Application Phase for District Students for the 2024-2025 School Selection Process

Introduction

The School District of Philadelphia uses an online application system for School Selection. Students can apply to up to five schools. These applications are for the 2024-2025 school year. This document provides directions for creating and submitting an application. Please visit the School Selection website (https://www.schoolselect.philasd.org) to learn more about the School Selection Process.

Some information will automatically appear in the application for current District students. This information can include demographic information for both students and parents/guardians, as well as academic data and PSSA data, for the previous two years. This information **cannot** be edited by an applicant.

If the information that displays within the application is incorrect, contact your child's school to discuss your concerns. Some information may be **missing if your child was not enrolled in the School District of Philadelphia for the 2021-2022 and/or the 2022-2023 school year**

- If grades and/or attendance information is missing, that information can be manually added to the application.
  - The applicant must upload a completed Common Transcript Form with their application, which has been completed by their school and certified as accurate by a school official. More information on this process can be found in the Missing Academic Data section of this document.
- If PSSA information is missing, the applicant can manually enter PSSA or Alternative Assessment information in their application, and upload a corresponding score report(s) in the application. More information can be found in the PSSA Data section of this document.

The application is designed to allow **4th, 5th, 6th and 8th grade students with a current IEP, 504 Plan or EL services who are applying to a criteria-based school, and do not meet <u>one</u> of the criteria for a school, to be able to indicate their desire to waive that <u>one</u> criteria.** Additional documentation must be uploaded in the application. This documentation will be reviewed, **_should your child qualify for an Individualized Review._** For more information on the Individualized Review process, visit the School Selection website

It is important that students understand whether or not they meet criteria for a school if they plan on applying to a criteria-based school. **Application Assistance Labs** are available for families that need support. Dates & times of these Application Assistance Labs, and other resources, can be found on the School Selection website - schoolselect.philasd.org.

Accessing Your School Selection Account

Parents and guardians can access the School Selection application by logging into their Parent Portal account. Current District students can also access via their Student Portal. If you do not have a Parent Portal account, please visit signup.philasd.org to create your account.

1. From the Portal, locate the School Selection icon (as in the images below) by clicking on the Message Center on the left side of the screen. Then, click on the School Selection icon to open the application website.
   a. *The Student Portal displays a green School Selection icon.*
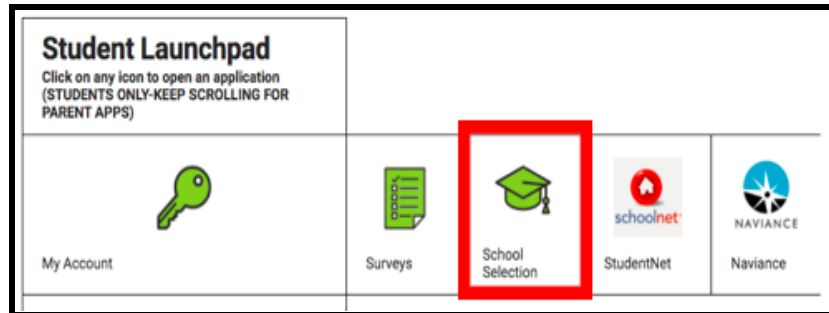
   b. *The Parent Portal displays a gray School Selection icon.*
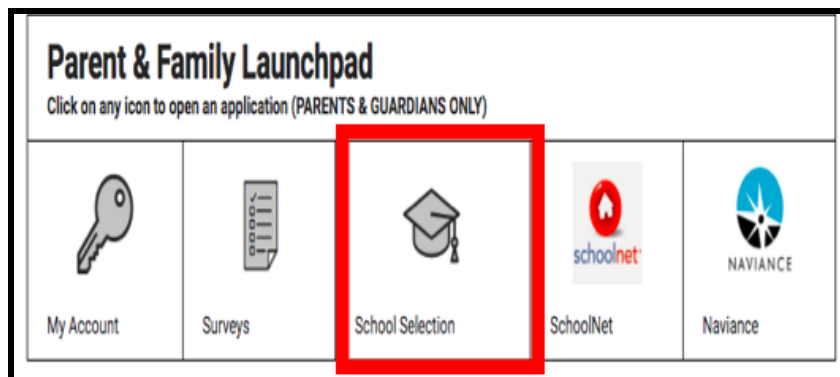
2. The Guardian Dashboard will open. District students associated with the parent/guardian will appear on the screen.


