable grades”



SCHOOL CHOICE & PRE-K ONLINE APPLICATION SYSTEM

Jane Doe / Magnet School and Specialized Programs / 3rd Grade

Magnet School and Specialized Programs Application

Step #1
Select the school you would like to complete an application for.

Step #2
Click the 'Select' button.

A. Dorothy Hains Elementary School	
C.T Walker Magnet School	
Copeland Elementary School	
Garrett Elementary School	
Goshen Elementary School	
Hephzibah Elementary School	
Lake Forest Hills Elementary School	
Warren Road Elementary School	

C.T Walker Magnet School

Magnet School and Specialized Programs	Magnet	To choose this school as your first choice, please click 'Select' to continue with an application. You may select additional schools to apply to within the application.	Select ▶
----------------------------------------	--------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------

- Only the schools that are options for that child's grade level will show at this time.
- Select the school you would like to complete the application for and then click the 'Select' button.
- The school that you select on this screen should be your first choice.
- Although, you will be able to change your order of school selection at a later time in the application.



SCHOOL CHOICE & PRE-K ONLINE APPLICATION SYSTEM

Jane Doe / Magnet School and Specialized Programs - Magnet School and Specialized Programs / All Schools(s) / C.T Walker Magnet School / Magnet

Select To Complete The Application

In order to complete your application, please select the 'Complete New Application' button below.

Complete new application for Jane Doe, to attend C.T Walker Magnet School in the selected school year.

NEW
APPLICATION

Please confirm a new application by selecting the 'Complete New Application' button below.

Complete New Application



SCHOOL CHOICE & PRE-K ONLINE APPLICATION SYSTEM

Magnet and Specialized Programs Application

Step 1, Please Enter All

Information

Please confirm the Program, School of Interest, and the Student: (alter information in the dashboard)

Student:

Doe, Jane

Date of Birth: 05/25/2016

Student ID:

Zoned School: A. Brian Merry Elementary School

Current School: Out-of-district School

Current Grade: 2nd Grade

Expected Grade Level: 3rd Grade

Guardian:

Email:

Home

Cell: 1

Requested School: C.T Walker Magnet School

Requested Program: Magnet

Application School Year: 2024-2025 School Year

Please complete the following questions:

Additional Questions:

Please fill out the information in each section below. Fields marked with a red star (★) are required.

Student Information

★ Please enter the student's physical address.

★ Address Line 1

Address Line 2

★ City ★ State ★ Zip Code

★ What is the student's gender? (as it appears on Birth Certificate) ☐ Male ☐ Female

★ What is the student's race?

- ☐ American Indian/Alaskan Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ Caucasian / White

★ What is the student's ethnic origin? ☐ Non-Hispanic ☐ Hispanic Latino/a/x

★ What grade is the student applying for?:

★ Is your student currently enrolled in Richmond County Schools?:

★ Is your child currently served in a gifted program?

☐ Yes ☐ No

Guardian Information

★ With whom does the applicant live?:

★ Please enter information related to the Parent(s)/Guardian(s) of this student:

Important Please enter each parent/guardian below. To add an additional parent/guardian, please click the BLUE + sign.

Guardian 1:

★ Guardian Last Name ★ First Name

★ Relationship to Student

★ Address Line 1

Address Line 2

★ City ★ State ★ Zip Code

★ Guardian Primary Phone Alternate Phone

Guardian Email Address

Guardian Employer Name

- If student is not currently enrolled in Richmond County Schools, family will be prompted to enter the 2022-2023 report grades.

