



THE SCHOOL DISTRICT OF  
PHILADELPHIA

# School Selection Process

## Admission, August 2019



# What is the School Selection Process?





# THE SCHOOL DISTRICT OF PHILADELPHIA

The School Selection Process allows students entering all grades (K-12), to apply to School District of Philadelphia Schools **ONLY** (including different neighborhood, citywide and special admission schools.)

**\*This process excludes charter schools, Catholic schools or paid tuition schools).**



# THE SCHOOL DISTRICT OF PHILADELPHIA

In the beginning of every school year, the Selection Process is available for students to apply for admission into another school other than their neighborhood school.

[www.PhilaSD.org](http://www.PhilaSD.org)

If an approval is received, admission will be granted for the following school year.\* (For example, all applications received during the current filing window (**September 21st to November 2, 2018**); will be for admission into school for the 2019-2020 school year.)



# THE SCHOOL DISTRICT OF PHILADELPHIA

A student can apply for admission to as many as five (5)  
School District of Philadelphia Schools.

**FIVE**

**5**

Students will receive notification of acceptance starting  
in early January.

**Special Note:** Families wishing to apply to a different Kindergarten other  
than their neighborhood school must apply through this process the year  
**BEFORE** the child actually starts Kindergarten.

# Types of Schools

City Wide

Special Admission

Neighborhood



# Neighborhood Schools (NS)

**\*\*\*NO ADMISSION REQUIREMENTS\*\*\***

These schools have an **open admissions policy** for students who have attended a school within the feeder pattern. Students from outside of the feeder pattern are also encouraged to apply for admission into the various programs within the school.

# Citywide Admission Schools (CW)

## \*\*\*SOME ADMISSION REQUIREMENTS\*\*\*

This type of school accepts students from **across the city**. Each has its own set of admissions criteria related to attendance, punctuality, behavior and grades. In addition, students may have to attend an on-site interview. Please contact the school directly for any additional admissions requirements, if applicable.



# Special Admission Schools (SA)

## \*\*\*STRICT ADMISSION REQUIREMENTS\*\*\*

This type of school is considered a “**magnet school**,” each with their own set of admissions criteria related to attendance, punctuality, behavior, grades, and standardized test scores. In some cases an audition, interview or essay is required. Students across the city may apply however, it is strongly recommended that EACH students academic record is reviewed before applying.

# What is Important When Applying to Criteria Based High Schools!

Grades (City Wide & Special Admission Schools have different criteria)

Attendance & Punctuality (City Wide & Special Admission Schools have different criteria)

Behavior (no negative marks on the students record)

PSSA scores (Each Special Admission School has their own minimum criteria).





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## **\*All School Selection Approvals are CONDITIONAL!**

### **An approval can be rescinded if:**

- The student is not promoted in June; (Note: If a student attends and successfully completes a summer school program, the approval will remain)
- The student does not attend or satisfactorily complete a school's required summer session, where applicable
- The Student has been recommended and approved for a disciplinary transfer (EH-21)
- The student presently attends a disciplinary school and is not recommended for restoration
- There are inaccuracies or errors in the application of administrative processes.

# Waitlisted Students



- Students who have been placed on a school's wait list may remain there until the school contacts them indicating space has become available.
- When space becomes available, the school will reach out to the student and or family to notify them and offer a seat at that school.
- Students can remain on a schools wait list up until end of the first marking period. After that, the wait list will dissolve and students on the wait list will have to re-apply for the following school year.



**Date**

**Event**

**Location**

Fri. September 21, 2018

School Selection Process Application Submissions Begin

World Wide Web

Fri. November 2, 2018

School Selection Process Application Submission Ends

World Wide Web

November 11, 2018 to January 16, 2019\*

School evaluations, Interviews & Auditions where applicable – contact schools for specific dates & times.

District Wide

\*Dates are approximate

Early January 2019

Initial Notifications to Students

District Wide:  
SDP Students – School Net  
Non District - Email

January 22 to February 4, 2019\*

Student Response to Notifications

District Wide:  
SDP Students – School Net  
Non District - Email

\*Dates are approximate

February 15, 2019\*

Final Notifications to Students

District Wide:  
SDP Students – School Net  
Non District - Email

\*Date is approximate

Other

**IMPORTANT**

Items

- September 28 & 29, 2019 – High School Fair
- Mid January 2019 – Lottery
- April 2019 – LeGare Impartial Reviews
- April 2019 to End of First Marking Period 2019 -  
Students pulled off the wait list to fill available seats

# What Does LeGare Mean?

- Equal opportunity for students to attend a criteria based school.
- Students may not be excluded in the application process because of Disability.



