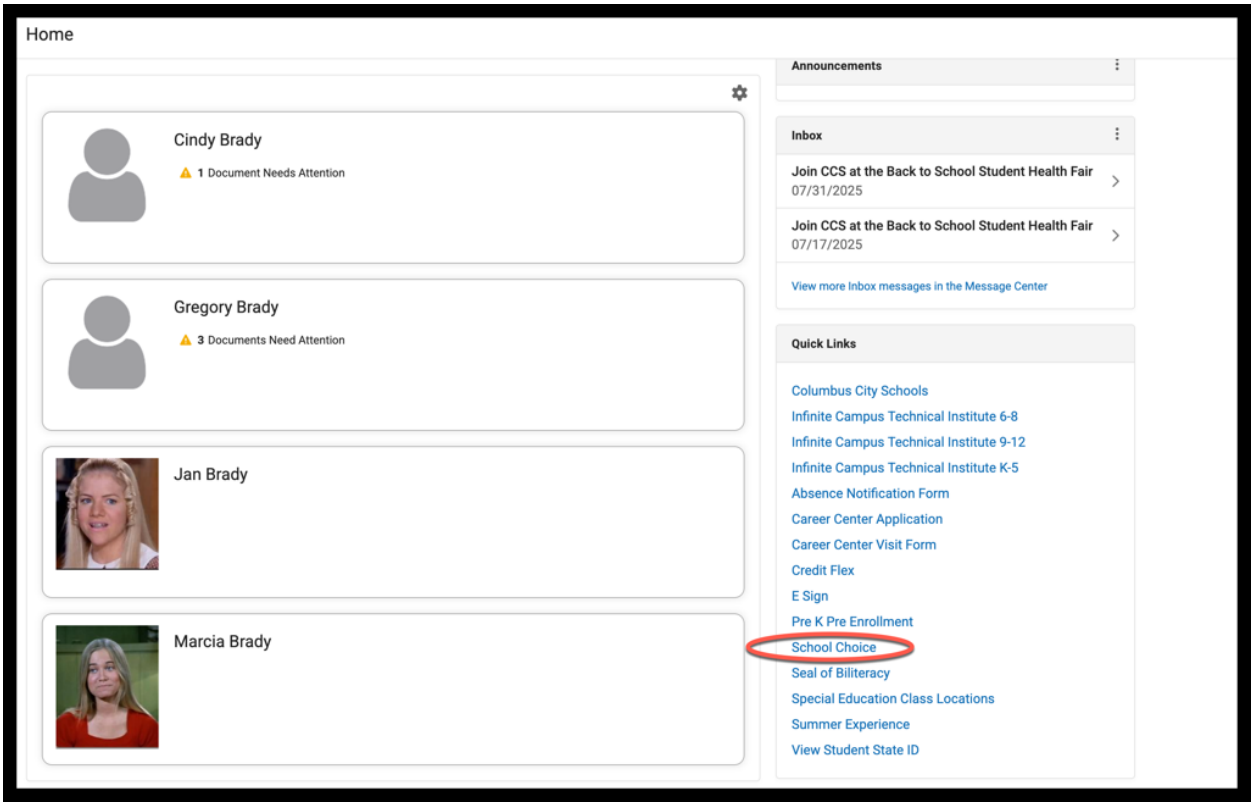
How To Accept/Decline A School Choice Lottery Offer

Step 1: Log In

Log in to your account on the Parent Portal.