Agreements

Agreement of Understanding

1. I understand that applicants are allowed to choose a maximum of five magnet schools or specialized programs.
2. I understand that this application is valid for the 2024-2025 school year only.
3. I understand my child must participate in the required testing that will be administered. If my child does not participate in a required test, I understand that my child will be removed from the application process.
4. It is the policy of the Richmond County Board of Education to afford equal opportunity in education to qualified students. If your child requires accommodations for testing, you are encouraged to voluntarily provide information about his or her services. This information will be considered for testing accommodation purposes only.
5. I understand my child is expected to attend school daily, to arrive promptly, and to remain throughout the scheduled hours.
6. I understand my child is to cooperate and conduct himself or herself with teachers, other adults, and classmates in a manner showing respect to all persons.
7. I understand my child is to complete all required work, including homework and work missed.
8. I understand my child must adhere to all school policies and Richmond County Board of Education policies.
9. I understand if either the student or parent/guardian, or both, ceases to be a resident of Richmond County, the school shall be promptly notified, to allow a prompt determination as to whether the student remains eligible to attend the selected school.
10. I understand if I fail to provide appropriate proof of residency documents and a birth certificate during on-site pre-registration, my spot will be forfeited and offered to the next person on the waiting list.
11. I understand that my child must demonstrate acceptable performance (as determined by school policy) in order to remain in the magnet school or magnet program.
12. If accepted, I understand that my child will be enrolled as a full-time student at the school of acceptance for the entire academic year.

★ Please indicate you have read and agree to the statements listed above:

Scheduling Your Appointment

Scheduling Appointment - 1st to 5th Grade

- Students applying for a magnet school or specialized program must take the math and reading diagnostic. You must sign up to take the test to guarantee your spot at the testing site. Please follow the directions below to complete this step.
- Select whether your child receives testing accommodations or not. If you select YES to your child receiving testing accommodations, please upload the testing accommodations to your Family Dashboard and follow the next steps to sign up for the assessment.
- If you are applying to Davidson Fine Arts Magnet, you will receive an e-mail notification regarding your audition after the test results have been reviewed if your child qualifies. NOTE: You must schedule an entrance testing appointment to be considered for an audition.
- When selecting your appointment, please select the appointment date, location and time that are most convenient for you. You are not required to select an appointment at the school that you are applying. Your child will take the test at the location you choose and will be considered for the programs you selected, regardless of test location.
- If you have any problems or questions regarding this step, please contact our office at (706)826-1136 or e-mail at haddebr@boe.richmond.k12.ga.us.
- NOTE: Testing locations are subject to change based on number of test takers.

★ It is the policy of the Richmond County Board of Education to afford equal opportunity in education to qualified students. If your child requires accommodations for testing, you are encouraged to voluntarily provide information about his or her services by selecting the appropriate response below. This information will be considered for testing purposes only. We will provide testing accommodations as outlined in your child's current IEP, 504 or ELL plan on file with the Richmond County Board of Education.

Does your child receive testing accommodations (IEP, 504, ELL)?:

No ▼

★ Please select the date, time, and location below that are most convenient to you:

▼

Transportation

- The following magnet schools and magnet programs offer transportation to and from using a shuttle bus system:
 - Academy of Richmond County (IB Program)
 - AR Johnson Health, Science and Engineering Magnet School
 - CT Walker Traditional Magnet School
 - Davidson Fine Arts Magnet School
 - Lucy C. Laney High School (AP Academy)
 - Richmond County Technical Career Magnet School

★ If selected into one of the schools listed above, do you plan to provide your own transportation or participate in the courtesy shuttle bus service? Your answer will be used to develop a transportation plan for you child. **NOTE: Students applying to A. Dorothy Hains Elementary, Copeland Elementary, Goshen Elementary, Hephzibah Elementary, Hephzibah Middle, Hephzibah High, Langford Middle, Lake Forest Hills Elementary, Garrett Elementary, Warren Road Elementary, and Westside High must provide their own transportation. :**

Select The Program Requested To Confirm Selection:

☐ C.T Walker Magnet School - Magnet

The following items are required to be uploaded / attached to this application, in order to complete the application process:

- Previous Year Report Card (Grades 1-9) or Previous Year Transcript (Grades 10-12)
- Testing Accommodations (IEP, 504, ELL)

Directions will be provided by email sent upon order receipt and on the receipt page for this application. All documents **MUST** be received before the application deadline.

★ ☐ *I understand and agree that I will provide all of the above documents in the time frame(s) listed above.*

Acknowledgement and Signature:

I, the undersigned, hereby certify that to the best of my knowledge and belief, the answers to the foregoing questions and statements made by me in this application are complete and accurate. I understand that submitting false residency information is a Class A misdemeanor. I understand providing false disciplinary information on this application is a Class B misdemeanor. I understand that Richmond County School System is not responsible for errors made by me on this application (such as grade, birth date, schools selected and/or incorrect school year application). I understand that any false information, omissions, or misrepresentations of facts may result in rejection of this application or future dismissal of the applicant.

