



## Preparing for the Online Application

### Before You Start:

Breakthrough Miami requires supplemental documents to support the student application. We highly recommend getting these documents together before starting the application. This will assist in the application process.

### Supplemental Documents

Applicants will need to submit the following supplemental documents.

- Photo of Student
- Transcripts- Current year transcript and last year's transcript (report cards)
- Most recent FSA/ Standardized Test Scores
- Mutual Exchange of Information Form
- Math Teacher Recommendation- the online application will automatically send a recommendation form to a student's Math Teacher.
- Reading/ Language Arts Teacher Recommendation- the online application will automatically send a recommendation form to a student's Reading/Language Arts Teacher

The easiest way to submit them will be to upload them to the online application. (Please note, the online application is Smartphone accessible. This can help with the supplemental document submission). Space will be provided at the end of the application (**after the Family Section**) for applicants to upload the Supplemental Documents.

Below the Supplemental Documents are outlined with instructions on how to attain them. It is highly recommended to gather these documents before starting the application. If an applicant cannot get them all together, there is always the option of saving the online application (using an email and password) and returning to the application for full submission. There is also the option of delivering the documents to the assigned site an applicant is applying to.

### Supplemental Documents with descriptions

- **Photo of Student**
- **Transcripts-** Miami-Dade County Public School students and/or parents can log onto the portal and download a student's "**Course History**." This will supply the current year and last year's transcripts (report cards) in one document. It is only viewable/downloadable from a computer. Applicants can either download the document and attach it to the application, or take pictures of the computer screen and attach those pictures to the application. Another option, is to contact the applicant's school and have them print/ provide a student's transcript.
  - Student Transcript from last year- in portal,
  - Student Transcript from this yearVideo on Breakthrough Miami website
- **Most recent FSA/ Standardized Test Scores-** Miami-Dade County Public School students and/or parents can log onto the portal and download and/or view a student's Standardized Test Scores. On the home page of the portal, select "**FCAT Scores**" tab, select "**Assessment Report**." The student's Assessment Information will download to the computer. Applicants can either download the document and attach it to the application, or take pictures of the computer

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screen and attach those pictures to the application (**both the scores and the students name must be visible when choosing to upload a picture**). Another option is to contact the applicant's school and have them print/ provide a student's transcript and Standardized Test scores report. If this option is chosen, test scores will need to be hand-delivered to the Breakthrough Miami site an applicant is applying to.

Video on Breakthrough Miami website

- **Math Teacher Recommendation-** the online application will automatically send a recommendation form to a student's math teacher. We recommend collecting the student's Math Teacher's email prior to starting the application, or having the Math Teacher's email address available when completing the online application. The application will ask for teacher email information in the Family Section of the application.
- **Reading/Language Arts Teacher Recommendation-** the online application will automatically send a recommendation form to a student's Reading/Language Arts Teacher. We recommend collecting the student's Reading/Language Arts Teacher's email prior to starting the application, or having the Reading/Language Arts Teacher's email address available when completing the online application. The application will ask for teacher email information in the Family Section of the application.
- **Mutual Exchange of Information form-** download, print, and sign the Miami-Dade County Public School Mutual Exchange of Information form. The signed copy must be submitted as a supplemental document to the application. There will be space at the end of the application for uploading this document. <http://forms.dadeschools.net/webpdf/2128.pdf>

### Online Application Tips

- Create an Online Application login and password to be able to save and come back to the online application at another time. Make sure to write down and save the information to remember it in the future. If the same email and password are not used to log-in at a later time, previous work will not be accessible.
- **PLEASE NOTE: It is recommended to manually save the application every 30 minutes to ensure all information has been collected in the online application system.** The Online Application closes after 2 hours. If an applicant does not foresee completing the application in less than 2 hours, make sure to create a login and password and save the online application periodically.
- Taking pictures of Supplemental Materials (either from a computer screen or in person) is a useful trick to be able to upload the Supplemental Documents to the application via a phone.
- Review the **Before You Start** section, above, to become familiar with information and documents that will need to be provided.
- The Online Application can be downloaded to a paper form that students and their families can work on before they complete it online. This can help students, families, and schools prepare for the online application completion process.