

# Easy School Choice Navigator

**1 Identify**

What are your child's interests and talents? You know your child better than anyone. Use that knowledge to help guide their school choice!

**2 Explore**

- Go to the Jefferson County Public Schools (JCPS) School Finder on the JCPS website.
- View the list of schools, and see which are available.
- Attend Parent Nights and Open Houses.
- Attend the JCPS Showcase of Schools in October.
- Read through the *Choices* enrollment guides.
- Visit school webpages.

**3 Select**

Decide which schools and programs best suit your child. Once you have selected a school, it's time to move to the process of registering and applying.

**6 Apply**

After your address has been verified, you will be provided with your **Portal Activation Key**, which will allow you to complete the appropriate application:

- Early Childhood Application
- Elementary Cluster Application
- Elementary, Middle, and High School Optional/Magnet Schools and Programs Application

Visit [www.jefferson.kyschools.us/how-apply](http://www.jefferson.kyschools.us/how-apply) to get started or scan the QR code above.

**5 Verify**

**If you completed the registration process, next you must provide your proof of address.\*** You can submit it electronically through email at [addressverification@jefferson.kyschools.us](mailto:addressverification@jefferson.kyschools.us).

**4 Who needs to register?**

- If your child's new to the district
- If your child's entering kindergarten
- If your child's entering Early Childhood Programs

You do not need to register if your child is transitioning to middle or high school. Please provide a photo ID and **proof of address.\***

**7 Finished**

**Congratulations!** You will receive confirmation of your child's school assignment by mail.

## Still have questions?

Contact (502) 485-6250 or [askstudentassignment@jefferson.kyschools.us](mailto:askstudentassignment@jefferson.kyschools.us).

### DEFINITIONS

#### Elementary Cluster

Elementary schools are arranged in clusters of schools. The designated elementary cluster is determined based on the student's address.

#### Resides School

Has a specified attendance boundary and serves students residing within the boundary

#### \*Proof of Address

Provide a current copy of your utility or water bill, lease/housing contract, paycheck stub, or government-issued check.