3
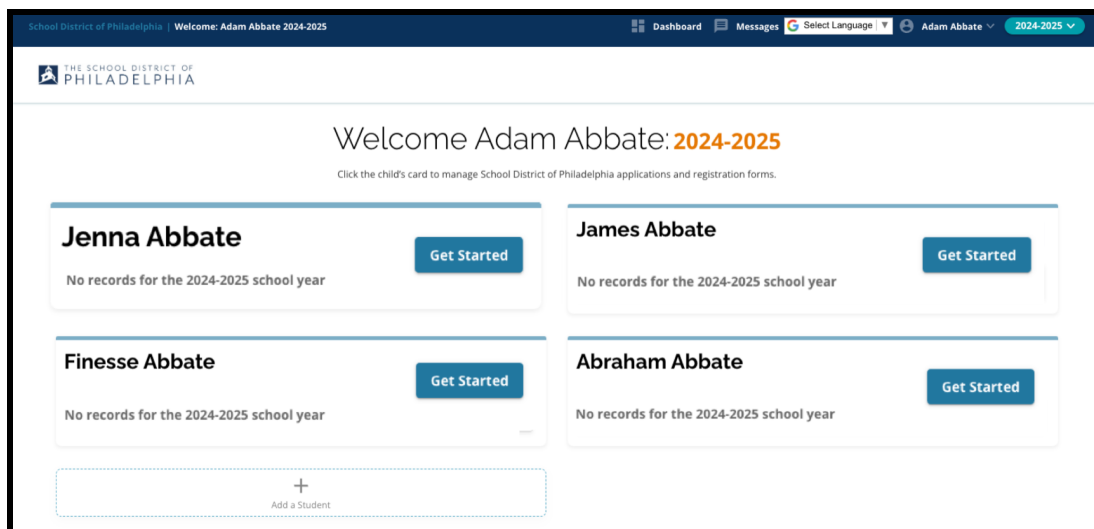
Navigation

Dashboard Tips

1. The website will default to the 2024-2025 school year, since the application process is for next school year. Check that you are working in the correct year by referring to the drop down menu in the top right corner of the screen.


NOTE: Students who participated in last year's School Selection Process and are still on a Waiting List can continue to access their application from last year by adjusting the School Year drop down menu to view 2023-2024. They can also use the drop down menu to return to the current application by selecting 2024-2025.
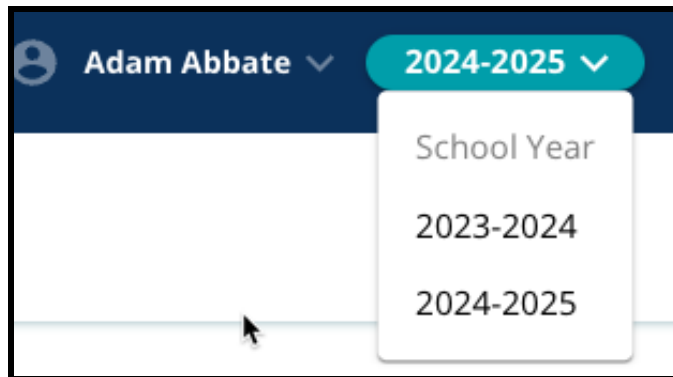
2. Parents/guardians or applicants can sign out of their account by clicking their name in the top right corner of the screen, then clicking Sign-Out.
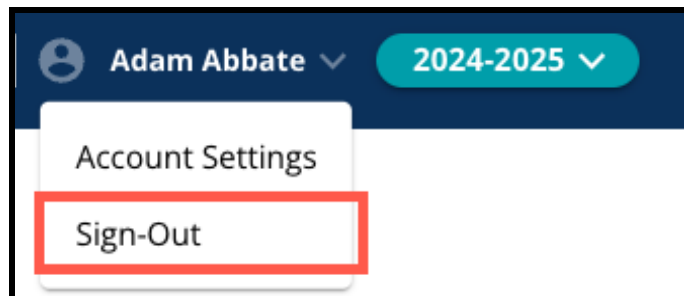
3. Parents/guardians of current District students can create a School Selection application for their student by locating the student's name, and clicking the *Get Started* button next to the student's name.
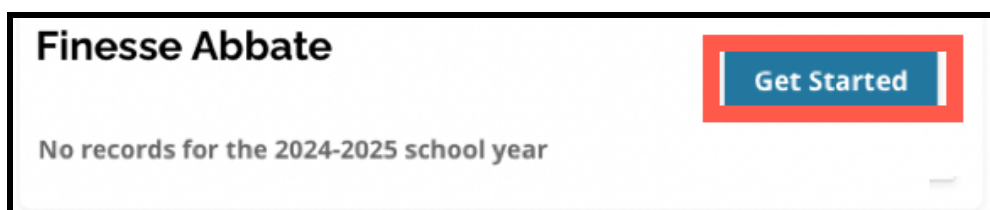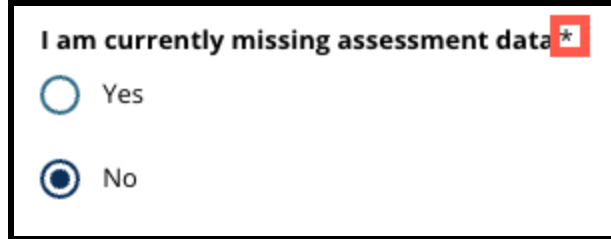
Application Tips