# Who Assists With The Process?

- Principal or Designee
- School Counselor
- Special Education Liaison
- ESOL Teacher
- Teacher of Record
- School Nurse (504 Plan)





# Steps To Take for LeGare

- Creating Advocacy Folders (SPED, ELL, 504)!
- Making Sure they contain all the correct information!
- Making sure the folders get to where they need to be (3 different places):
  - OSEP
  - Receiving School (up to 5 schools but do NOT send the list of schools the student applied to)
  - Sending School



# Advocacy Folder Contents

- List of schools to which the student applied (OSEP & Sending School ONLY).
- Career Inventory
- Report Card & Data Transcript
- Addendum Form and supporting documentation <sup>(1)</sup>
- Easy IEP at a Glance or 504/Chapter 15 Service Agreement
- Essay from Student <sup>(2)</sup>
- Letters of Recommendation

# Advocacy Folder Contents

## (1) Addendum Form

- Indicate exceptionality
- Indicate what is included in the packet for the student.
- Indicate only ONE (1) item to be waived and include supporting documentation as to why.

Everything CANNOT be Waived!

THE SCHOOL DISTRICT OF PHILADELPHIA  
OFFICE OF STUDENT ENROLLMENT AND PLACEMENT  
HIGH SCHOOL ADMISSIONS FORM ADDENDUM

Name \_\_\_\_\_ ID \_\_\_\_\_ DOB \_\_\_\_\_

School Name \_\_\_\_\_

Check all that apply:

- ENGLISH LANGUAGE LEARNER: Attach documents indicating the current ESOL Level of the student.
- STUDENT WITH A DISABILITY (IEP): Attach Easy IEP at a Glance (or the complete IEP if you are a charter school)
- STUDENT WITH A 504-Chapter 15 SERVICE AGREEMENT
- Student is applying to a Special Admissions or City-Wide High School, or a CTE Program

Letters of recommendation, interviews and auditions are an important part of the advocacy process. Read the admission requirements for citywide and special admission schools, as well as CTE programs carefully. Letters of recommendation should be unique and address the qualities that the school is seeking in their applicants.

Check all that apply:

- Letter(s) of Recommendation
- Student is prepared to audition
- Student is prepared to present a portfolio
- Student Essay Attached

**Recommendation for waiver of admissions criteria:**

**YOU CANNOT WAIVE EVERYTHING!**

Check all that are appropriate AND attach supporting documentation.

- Attendance: \_\_\_\_\_
- Punctuality: \_\_\_\_\_
- Behavior: \_\_\_\_\_
- Grades: \_\_\_\_\_
- Standardized Test Scores: \_\_\_\_\_
- Other: \_\_\_\_\_

Waiver considered, but not appropriate

School teams must ensure that both parents and students are provided assistance, which may include reading and/or interpreting written materials, assistance in filling out questionnaires and applications, and accommodations for disabilities.

- Assistance, including interpretation or translation in the home language, was provided to this student and his/her parent(s) in selecting appropriate programs

# Advocacy Folder Contents

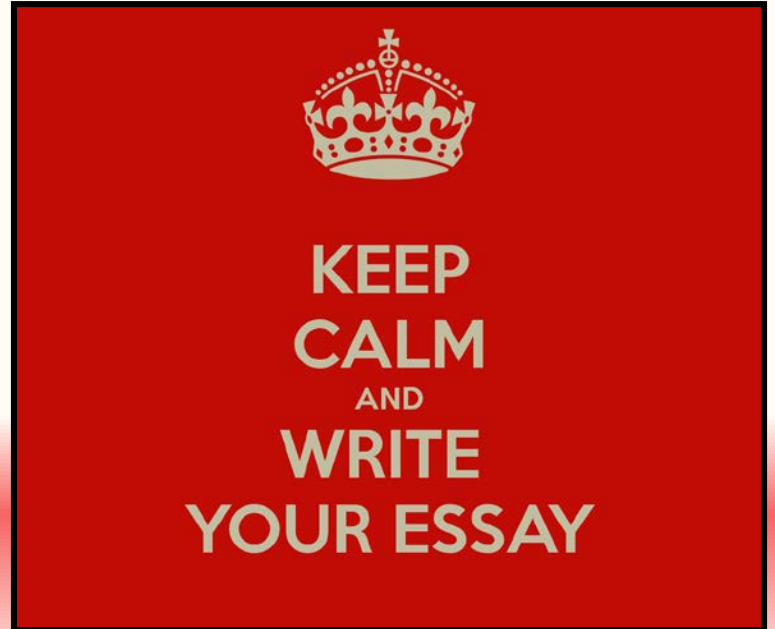
## (2) Essay – One topic for most schools!