I give permission to the current school my child is attending to release any information needed to complete the processing of this application. I do understand that once enrolled, student records will be sent to the new school district.

To sign using your (Guardian/Parent) initials below, use the first letter of your first name and the first letter of your last name entered on this form.

★ Guardian Initials:


⬆️ [Back To Dashboard](#)

[Clear Form](#)

[Submit Application](#)

Please prove you are human... Close Dialog

☐ I'm not a robot

 reCAPTCHA
[Privacy](#) - [Terms](#)

- Prove that you are human.

C.T Walker Magnet School - Magnet is your 1st preference Close Dialog
Add Up to 4 Additional Preferences

A. Dorothy Hains Elementary School - STEM	Select
Copeland Elementary School - IB PYP	Select
Garrett Elementary School - Arts Infusion	Select
Goshen Elementary School - STEAM	Select
Hephzibah Elementary School - IB PYP	Select
Lake Forest Hills Elementary School - IB PYP	Select
Warren Road Elementary School - Arts Infusion	Select

[Done](#)

- At this point, families will be able to add up to 4 additional preferences of Magnet Schools or Specialized Programs.



Thank you for your application!

We are processing your application and will update you, via email, with the status very shortly. Please print and keep a copy of this receipt for your records.

Order Information: please note your application number

- Application Number: DCW5LIMGK
- Email Address:
- Application Information: Your application was made to **Richmond County Schools** via Scribbles Software

This receipt is not a guarantee of request approval or fulfillment. The information provided during the request process will be verified prior to fulfilling your request. If we find discrepancies we reserve the right to 'deny' your request(s).

[Return to Dashboard](#)

For More Information, Contact:

Richmond County Schools
864 Broad Street
Augusta, GA 30901
Phone: (706) 826-1136
haddebr@boe.richmond.k12.ga.us

For Technical Support:

Scribbles Software
Email: help@scribsoft.com

Business Hours
Monday - Friday
8:00 AM - 4:00 PM



SCHOOL CHOICE & PRE-K ONLINE APPLICATION SYSTEM

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Step #2

Submit your application(s).

1. Click the green 'Submit Application' button to begin the application process.
2. You must submit a **SEPARATE** application for **EACH** student for which you wish to apply.

Step #3

Upload any required documentation (if applicable).

1. Click the 'View/Add Docs' link in the submitted application via the Family Dashboard.
2. Attach your required documentation, then return back to the Family Dashboard to review and/or submit additional applications.

[Associate Student](#)

[Submit Application](#)

[Edit Profile](#)

[Logout](#)

My Students:

Janice Doe
Date of Birth: 08/17/2010

Joseph Doe
Date of Birth: 09/25/2012

Jane Doe
Date of Birth: 05/25/2016

John Doe
Date of Birth: 11/28/2018

Number	Order	Student	Requested School/Program	Documentation Required	Status / Message(s)	Action(s)
1.	DCW5LIMGK	Doe, Jane	Magnet	<div><div>Missing 1 Pre-processing Requirement(s)</div><div><div><div>+</div>Previous Year Report Card (Grades 1-9) or Previous Year Transcript (Grades 10-12)</div><div><div>View / Add Docs</div></div></div></div>	Application Received	Edit Preferences
			1st Choice: C.T Walker Magnet School (Magnet)			
			2nd Choice: Lake Forest Hills Elementary School (IB PYP)			
			3rd Choice: Warren Road Elementary School (Arts Infusion)			
			4th Choice: Garrett Elementary School (Arts Infusion)			
			5th Choice: Copeland Elementary School (IB PYP)			

2024-2025 School Year

- Once the application has been submitted, the family will see the choices on the dashboard.
- Families may click on the pencil next to the students name to update any student information.
- Families may click on “Edit Preferences” to change the order of schools selected.
- Families may add missing/required documents
- Families may submit another application.