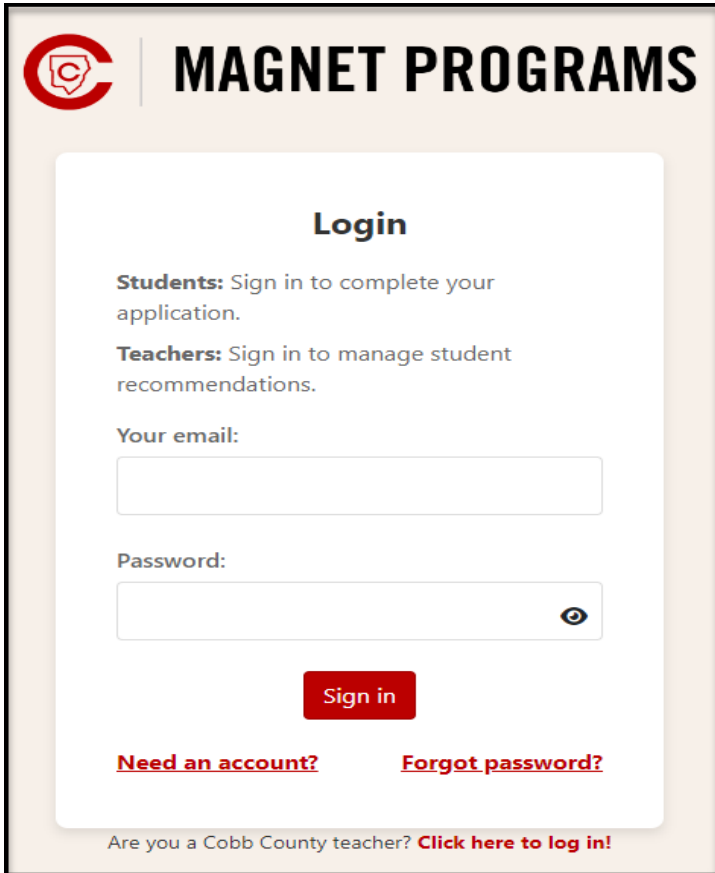How to apply – **CCSD Students**

1.) Go to the CCSD Website→Menu→Academic Division→Assessment & Personlized Learning→ Magnet Programs→Scroll down to Application Information

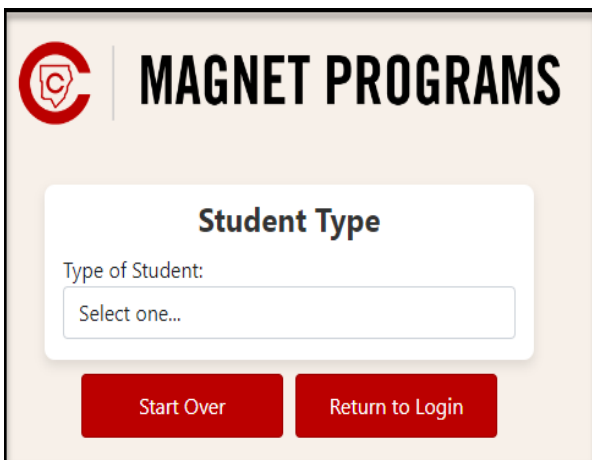https://www.cobbk12.org/page/38578/magnet-programs

2.) Click on Need an account. This will create your new Magnet application login.
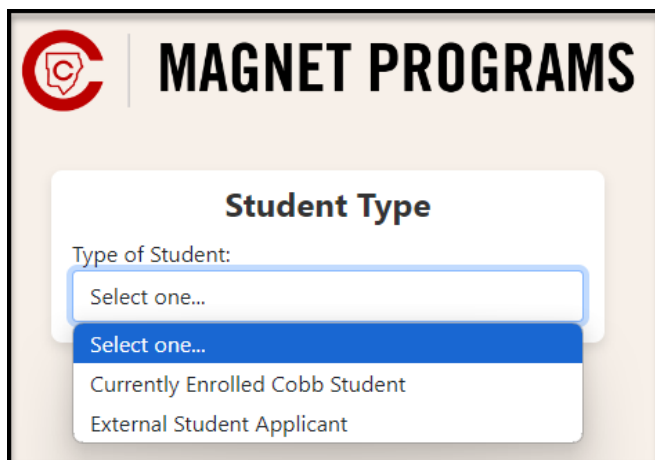
3.) Select from the drop-down choices. Currently Enrolled Cobb Student