Step 2: Click the *School Choice* link

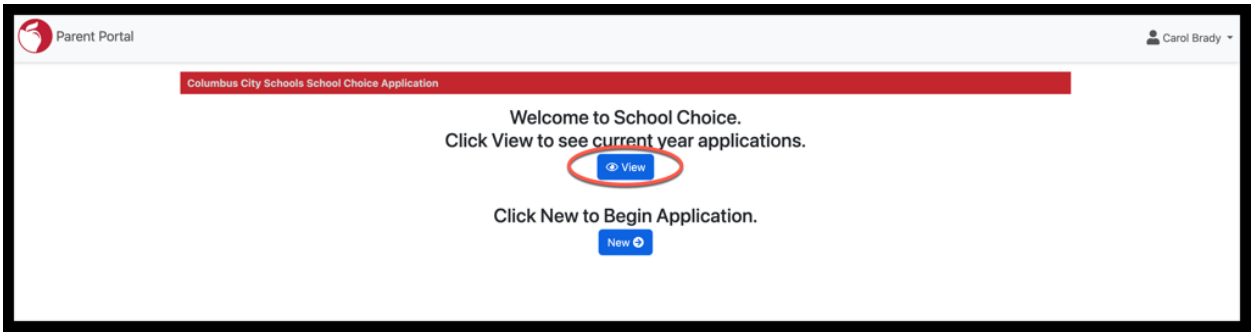
On the Parent Portal homepage, click the **School Choice** link from **Quick Links** section. You may need to scroll down to see it.



The School Choice Application will open.

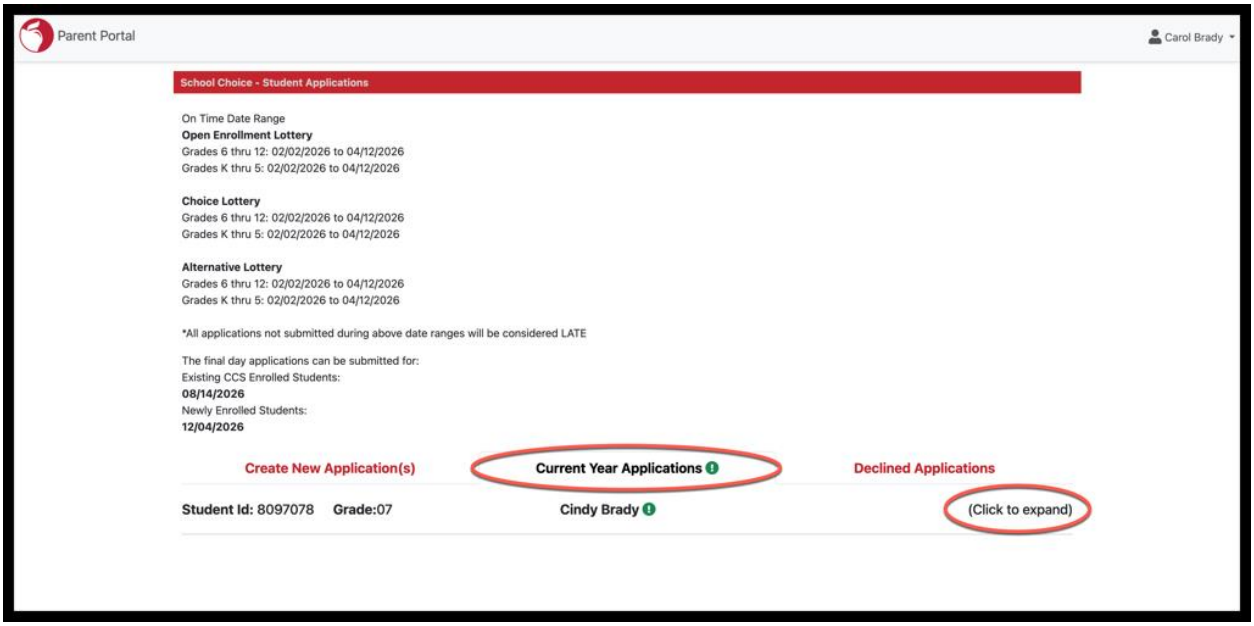
Step 3: Click View

Click **View** to see current-year applications.



