Directions to reapply during the Spring Application

Log into your SchoolMint Account - <https://schoolchoice.rcss-k12.org/>

There is help if you have forgotten your user name and/or password

Do not create a new account

You will see your original application under the “Magnet School and Specialized Programs Application”.

Choose the testing site for the grade level that your child is testing (see directions below):

All tests will take place on Saturday May 13 at 8:30 AM. This will be the last opportunity to test for the 2023-24 school year.

Students applying for Kindergarten will test at Lake Forest Hills

Students applying for grades 1st – 5th will test at Copeland Elementary School

Students applying for grades 6th – 12th will test at either Westside High School OR Richmond County Technical Career Magnet School

On your Dashboard, select “(Schedule Now)” at the testing site that you are eligible for. This will take you to the “Scheduling (Grade Level)” site. Click on “Click to Schedule” at your “Spring Application Entrance Testing” site. This will populate a calendar. Click on “Choose Slot” on the calendar. Then click on “Save and Exit”, then click “OK”. This will return you to the Dashboard. You will see “Awaiting Admin Confirmation”.

During this time, you may also wish to review your school choice selections and make certain that they are correct and in the order that you wish.

If you have any problems with this process or have any questions, please feel free to contact Brian Hadden at [haddebr@boe.richmond.k12.ga.us](mailto:haddebr@boe.richmond.k12.ga.us) or by calling (706)826-1136.