1. The left side of the screen displays an Index that outlines the sections of the application. The top right corner of the application displays an indicator that shows how many sections are complete out of the total number of sections.

2. While completing the application, the section you are currently working on will display an orange progress icon. Completed sections will display a green check mark. Sections that still need to be completed will not display an icon.

3. Additional sections may be added to your application, based on information you have provided.
    a. For example, a student who has indicated that they are missing Academic Data will have an additional section added to their application where they can enter and upload the missing information.

4. The application contains required fields as well as optional fields. All required fields contain an asterisk (*) next to the name of the field.
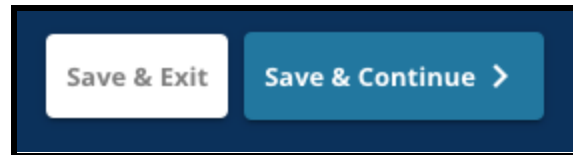

NOTE: You will not be able to move ahead to the next section of an application until all required fields in the current section have been completed.

5. *Save & Exit* and *Save & Continue* appear at the bottom of each section of the application. **It is important to save your progress as you work on your application.**

   a. To save your progress and continue completing your application, click ***Save & Continue***.
   b. To exit the application to return at a later time, click S***ave & Exit***. Failure to click ***Save & Exit*** before closing the website will result in the loss of unsaved data entered into the application.

6. When you reach the end of your application, you will be able to Submit your application. You must submit your application to participate in the School Selection Process. More information on how to Submit Your Application can be found towards the end of this document.

Creating a School Selection Application for a District Student

Before you can begin an application, you must read and agree to the School District of Philadelphia's Requirements and Procedures for School Selection. Review this information carefully, using the scroll bar to display additional text. Click the checkbox next to I Agree, and then click **Continue to Application**.

After you have agreed to the Requirements and Procedures, the application will open. You must complete each section of the application in order. Applicants cannot skip ahead to a later section, but they can return to a completed section at any time by clicking that section in the Index.

This guide includes directions for each section of the application, in order. Remember, some sections may not appear in the application for your student. **The following sections will appear for ALL applicants.**

- _Student Information_
- _Guardian Information_
- _Academic Data_
- _School/Program Selection_
- _Siblings_
- _Education Accommodations_
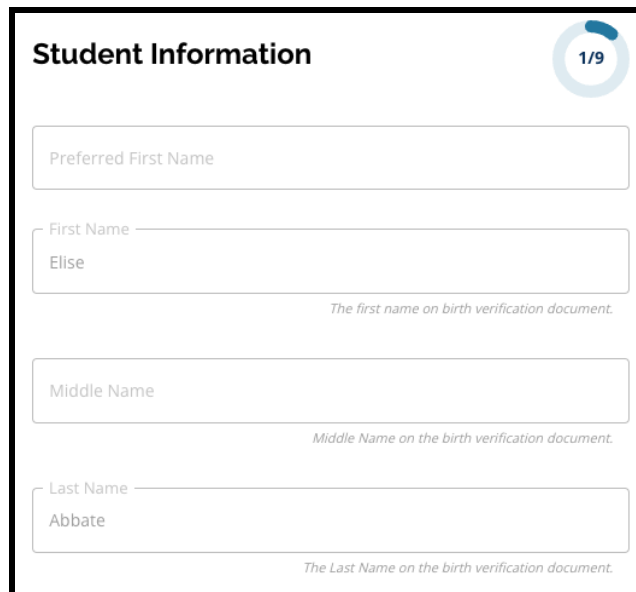- _Signatures_
- _Review & Submit_

