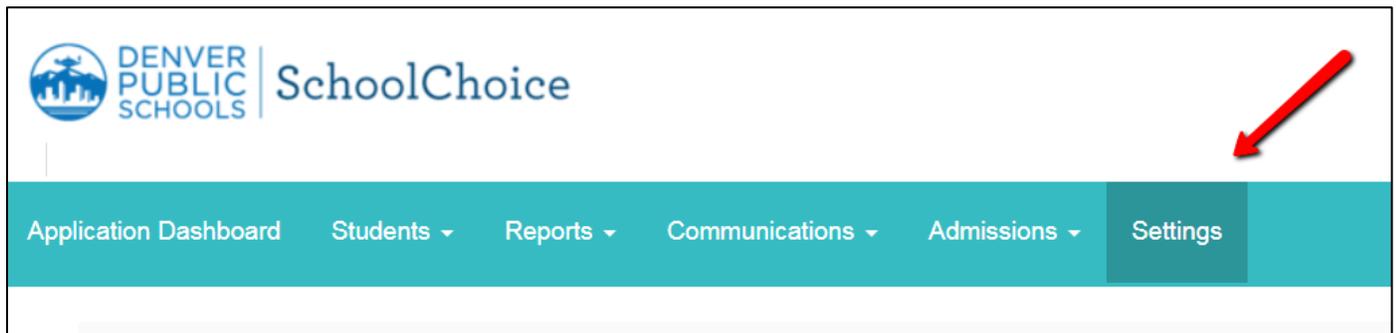# UPDATING YOUR SCHOOL IN THE NEW SCHOOL FINDER

DPS is moving to a new mobile-friendly website where families can more easily research schools for the next SchoolChoice season. This new "School Finder" replaces the old SchoolMatch. Here's how you can review and update your school's profile.

First, take a look at the site that our DPS families will use to research schools for the coming SchoolChoice season:
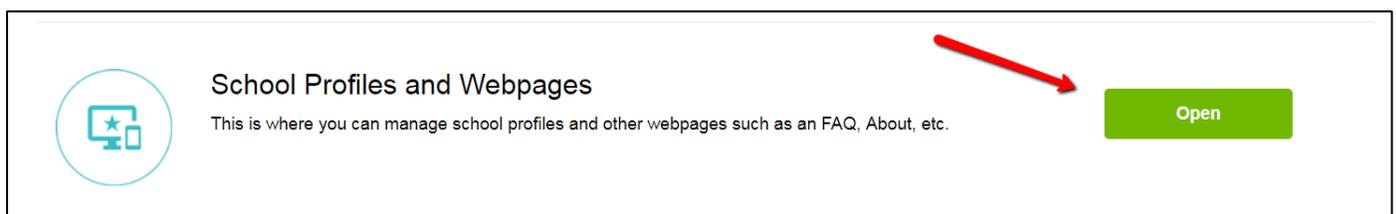
- Visit School Finder at https://dps.schoolmint.net/school-finder/home
- There are three ways to search for schools: by address, interest/program or through a directory. Use all three!
- Take a look at your school profile. (Don't worry if you see things you'd like to change, you will have the chance to update your profile!)
- Each school profile is based upon what was submitted in May for SchoolMatch.

After you've become familiar with the public-facing School Finder, sign into the Finder Editor. This is where you will be able to update your school profile.

- Access the Finder Editor at http://schoolchoice.dpsk12.org/admin and sign in using your DPS user name and password.
- Once you're logged in, click "Settings" on the navigation bar.

- On the next page, scroll to the bottom of the list and click the "Open" button to the right of "School Profiles and Webpages"
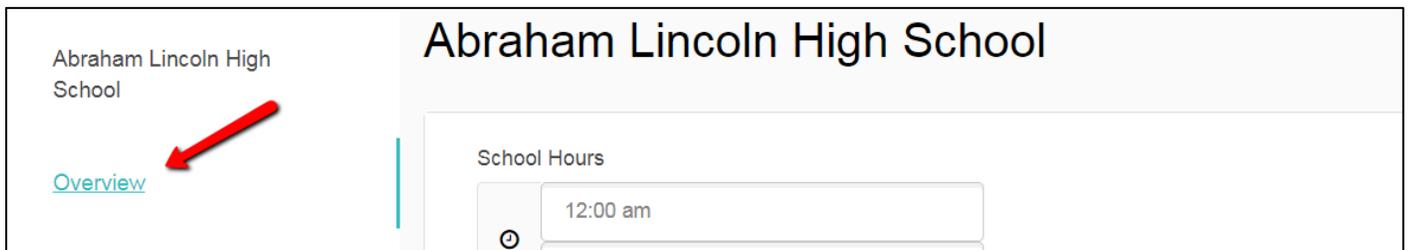
- Your school should appear on the next page. Click on your school, and make edits or updates to your information.

- The first screen you'll see includes basic school information, such as School Name, School Profile, Grades Offered, Phone Number, Website and Principal. To make updates to additional information, click the "Overview" button on the left. There, you can make updates to School Services, Early Education Options, Academic Offerings, Clubs and Activities, Sports and more.

- To make changes to information that appears in dropdown menus, you can click the "x" next to an existing program you'd like not to appear, and click the dropdown arrow to select programs you'd like to appear.

- You'll notice there is some information in the community-facing School Finder that you won't be able to edit. This includes Demographics, School Performance and Application and Enrollment information. Don't worry, that information will be updated regularly for you.

- Once you've made any updates, click on "Submit for Review" at the bottom right of the page. Once we see and approve your changes, they will then be visible in the School Finder.

QUESTIONS? Email Tim Walmer in Communications at TIMOTHY_WALMER@dpsk12.org.