PARENT ASSISTANCE INSTRUCTIONS FOR ONLINE MAGNET AND STUDENT TRANSFER APPLICATIONS:

Introduction

The online application process requires the parent to enter their student's 10- digit State ID Number and the student's date of birth. The online application also requires the parent to verify that the student's information being pulled from I-Now is correct.

The following instructions are designed to aide parents with obtaining their student's State ID. (Note: Students who are new to Huntsville City Schools and not currently enrolled will not have State ID Numbers. They should select "New to HCS" at the beginning of the online application process.)

The student's State ID Number can be found in the Parent Portal of I-Now or in your I-Now access. Please use the following instructions to find the student's State ID Number in the Parent Portal.

Where to Find a Student's State ID Number on the Parent Portal:

The Student State ID number can be found under Demographics in the Student Information Section (available in the left column once they are logged into the Parent Portal). In the Origin/Residency Section, they will find the State ID Number. Please see the example below.

School/Academic Session | Leon Sheffield Magne... | 2013-14

nformation > Demographic

Origin/Residency

Citizen/Nationality:	
Country:	
Residency Status:	
State ID Number:	**1234567890**
Ethnicity:	**White**
Migrant:	
Foreign Ex Std:	**No**
Immigrant:	**No**
Birth Cert:	
Birth Cert Ver:	
Employer:	

Physical Address

PARENT ASSISTANCE INSTRUCTIONS FOR ONLINE MAGNET AND STUDENT TRANSFER APPLICATIONS:

How and Where to Update a Student's Information:

To ensure that all eligible students may participate in the Magnet Application and Student Transfer processes, student data is pulled from I-Now, and the parent must verify that this information is accurate.   Because these applications are only open for a specified window of time, it is imperative that updates to student information requested by the parent during these periods are entered in I-Now as soon as possible. This will allow the parent to submit their student's application successfully during the window.

The system will update to capture any change of student information that is entered. If a parent requests an update to their address, they must bring Proof of Residence to the school as usual before the address should be updated in I-Now. Our online application will remind them of this requirement.

Additionally, the student's address must match the address found at https://huntsvilleal.gismapsonline.com/schools/defaultjs.aspx displayed after they enter their address.

Please be sure you check this website and enter the address as it is listed there if an update of address is requested.