4.) You must enter your CCSD Student ID, First and Last Name (as it is listed on your enrollment record), then your Birthday.

5.) Click: Find My Information. If the information entered is does not find a match in our CCSD portal, you will receive an error message. (See image in red.)

6.) Once the system verifies, you're a current CCSD student, you will be asked to create your account.

7.) The password requires eight characters and at least one uppercase and one number.

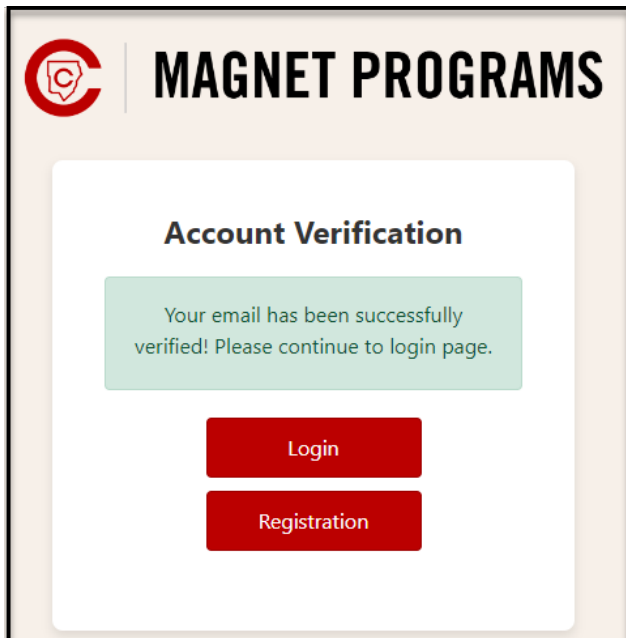8.) Once you click Register, it will display a message telling you an email has been sent. Please follow the link in the email to confirm your account.
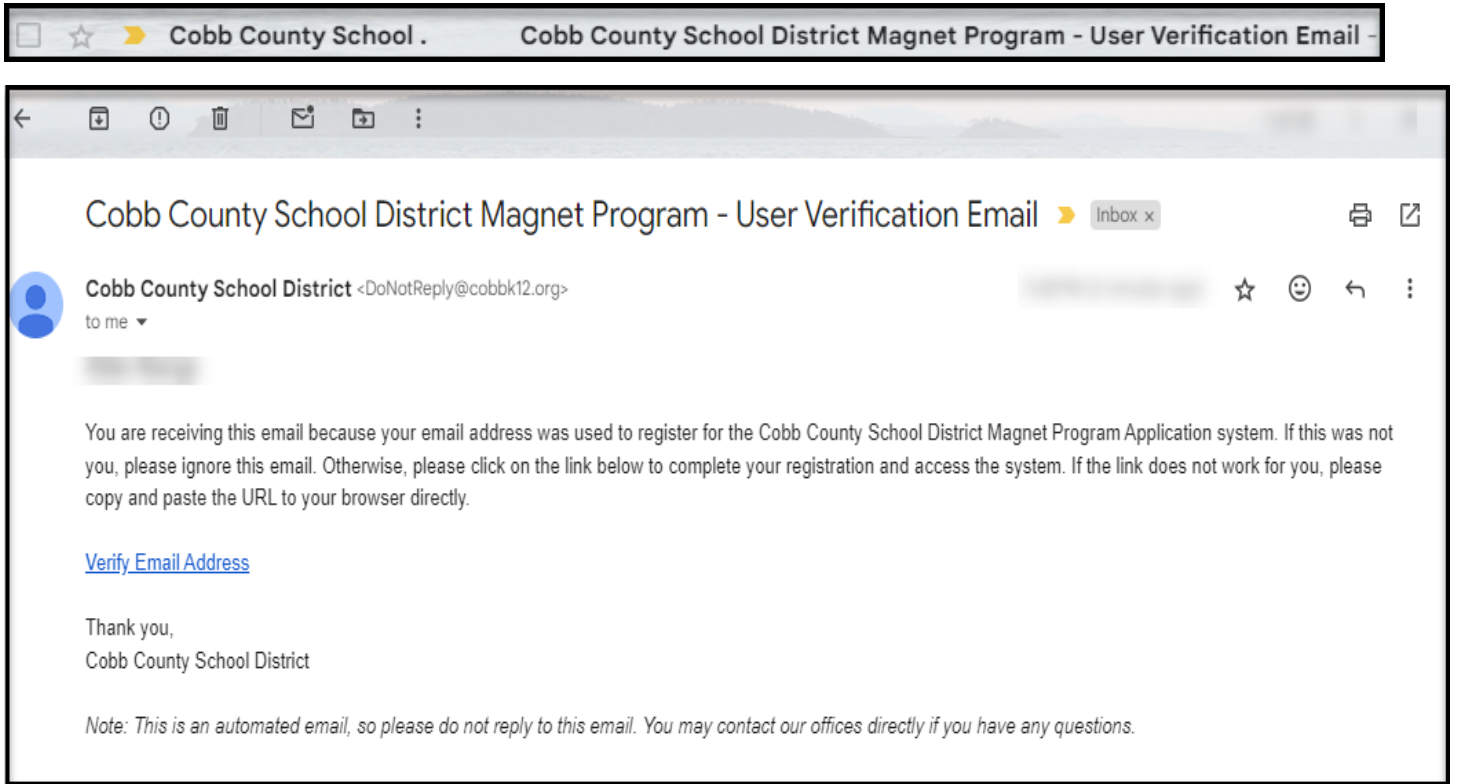
9.) The link will open a window confirming your account and email. Click Login and proceed to the application.