Other sections included in this resource may be included in your child's application, and will depend upon their grade level, as well as responses provided within the application itself.

Student Information
Parents/guardians will not be able to edit this section of the application. The information on this screen will populate based on information in the District's Student Information System (SIS). *Contact your child's school if updates are required to any of the information displayed on this screen.*

Review the following demographic information for the student: Name, Gender, Date of Birth, Current Grade, Grade Applying, Current School, Home Address, Race, and Home Primary Language.
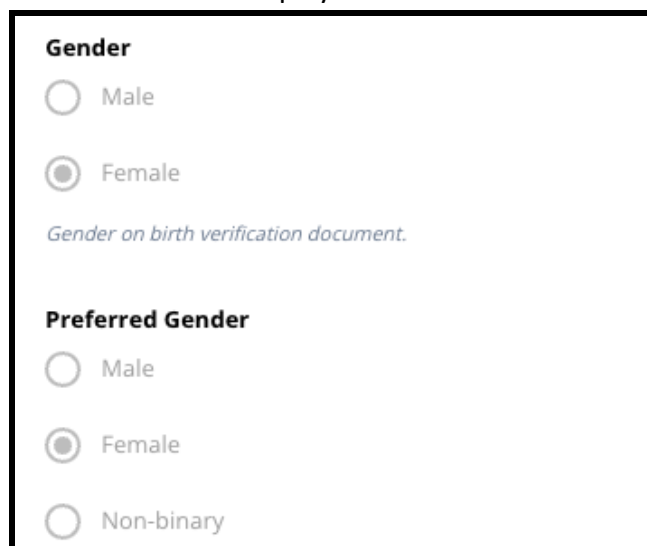
1. Review the student information in the *Preferred First Name, First Name, Middle Name,* and *Last Name* fields.

Student Information 1/9

Preferred First Name

First Name
Elise
The first name on birth verification document.

Middle Name
Middle Name on the birth verification document.

Last Name
Abbate
The Last Name on the birth verification document.

2. Review the student's *Gender.* This displays based on data available in SIS.

Gender
◯ Male
◉ Female
Gender on birth verification document.

Preferred Gender
◯ Male
◉ Female
◯ Non-binary

3. Review the student's *Birthdate.*

Birthdate
MM — 02
DD — 10
YYYY — 2009

4. Review the student's *Current Grade*. The *Grade Applying* question is the grade the student should enter in the 2024-2025 school year. This will update based on the grade entered in the *Current Grade* field. Review the student's *Current School*.

Current Grade *

9

Grade Applying

10

Current School

SDP Training High School

5. Review the student's address. This address included here reflects what is on file for the student in the SIS. If an address update is needed, contact your child's school.

Home Address *

Home Address 2

Home Address City *

Home Address State *

Home Address Zip Code *

6. Review the student's *Race*.

Race *

◯ American Indian or Alaskan Native

◯ Black, not Hispanic

◯ Hispanic

◯ White, not Hispanic

◯ Multi-Racial/Ethnic

◯ Asian

◯ Native Hawaiian or Other Pacific Islander

7. Review the response included for the *Is your Home Primary Language Spanish* question.

> **Is your Home Primary Language Spanish?**
>
> ◯ Yes
>
> ◉ No
>
> *For purposes of Dual Language Programs*

8. When you have finished reviewing this section, click **Save & Continue** to advance to the next section, or click **Save & Exit** to leave this application to return at a later time.

> Save & Exit   Save & Continue >

Guardian Information

Parents/guardians will not be able to edit this section of the application. The information on this screen will populate based on information in the District's Student Information System (SIS). *Review this section of the application, and contact your child's school if updates are required to any of the information displayed on this screen.*

The application can display information for up to two (2) guardians, but information for at least one guardian is required.

