

# Center of Applied Technology South

## CATS LEVEL I MAGNET APPLICATION

[www.catsouth.org](http://www.catsouth.org)

(Note: if there is a  that means there is a drop down box. Students should click on the  To view additional information)

### 1. Student Sign In

- a. Students must use their Student Identification Number (SIF) or Lunch code to sign.
- b. Students must use the same password that they use at their home school. If a student has forgotten their information they must see their school counselor at their home school.

### 2. Student information

- a. Once the student signs in the student information will automatically populate. The student will not be able to change information in the application and must see their school counselor to have information update.
- b. Students MUST provide information where there is an \*.
- c. Students MUST have an email account. If they do not have an email account they can create an account at hotmail.com, yahoo.com, gmail.com or aol.com. Once an email account has been created students should write down their account information and keep it in a safe place for future usage.
- d. Students are allowed to write any additional information they would like CATS to be aware of in the comment box.

### 3. Parent Information

- a. Some parent information will automatically populate. The student will not be able to change information in the application and must see their school counselor to have information update.
- b. Students MUST provide information where there is an \*.

### 4. School Information

- a. "Home School" is the school they are currently attending when not at CATS.
- b. Student must enter their "home school" counselor's name.

### 5. Program (CATS) Information

- a. Students should select at least two programs.
- b. Students can select up to four programs.

- c. Students should indicate if they would like to attend for one semester or for the full year.
- d. In some cases additional information will pop up or appear when students select specific programs. (Ex. Health Careers is the prerequisite for Nursing and Medical Asst.)
- e. In some cases students may not be able to select a course if they have not met the prerequisite for the course (Ex. A student cannot select Nursing or Medical Asst. if they are not currently enrolled or have not successfully completed Health Careers).
- f. Students **MUST** provide information where there is an \*.
- g. Students are allowed to write any additional information they would like CATS to be aware of in the comment box.

#### **6. Application Terms of Agreement**

- a. Students must read and check ALL boxes prior to moving to the next page.
- b. Students are allowed to write any additional information they would like CATS to be aware of in the comment box.

#### **7. Summary Page**

- a. Students should confirm that the information is correct in the summary page prior to submitting the application.

#### **8. Submit Application**

- a. **The application deadline is March 15, 2011.**
- b. **Applications will continue to be accepted after March 15<sup>th</sup>, however, all application received late will be reviewed only after students that met the deadline have been placed.**
- c. **Students are permitted to apply to another magnet program once they have completed the CATS application is they so choose.**

#### **9. Listing of Existing Applications**

- a. Students are permitted and encouraged to print their application if possible.
- b. Students are encouraged to save their file.
- c. Once completed the program will return to the “Sign In” screen.
- d. Once students have successfully completed the application a response will be provided to them via email.

**An Information Night will be held at CATS on Thursday January 27, 2011 from 6:00 to 8:00 pm.**

**Please see or contact Ms. Martin at 410-956-5900 or see your “Home School Counselor” for additional assistance.**