



# Huntsville City Schools

## Magnet Programs Application Information

### Application Process

Parents must submit an online application during the annual application window. If you are needing online application support, please contact the Office of Magnet Programs at [magnet@hsv-k12.org](mailto:magnet@hsv-k12.org).

- Students currently enrolled in a magnet program who wish to remain in the school/program for the following year within the program/grade configuration (PreK-8, 6-8, 9-12) do not need to submit a magnet application to remain in the school/program.
- The electronic application process will only accept one application (which may contain up to two choices) per student.
- For families with multiple students, an application must be submitted for each child.
- Parents are required to enter their student's state ID (found in the Parent Portal) and confirm that the address in the I-Now system (which is displayed during the application process) is accurate for current HCS students during the application process.
- For students not currently enrolled in HCS, parents must provide the following information for their student: name, address, date of birth, race, current school, and current grade. Students must be zoned for HCS to be eligible for placement in HCS magnet programs.
- Any inaccuracies in a magnet application may result in rejection of the application or forfeiture of any offer of magnet placement.
- **IMPORTANT- PLEASE DO NOT SUBMIT OR CONFIRM YOUR APPLICATION WITHOUT MAKING SURE THAT ALL INFORMATION IN THE APPLICATION IS CORRECT. A SUBMITTED APPLICATION IS FINAL.**
- A system-generated confirmation number will appear on the screen once an application has been successfully submitted to confirm and track each application.
- **No changes can be made to an application once it is submitted.**
- As indicated in the online application process, students who are not currently enrolled in HCS and are applying for high school programs will be able to upload their transcript in the magnet system (an email will be sent with directions) **or in most cases will need to email the transcript to [magnet@hsv-k12.org](mailto:magnet@hsv-k12.org).**
- If students receive an offer and accept the offer prior to the deadline, all students not currently enrolled in HCS must complete the HCS New Student Online Registration process to maintain any placement they may receive in any HCS magnet program.

## **Selection and Notification Process**

- Some HCS magnet programs may require an audition or essay response for selection.
- Parents will be notified of auditions and essay responses for the individual magnet program via email. **Audition or essay submissions must be completed by the deadline provided in the email.**
- If an essay or audition is not completed, the student's application will be automatically withdrawn.
- Notifications of awarded seats, waitlisted, or denied are generally emailed and/or sent by postal mail 8-10 weeks after the application opening dates.