



## Specialty Schools Application Information

- Specialty school applications will be available online via link on the TCS homepage [www.tuscaloosacityschoos.com](http://www.tuscaloosacityschoos.com).
- The online application will be available from **Thursday, January 2, 2025 at 8:00 a.m. through Friday, January 31, at 3:00 p.m.**
- The application portal will close promptly at 3:00 p.m. on January 31, 2025. It is important to begin the application process early as no applications may be submitted after that time.
- Failure to complete the application correctly may result in disqualification of the applicant.
- Only one application may be submitted per student. Duplicate applications will result in disqualification of the applicant.
- For families with multiple students, a separate application must be submitted for each student.
- Applicants may select up to two specialty school choices on their application. Applicants who choose to apply to more than one specialty school must selection their specialty school choices in order of preference (i.e., first choice, second choice).
- No changes can be made after the application has been submitted. Therefore, it is important that applicants verify all submitted information is correct. Inaccuracies in the application may result in rejection of the application or forfeiture of offer for placement.
- **Applicants who are currently enrolled** in Tuscaloosa City Schools will need their 10-digit Student State ID number (SSID) to complete the application.
  - Parents can locate their student’s SSID in the Parent Portal of PowerSchool. Parents who do not have a password to the PowerSchool Parent Portal should contact their student’s current school counselor for assistance in obtaining their student’s SSID. Once the student’s SSID and date of birth have been entered into the application, the student’s information will be pulled from PowerSchool.
  - *All pulled information and displayed during the application process should be verified before the application is submitted.* If there are any information errors, parents must notify their student’s *current* school immediately. Changes must be requested in writing. *NOTE: A change of address will require proof of residency.* Once the change has been submitted to the student’s *current* school, it may take up to 72 hours for that change to be reflected in the application portal. Therefore, it is important to begin the application process early.
  - If there is a change in address or phone number after the application has been submitted, parents must notify both their student’s current school AND the Attendance Office. Changes must be requested in writing.
- **Applicants who are NOT currently enrolled** in Tuscaloosa City Schools will need to complete all information required in the application.
  - Student transcripts must be submitted to the Attendance Office. **Official transcripts and conduct/discipline records must be received by the TCS Attendance Office at 1210 21<sup>st</sup> Avenue; Tuscaloosa, AL 35401 no later than 4:00 p.m. on Monday, February 10, 2025.** The sending school should provide an official explanation of grade equivalences. Applications with transcripts received after this deadline will be considered incomplete and will not be processed.
- A system-generated confirmation number will appear on the screen once an application has been successfully submitted to confirm and track each application. The applicant may print this confirmation screen. If an email address was provided by the applicant, the confirmation number will also be sent to that email. It is important to keep this confirmation number for reference.



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- Selection will tentatively occur by February 21, 2025.
  - Applicants who provided an email address will be notified of their status via email. Applicants accepted into a specialty school will be sent an email offering acceptance. The email will contain a link where applicants can either accept or decline the offer. The offer must be accepted by the deadline indicated in the email. Failure to accept the offer by the deadline will result in an auto-decline, resulting in the applicant forfeiting the offer.
  - A letter will also be mailed via U.S. mail to notify applicants of their status. Accepted students who have not already accepted their offer electronically may use the link provided in the letter to accept. Accepted students may also call the telephone number provided in the letter to accept. When accepting by telephone, applicants must use the confirmation number received upon submission of their application. The offer must be accepted by the deadline indicated in the letter. Failure to accept the offer by the deadline will result in an auto-decline, resulting in the applicant forfeiting the offer.