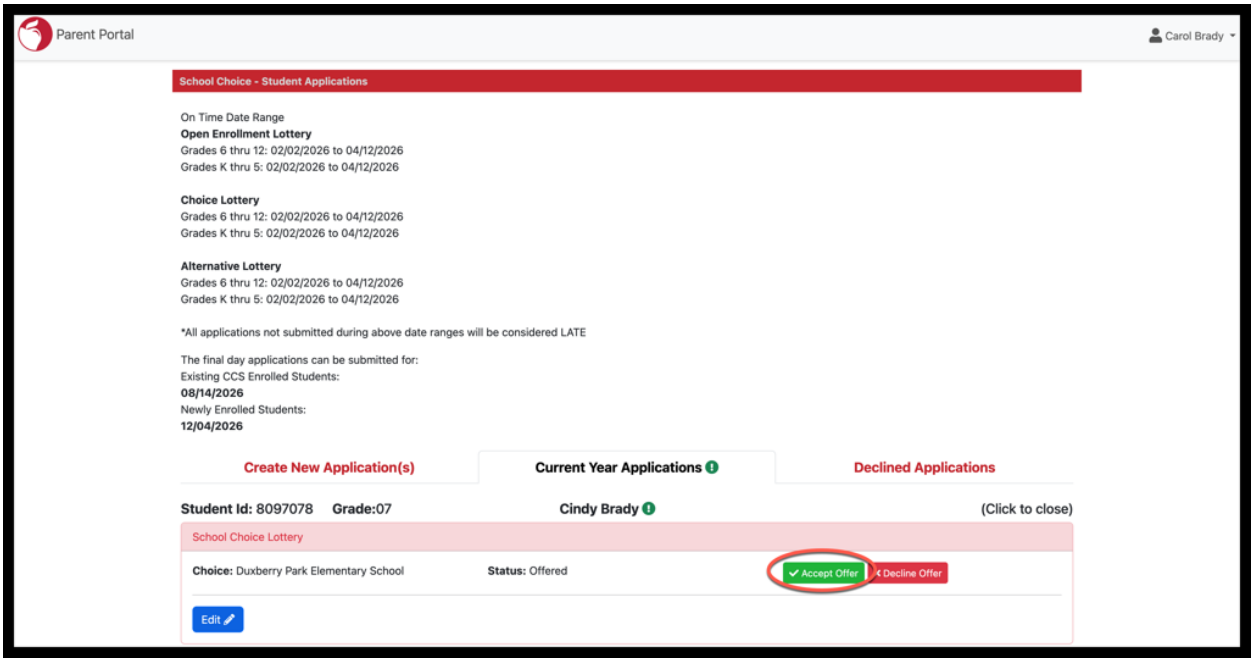
Step 4: Click to Expand

Confirm you are viewing **Current Year Applications** and Click **(Click to Expand)** on the application you want to view/edit.