- Who am I?
- What do I want to get out of my experience?
- What I can contribute to the school?

\* Check the High School Directory for Specific questions. If a school has a specific question, the student may answer that question instead.

# Which Schools Require Essays?

- Carver Engineering and Science
- Central
- Constitution
- Motivation
- Palumbo



# Which Schools Require Writing Samples?

- SLA
- SLA Beeber
- SLA Interviews are MANDATORY for admission. Families MUST contact the school to schedule. Interview dates are TBD.
- Parkway Center City Middle College – School will invite students for an essay session. Dates to be determined.



# Impartial Review

If a Special Education or English Language Learner student is not accepted to any criteria based high school to which they applied, a 440 team that did not previously review the student advocacy folders will make a determination if the student can attend one of the schools provided reasonable accommodations can be made.

An Impartial Review may be requested but OSS will make the final determination pending on the schools the student applied to.

LeGare@PhilaSD.org



# Who is Ineligible for Impartial Review?

## Examples of Ineligibility are:

- Students who have been placed on a school's waitlist
- Students who have been given provisional/conditional acceptance
- Students whose name was placed in the Lottery, but their name was not chosen in the Lottery
- Students who did not apply to a Special Admissions, City-Wide or Criteria-based school (i.e: CTE program in a comprehensive HS)
- Parent who has rescinded an acceptance to a selected high school



# Resources for School Selection

Go to: [www.philasd.org/studentplacement/services/school-selection](http://www.philasd.org/studentplacement/services/school-selection)



OFFICE OF  
**Student Enrollment & Placement**  
440 N. Broad Street  
215-400-4290 Suite: 111, 1st Floor

[Home](#) [About](#) [Services](#) [Forms](#) [Contact Information](#)

[YOU ARE HERE](#) > [Services](#) > [School Selection Process](#)



What it is ...



**Applications can be submitted from September 21 to November 2, 2018!!!**

**Already a District Student?**

Students who attend a School District of Philadelphia School sign in with your username and password to access your existing account.

**Is Your Student NOT Currently in the Phila School System?**

Students who wish to apply to District schools but are coming from: Charter Schools, Private or Parochial Schools, or schools outside our District have a different process.

**Applying to Kindergarten that is NOT your neighborhood school?**

If your chosen kindergarten is NOT neighborhood school.

## RESOURCES

[Guidelines](#)  
[Student Data Transcript](#)  
[Elementary & Middle Neighborhood Schools with Space](#)  
[Middle School Directory](#)  
[High School Directory](#)  
[High School Program Codes](#)  
[PSSA Conversion Chart](#)  
[Keystone Conversion Chart](#)  
[City Wide & Special Admission School Criteria Table](#)  
[Audition, Interview & Open House Schedule](#)

**RESOURCES IN OTHER LANGUAGES**

# Transportation Services

- In accordance with the Office of Transportation Services, transpasses are provided to **ALL** students living 1.5 miles or more from the school in which they attend. Students eligible are those in grades 7 through 12.
- Students with disabilities in need of specialized transportation (such as curb to curb) must have those services outlined in their **finalized IEP** along with a **finalized NOREP** approving those services.

# Points of Contact

If you have general questions, please email us!

**General Questions regarding the Selection Process:**

[schoolselect@philasd.org](mailto:schoolselect@philasd.org)

**LeGare and the Special Education Transition Coordinator:**

Laquenta Montanez - [lpmontanez@philasd.org](mailto:lpmontanez@philasd.org)

**LeGare and information about English Language Learners:**

Pat Ryan - [pryan@philasd.org](mailto:pryan@philasd.org)

**LeGare and information about students with a 504:**

Latesha Watson - [lwatson@philasd.org](mailto:lwatson@philasd.org)