


Choose 
Hamilton
2021-22 School Choice Options

FAQ: 2021-22 Choose Hamilton Application

How to Apply: Current Hamilton County Schools Students

Apply with your existing Parent Portal account:

*If your child is in K-12th grade and currently enrolled in a Hamilton County School, use your **Parent Portal** account to complete the choice application.*

- Log into your parent portal account:
<https://powerschool.hcde.org/public/>. If your account is for more than one student, all names will show across the top.
- Click on a child's name to apply for choice for him/her and then click on the **Choice Lottery Application 2021-22** link in the Navigation list.
- To apply for a choice school(s) for another child, repeat the above process.

Reset username and/or password for Parent Portal

- For the Parent Portal, select **Forgot Username or Password** on the login page. Two tabs will appear: **Forgot Password** and **Forgot Username**.
- On the **Forgot Password** tab, the parent guardian must provide the username and email address used to set up the parent account.
- On the **Forgot Username** tab, the parent must provide the email address used when the parent account was set up.
- If you do not know the email address associated with the Parent Portal account, the current home school or Central Office will have to update the email address.



Creating a Parent Portal Account:

- Visit <https://powerschool.hcde.org/public/> and select **Create Account** and complete the fields. The password must be at least 6 characters; letters and numbers only; no special characters.
- You must then link your student(s) to this new account. Enter the student's name, Access ID and Password (**provided on the document from your student's school**). Select your relationship to the student from the drop-down menu and add any additional students. Click **Enter** to finish creating your account. **NOTE: If you do not have the letter for additional students at this time, you can add them later.**
- This will bring you to the portal sign-in page. Enter the username and password you chose when you created the account.

Q: Can families add new students or do they need to create a new student account outside of Parent Portal?

A.) If a student is new to the district, the applicant should use the **New Student Application** – **this includes inactive students. If a student left the district to home school or moved out of state, the parent portal account will not be active.**

If the siblings are current Hamilton County Schools students, one parent account can manage all sibling accounts. An application (from within the Parent Portal) would need to be filled out for each student.

How to Apply: New Students to Hamilton County Schools

Creating account to apply without Parent Portal

- Visit www.hcde.org/choosehamilton and click the link **Choice Application**.
- Select the **Create Account** link and follow the prompts. Use username and password to access your PowerSchool Dashboard.
- Select **Lottery Application 2021-22** under **Start New Form**.
- Add student with *First Name, Last Name, and Date of Birth* to begin application.
- For Verification page, answer **no** to the first question: *"Is this student currently enrolled in Hamilton County School District?"*
- Complete application and submit.