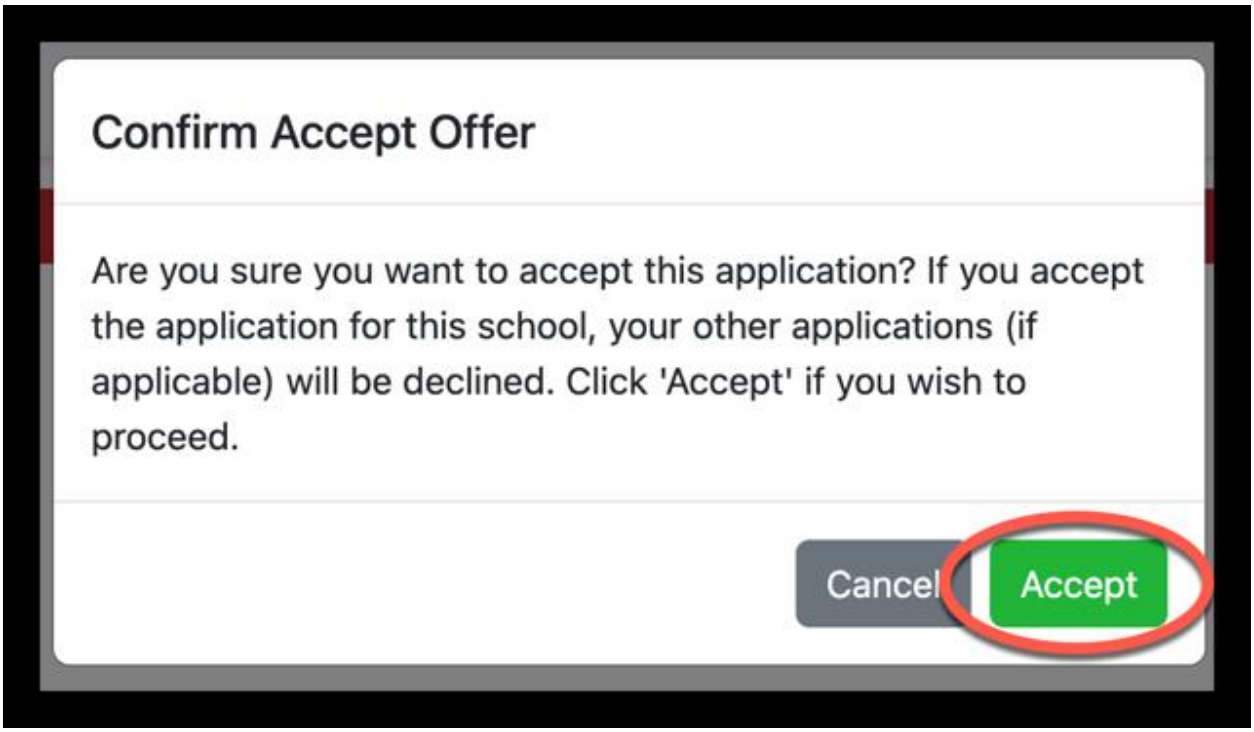
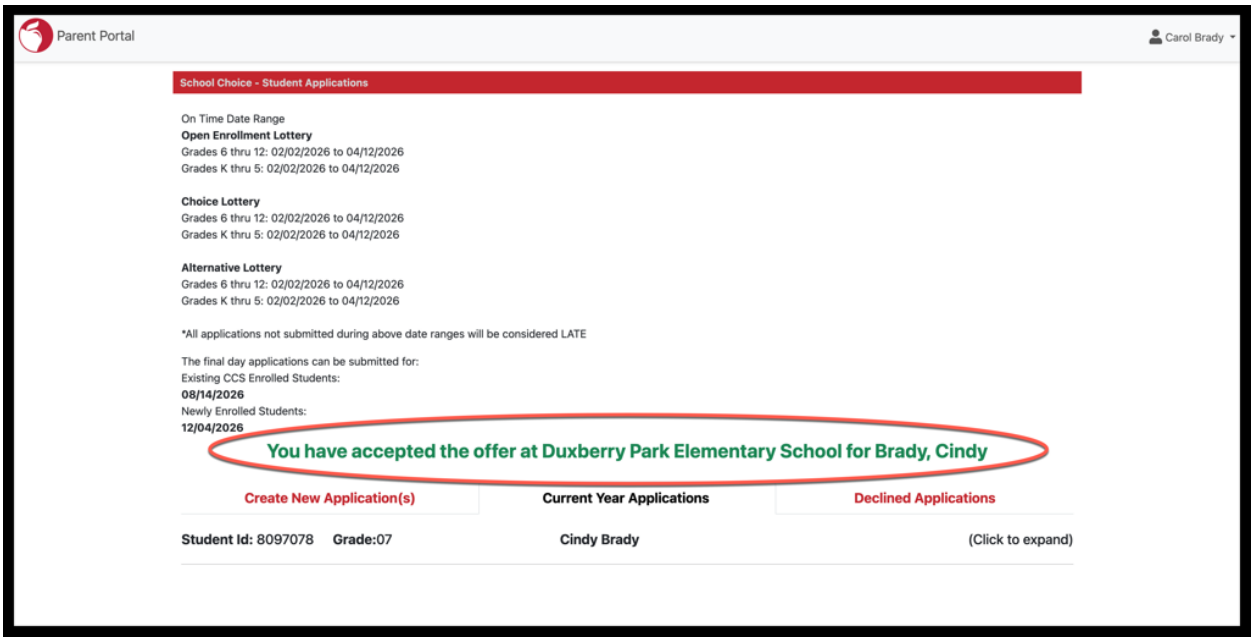
Step 5: Click Accept

Click **Accept** or **Decline** for the offer.



Step 6: Confirm Acceptance

Read the information about accepting the offer, then click **Accept or Cancel**.



If you clicked **Accept**, you will see the confirmation screen. If you do not see this screen, please contact School Choice office at schoolchoice@columbus.k12.oh.us