



Student Data Transcript for Special Admission Schools

This form is only to be used if the student did not attend a School District of Philadelphia School the previous year.

STUDENT INFORMATION						SENDING SCHOOL INFORMATION					
Student Name:						School Name:					
Student ID Number:						Address:					
Home Address:											
Date of Birth:			Sex:			Phone Number:					
Parent Name:						Email Address:					
Parent Phone Number:						<i>I do hereby affirm that this official academic record is accurate and complete.</i>					
Parent Email Address:						Administrator's Name:					
LeGare	Yes	No	Sped	Yes	No	EL	Yes	No	504	Yes	No
SUBJECT FINAL GRADES FOR YEAR ENDING:						SUBJECT FINAL GRADES FOR YEAR ENDING:					
English						English					
Reading						Reading					
Reading Level						Reading Level					
Writing						Writing					
Math						Math					
Math Level						Math Level					
Science						Science					
Social Studies						Social Studies					
Computer Science						Computer Science					
World Language						World Language					
Health						Health					
Physical Education						Physical Education					
Other (Please list below):						Other (Please list below):					
Standardized Test Name and Percentile / Scale Scores:						Standardized Test Name and Percentile / Scale Scores:					
ATTENDANCE FOR THAT YEAR:						ATTENDANCE FOR THAT YEAR:					
Total Absent						Total Absent					
Total Uexcused						Total Uexcused					
Total Late						Total Late					
Special Awards/ Activities and Notes:											
SEE ATTACHED RECORDS:											



THE SCHOOL DISTRICT OF PHILADELPHIA OFFICE OF STUDENT ENROLLMENT AND PLACEMENT

INSTRUCTIONS FOR COMPLETION OF THE STUDENT DATA TRANSCRIPT

****STUDENT INFORMATION****

- 1) Enter the student's name
- 2) Enter the student's ID number **ONLY** if available, (if it is unavailable, the School District of Philadelphia, will assign a Student ID number)
- 3) Enter the student's home address, including city, state and zip code, date of birth, gender, parent's name, parent's phone number and email address.
- 4) Enter the sending school information including the name of the school, address, phone number and email address of the person submitting this Data Transcript.
- 5) Indicate if the student is receiving Sped, EL or 504 Support Services. Indicating "Yes" would mean the student qualifies for LeGare and supporting documentation would need to be presented to each of the Special Admission Schools the student is applying to (see sending school Counselor for information about LeGare Advocacy Packets).
- 6) Enter **Final Report Card Grades, Attendance Marks and Standardized Test Name and Score Results in both Reading and Math** for the past two years. The student's current school should enter the final report card grades, attendance and Standardized Test Name and Score Results. The School District of Philadelphia will accept any state assessment or norm-referenced (NRT) achievement tests such as, PSSA California Achievement Test (CAT), Terra Nova (TN), Iowa Test of Basic Skills (ITBS), Test of Academic Proficiency (TAP), Metropolitan Achievement Test (MAT), Stanford Achievement Test (SAT) and Educational Records Bureau's Comprehensive Testing Program (CTP-4).
- 7) In addition to entering the academic marks, attendance and standardized test name and score results, official copies must be uploaded to the student's application as well.

****SPECIAL NOTE****

Due to Covid, there will not be an opportunity to hand deliver any academic records to Schools. All academic records **MUST** be uploaded into the School Selection System when applying.