

## BATON ROUGE ONLINE APPLICATION INSTRUCTIONS

### Step 1: Creating or logging into your student's account\*

1. Go to <https://apply.bbbschools.org/apply/>
  - a. If you have an account: fill in your information and click the **LOGIN** button on the left side of the page.  
**Please note:** If you have applied before, use the same **USERNAME** and **PASSWORD** that you used previously.
2. If you already have an account, but have forgotten your password:
  - a. Click **FORGOT YOUR PASSWORD**.
  - b. Enter your email address.
  - c. Click **GET PASSWORD**.
  - d. Password reset instructions will be sent to the email address you provided.
3. To create a new account:
  - a. Go to the section labeled "If you DO NOT have an account" and enter your information.
  - b. Click **CREATE ACCOUNT**.
4. You can now log in to your account:
  - a. Enter your username.
  - b. Enter your password.
  - c. Click **LOGIN**.

Already Applied?

Email:

Password:

Login

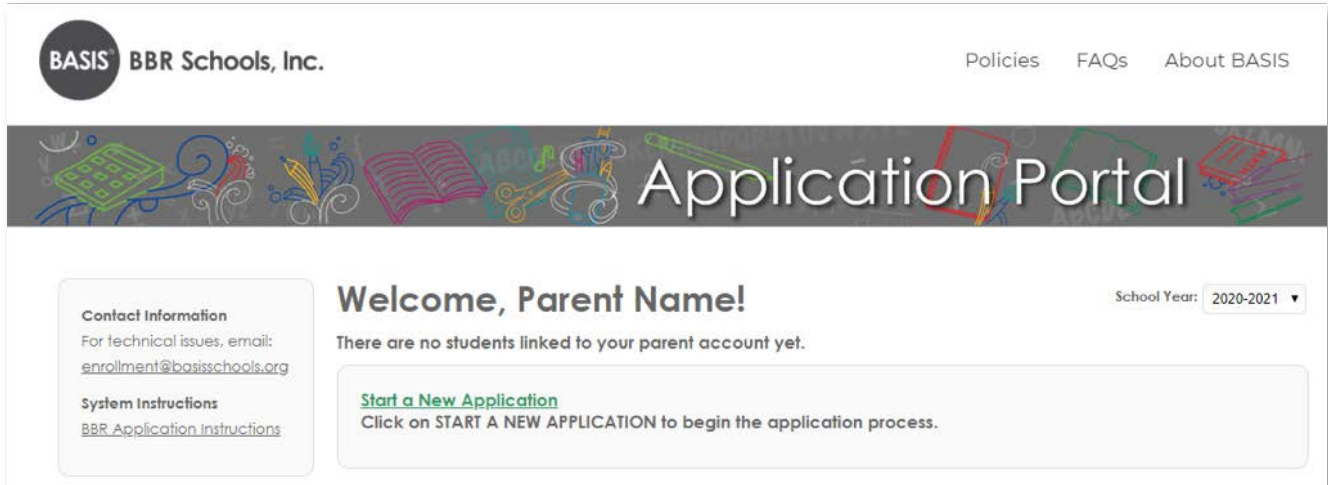
*If you have already started an application, please login to your account to continue.*

[Forgot your password?](#)

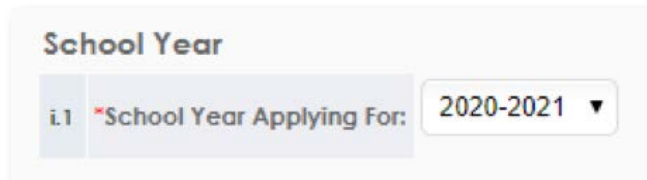
*\*To enrollment portal users: The parent who creates the applicant's enrollment portal account (application portal) is the primary user. A secondary user may be added at the primary user's discretion. BASIS Charter Schools will only make user access changes to the application portal if presented with (a) written consent by the applicant's parents, or (b) applicable court orders. BASIS Charter Schools cannot restrict user permissions or monitor parent actions in the portal. Therefore, parents are expected to make educational decisions, including accepting or denying offers of enrollment, in accordance with applicable court orders. BASIS Charter Schools will rely and act upon decisions made on behalf of the applicant through the application portal, unless made aware that the parents disagree about the decision.*

**Step 2: Adding a new child/application to your account**

1. Click on the **START A NEW APPLICATION** link.



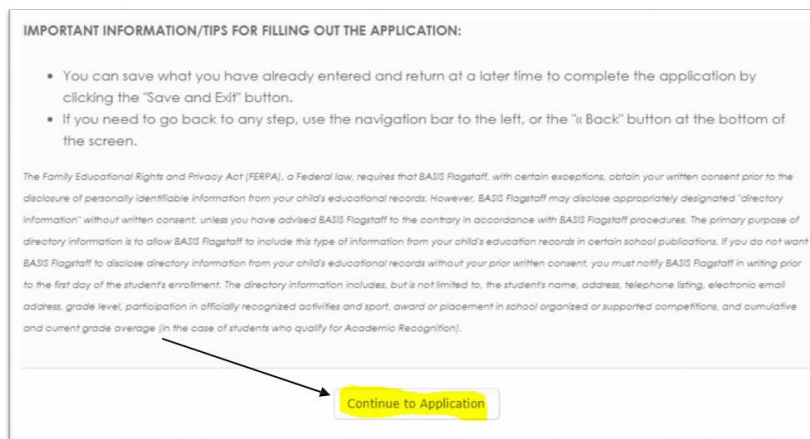
2. Select the school year you are applying for (see example below).



3. Read through the requirements and policies.
4. Click the box to confirm you have read and agree to the requirements and policies.



5. Click on **CONTINUE TO APPLICATION.**



6. Enter all the information requested on the application (fill in all areas with red asterisks). After completing each page, click the **CONTINUE** button at the bottom of the screen.
7. You DO NOT need to sign or print your application at this time. If your child is offered enrollment, you will receive a registration packet with detailed instructions from the school sometime in January, after we run Open Enrollment lotteries, and will need to complete the registration process at that time.
8. When you reach the **REVIEW AND SUBMIT** screen, you will be able to see everything you have entered.
  - a. If you need to edit anything, each section has an edit button in the top right-hand corner. Click **EDIT** to update any information. **NOTE:** your application has NOT been submitted yet if you are still on this page.
9. Once you have verified that all your information is correct, click **SUBMIT**.
10. You will then be able to view next steps in the application process.
11. You will receive a confirmation email for your submission.

**Step 3: Adding another child to your account**

1. Click on **DASHBOARD** at the top of your screen.



2. Click on **START A NEW APPLICATION FOR ANOTHER STUDENT**.
3. Make sure you fill out a separate application for each child you wish to enroll in a BASIS Charter School.
4. Indicate the child's name, date of birth, and the grade you are applying for, on each application.

