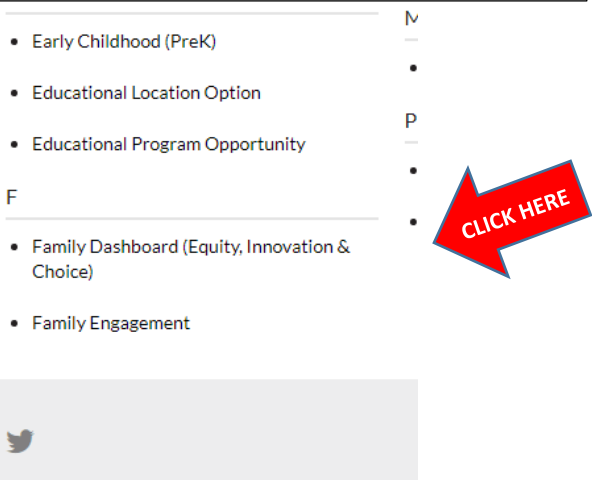


# NAVIGATING THE BREVARD PUBLIC SCHOOLS ONLINE APPLICATION PROCESS FOR SECONDARY EPO (Educational Program Opportunity)

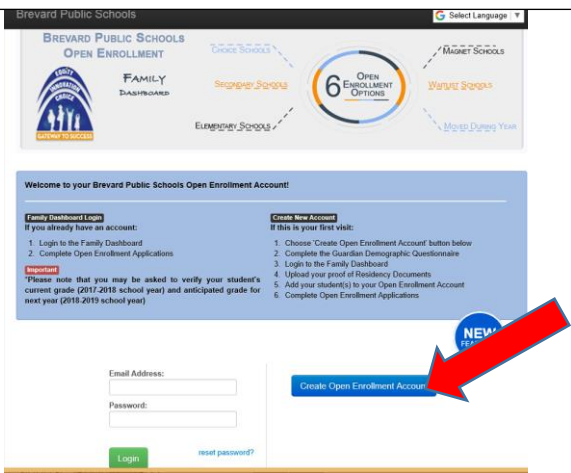
**1** Go to: [www.brevardschools.org](http://www.brevardschools.org)  
 Select “Parents and Students”.  
 (this is located near the top)

**2** Select “Family Dashboard (Equity, Innovation & Choice)”



**NOTE:** To print the two required teacher recommendation forms, click on “Forms” on this page. Give them to the current math teacher and one other recent teacher. They will fill them out and send them to Johnson.

**3** Follow the steps to **set up a Family Dashboard account**. You will have to upload two documents as proof of residency during this process, and it will not let you proceed further without them. If you already have a Family Dashboard account from a previous year, just log in here.



**4** Follow the steps to “Associate Student” which adds your child to your family dashboard.

- For “Zoned School of Attendance, 2019-20 school year”, click “look up school”
- Select UPDATE
- Click “Start Application”

5

Click “**Begin Application for \_\_\_\_\_**”  
(The example says “Test” because that’s the name of my imaginary child!)

The screenshot shows the 'BREVARD PUBLIC SCHOOLS OPEN ENROLLMENT FAMILY DASHBOARD'. Under the heading 'Select the Student for this Application', there are two options: 'Option 1: Select the student for this application.' and 'Option 2: If you need to add an additional sibling or student, please select the 'Associate Another Student' button.' Below these are two columns: 'Test Greene' and 'Need to associate another student?'. The 'Test Greene' column has a 'Begin Application for Test' button, which is highlighted by a red arrow with the text 'CLICK HERE'.

6

Select “**New and Renewal Applications for Secondary & Secondary Magnet Schools**”.

7

Click the “**Select>**” button to the right of the list of Applicable Grades.

The screenshot shows the 'New and Renewal Applications for Secondary & Secondary Magnet Schools' page. At the top, it says 'Grades: 7-12'. Below that, there is a section for 'Applicable Grade(s):' with a list of grades: 7th, 8th, 9th, 10th, 11th, 12th. To the right of this list is a 'Select >' button, which is highlighted by a red arrow with the text 'CLICK HERE'.

8

- In the list of schools that appears, select “Johnson Middle School”
- Click the “Select” button to the right of “Cambridge Diploma Program”
- Click “Complete New Application” (**NOT** Renewal Application!!) This will take you to the actual application for the Cambridge Program at Johnson.

- ***Please read all of the information and write down the essay prompt to give to your child, as many people cannot remember where to locate it later!***
- All of the required documents need to be uploaded to this application in order for the system to tell you the application is complete. To do that you will need to log back in to the Family Dashboard. You will see your child’s name. To the right you will see the application listed as well as the required documents. Under the list of documents in blue letters is “View/Add Docs”. Click that and upload the documents.
- If you do not have a copy of your child’s FSA scores from 5<sup>th</sup> grade, we can look them up (completing the application implies you give permission for us to view your child’s scores). We will process your application as though it is complete, but the district system will not say it is complete unless you have something uploaded there.
- We would also like to have the hard copy of the essay as it will become the first item in your child’s work portfolio that we keep during the two years in our program. You can drop it off to Johnson’s front office, or give to your child’s teacher to put in the courier. The essay may be hand written or typed.
- Teacher recommendation forms should be printed from the Equity, Innovation, and Choice home page under “Forms” (please see the note on Step 1). The teachers will courier them to Johnson when complete.
- After the February 9<sup>th</sup> application deadline, if we are missing any teacher recommendations we will contact the 6<sup>th</sup> grade teachers to find out where they are. Your child’s application will not be denied because we haven’t yet received them.
- If you have difficulty uploading documents, please don’t let that keep you from applying for your child! Ask the 6<sup>th</sup> grade teachers for help, or attend our [help session](#)\* on February 1 at 3:30 p.m.

\*Contact Mindy Ross at [ross.mindy@brevardschools.org](mailto:ross.mindy@brevardschools.org) to register.