10.) My Application Progress tab: This tab will show you the progress of each step within your application process.

11.) Since you are a current CCSD student, the Applicant Information is already imported from your account.

Note: The information on this page is populated with your enrollment data from the Cobb County School District. If anything appears incorrect or needs to be updated, please reach out to your local school office. Once the information has been updated with the school district, it will automatically update your application when your application is submitted.

12.) Magnet Program Selection: Check each program you would like to apply for.

13.) When you have selected the programs you wish to apply for click Next and more tabs will appear that will require to be completed.

**Note: By clicking the little arrow, you can read more information about each program.

14.) School Specific Application Requirement: This tab will require an Essay to be completed for each program you are applying for.

15.) If you are applying for CITA, you will be required to select your top three career pathways.

16.) If you are applying for CCEPA, you will be required to select up to two majors and one minor.

17.) General Application Questions: Awards, Leadership, Academic Activities, Non-Academic Activities, Characteristics, Course Selection, and Additional Information (which is the only optional section).

**Note: Each section on this tab requires a response, even if it's "None."

18.) If you are applying to CCEPA, you will have an additional section on this tab to complete.

19.) Educator Recommendations: Teachers will pre-populate in each drop-down subject based on your current year schedule.

Teacher Recommendations

Recommendations are required for each subject area listed. If you need to include a teacher who is not on your current roster, you can manually enter their information by clicking the "Other" button. *Please note that your application will be flagged to indicate that a custom teacher was added.*

Recommendation requests will not be sent until your application has been finalized and **submitted**.

