

Steps for Completing and Submitting the Online Application for Career Innovation High School

Welcome to the Application process for Career Innovation High School. Below is a summary of the steps in our online application. Your application will only be considered if all steps are completed by the application deadline: **Sunday, November 10, 2024. No applications will be accepted after the deadline.**

If you have any questions during this process, please email CIHSadmissions@bergen.org

Students/Parents may access the application through the link below:

<https://enrollment.powerschool.com/family/gosnap.aspx?action=200003175&culture=en>

Step 1 - Start application: Read the Online Application instructions carefully.

Step 2 - Fill in all personal information: This includes information about the applicant and family, a Home Language Questionnaire, Schools attended by the applicant, and the Applicant Questionnaire page which requires a 400-word essay. You may list Accolades/Accomplishments in the essay box as well, but do not exceed 500 words in total. Do NOT send us any certificates unless we contact you. ***Do not use your current school email address as your contact; you must use a personal email address. All communications during the application process will be sent via email.***

Step 3 - Recommendations/Transcripts: Fill in the names of the teachers who will submit a recommendation on your behalf and the name of your guidance counselor. Be sure to use your teacher/counselor school email addresses. **This email will be used to send the teacher/counselor an invitation to complete your recommendations and submit your school transcripts.**

Step 4 - Document Uploads: These include a recent photo of student, a recent school ID or other ID (optional), proof of residency documents and a Birth Certificate or Family Census Register.

Step 5 - Electronic Signature Page: By signing, you verify that all information contained in your application is true and correct to the best of your knowledge.

Step 6 - Verify and Submit: Review and verify your information. **You will not be able to revise your application once you submit.**

Step 7 - Print a Copy for Your Records: Once you have submitted your application, you have the option to print a copy for your records.