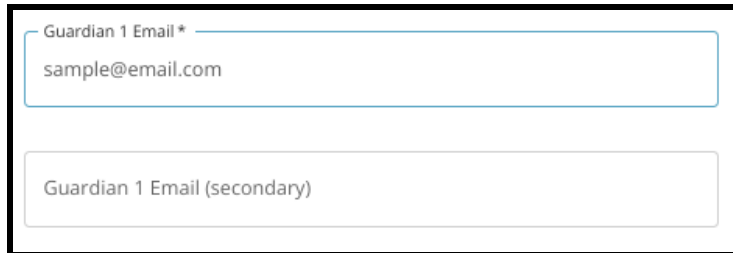1. Review information for Guardian 1. This will include their *First Name*, *Last Name*, *Address* and *Primary Phone*, as it appears in SIS.
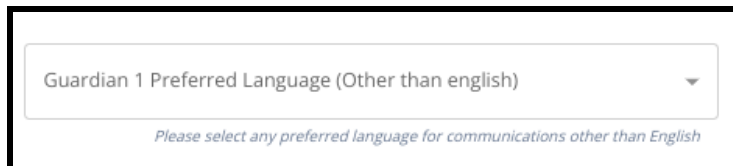

2. Up to three (3) additional contact numbers associated with Guardian 1 will display, depending on what is on file with the District. Review these details, if available.

3. Up to two (2) email addresses will display, depending on what is on file with the District. Review the email addresses associated with the parent/guardian.

4. If our records indicate that you are interested in receiving communications in a language other than English, it will appear in the drop down menu.

5. If information displays for Guardian 2, repeat the review process for that guardian.

6. When your review of this section is complete, click *Save & Continue* to advance to the next section, or click *Save & Exit* to leave this application to return at a later time.

<u>Academic Data</u>

*In this section, review information related to your student's grades and attendance for the previous two school years. This information is included in the application as criteria-based middle and high schools use this data to determine eligibility. **Data that displays in this section cannot be edited.** The Academic Data in this section includes:*

- *Total Days Unexcused for SY2021-2022 and SY 2022-2023*
- *Final English/Reading, Math, Science and Social Studies Grades for SY 2021-2022 and SY2022-2023*
- *Algebra 1 Current Course Participation/Course Completion Indicator*
- *A question that asks "Is the student currently missing one or more years of grades and attendance due to attending a non-District school?*
    - ***If the answer to this question is Yes, the application will update to include the Missing Academic Data section, where applicants can manually enter the required academic data and upload a completed Common Transcript Form.***

1. Review the guidelines that appear at the top of the screen.

13

2. Review the student's total number of unexcused absences for the 2021-2022 school year in the *Total Days Absent Unexcused SY 2021-22022* field, and the student's total number of unexcused absences for the 2022-2023 school year in the *Total Days Absent Unexcused SY 2022-2023* field.

> Total Days Absent Unexcused SY 2021-2022
>
> 5
>
> Total Days Absent Unexcused SY 2022-2023
>
> None

3. Review the student's Final English/Reading, Final Math, Final Science and Final Social Studies Grades for the prior two years (SY 2021-2022 and SY 2022-2023).

> FINAL ENGLISH/READING GRADE SY 2021-2022
>
> None
>
> FINAL MATH GRADE SY 2021-2022
>
> None
>
> FINAL SCIENCE GRADE SY 2021-2022
>
> B
>
> FINAL SOCIAL STUDIES GRADE SY 2021-2022
>
> C
>
> FINAL ENGLISH/READING GRADE SY 2022-2023
>
> None
>
> FINAL MATH GRADE SY 2022-2023
>
> A
>
> FINAL SCIENCE GRADE SY 2022-2023
>
> None
>
> FINAL SOCIAL STUDIES GRADE SY 2022-2023
>
> None

4. Review whether or not the student is currently enrolled in or has completed an Algebra 1 course.

> **Completed or currently enrolled in Algebra 1?**
>
> ◯ Yes
>
> ◉ No

5. The last question asks: **Is the student currently missing one or more years of grades and attendance due to attending a non-District school?**

> **Is the student currently missing one or more years of grades and attendance due to attending a non-District school? ***
>
> ◉ Yes
>
> ◯ No

   a. **If grade, attendance or Algebra 1 information is missing**, click **yes**, then compete the Missing Academic Data section that will be added to your application.