CTAE Teacher or Administrator/Counselor if no CTAE Teacher

Choose CCSD Teacher ▼   Other

Current English Teacher

Choose CCSD Teacher ▼   Other

Current Mathematics Teacher

Choose CCSD Teacher ▼   Other

Current Science Teacher

Choose CCSD Teacher ▼   Other

Current Social Studies Teacher

Choose CCSD Teacher ▼   Other

Performing Arts Teacher/Director (School or Community)

Choose CCSD Teacher ▼   Other

Teacher of Choice

Choose CCSD Teacher ▼   Other

Save

Sidebar: My Application Progress / ✓ Applicant Information / ✓ Magnet Program Selection / ✗ School Specific Application Requirements / ✗ General Application Questions / ✗ Educator Recommendations

20.) Once you have completed all steps and each tab has a green check showing completed, you may submit your application.

Finalize Application

You have completed all of the application sections. Please review all of the details carefully. Once you have reviewed everything, click below to submit your final application.

Note: Upon submission, your application will no longer be editable, and recommendation requests will be sent to the people you selected. Ensure you have informed them to expect an email from **donotreply@cobbk12.org**.

Submit Application

Sidebar: My Application Progress / ✓ Applicant Information / ✓ Magnet Program Selection / ✓ School Specific Application Requirements / ✓ General Application Questions / ✓ Educator Recommendations / Finalize Application

21.) After you click Submit Application you will see this pop-up asking you to Confirm Application Submission.

Confirm Application Submission

Before you submit your application, please confirm that all information is accurate, complete, and revised.

Once you submit the application:

- You will be unable to edit the application.
- You will be unable to apply to additional Magnet Programs.
- All recommendation request emails will be sent.

Please note: You must sign up for a CCCEPA audition in order to be considered for the Cobb County Center For Excellence in the Performing Arts at Pebblebrook High School. Click here for more information here.

Submit Now   **Submit Later**

22.) After your application has been submitted, this screen will show you the programs applied for and the status of your recommendation requests. Please make sure you teachers are aware that you are applying for Magnet.

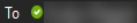## MAGNET PROGRAMS

Application Status

Program Name	Status
Campbell High School International Baccalaureate Program	Submitted
CITA - Cobb Innovation & Technology Academy	Submitted
Cobb County Center For Excellence in the Performing Arts at Pebblebrook High School	Submitted
Kennesaw Mountain High School Academy of Mathematics, Science, and Technology	Submitted
North Cobb School for International Studies	Submitted
South Cobb High School Academy of Research and Medical Sciences	Submitted
Wheeler High School Center for Advanced Studies in Science, Mathematics, and Technology	Submitted

Recommendation Status

Recommendation Description	Sent to	Email	Email Sent	Completed
CTAE Teacher or Administrator/Counselor if no CTAE Teacher			09/09/2024	No
Current English Teacher			09/09/2024	No
Current Mathematics Teacher			09/09/2024	No
Current Science Teacher			09/09/2024	No
Current Social Studies Teacher			09/09/2024	No
Performing Arts Teacher/Director (School or Community)			09/09/2024	No
Teacher of Choice			09/09/2024	No

23.) Recommendation Request Emails: CCSD Educators will receive this email to login to the portal to complete your recommendation request.

Cobb County School District Magnet Program - Recommendation Request

Cobb County School District <DoNotReply@cobbk12.org>
To

Retention Policy   CCSD Email Retention (7 years)

☀ ☺ ↩ Reply ↩ Reply All → Forward

This application is in testing. If you received this email and you were not expecting it, please disregard it

Dear   :

You are receiving this email because your email address was submitted by   as a recommendation in the Cobb County School District Magnet Program application as a Current English Teacher. To submit a recommendation for the student, please login to the Magnet application via the CCSD portal and navigate to the Magnet Recommendation application.

Thank you,
Cobb County School District

Note: This is an automated email, so please do not reply to this email. You may contact our offices directly if you have any questions.