6. After reviewing the information on this screen and responding to the final question, click **Save & Continue** to advance to the next section, or click **Save & Exit** to leave this application to return at a later time.

> Save & Exit   Save & Continue >
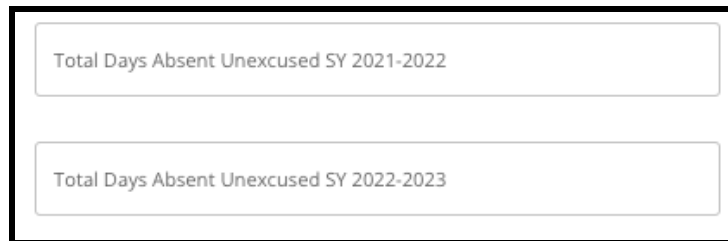
<u>Missing Academic Data</u>
This section will only appear to those who answered YES to the last question on the previous screen, indicating that they are a current District student who is missing one or more years of grade and attendance data due to attending a Non-District school.

Missing Academic Data must be entered manually in the appropriate fields, and <u>a copy of the [Common Transcript Form](#)</u>, completed by your school official, must be uploaded in this section. The information documented in the transcript <u>must match</u> the data entered in the available fields.

Failure to include all academic data will result in an incomplete application which will be marked ineligible and will not be included in any evaluation process for criteria-based schools.
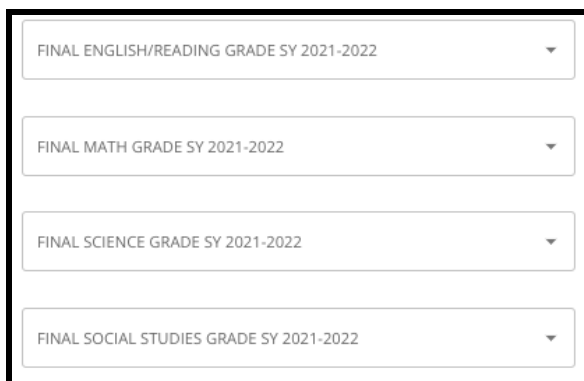
Carefully review the guidelines at the top of this section, then proceed with entering the missing data.

1. Enter the student's total number of unexcused absences for the previous two school years in the *Total Days Absent Unexcused SY 2021-2022* field, and the *Total Days Absent Unexcused SY 2022-2023* field.
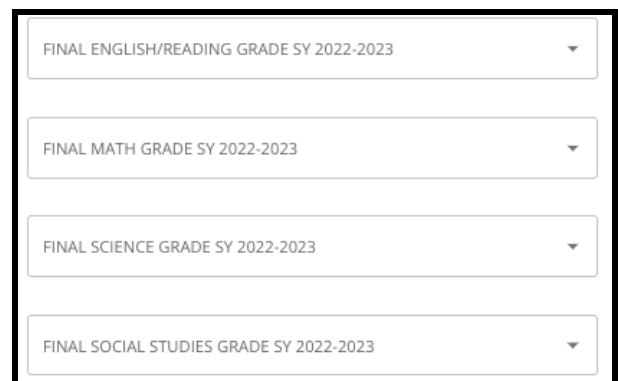

2. Enter the student's *Final English/Reading, Math, Science*, and *Social Studies grades* by choosing the letter grade from the drop down menu (*A, B, C, D, F* or *None*). Make sure you are entering grades in the correct school year drop down menu (labeled as either *SY 2021-2022* or *SY 2022-2023*).

3. Indicate whether or not you have completed or are currently enrolled in Algebra 1 by clicking Yes or No.

Completed or currently enrolled in Algebra 1?

⭕ Yes

⭕ No

4. Attach your completed [Common Transcript Form](#). Upload the form by clicking ***Choose File***. Then, select the file from your computer to upload the document.

Common Transcript

☁ Choose File

Accept .avi, .csv, .doc, .docx, .fav, .gif, .html, .jpeg, .jpg, .mp3, .mpg, .pdf, .png, .rtf, .txt, .wma, .xls, .xlsx, .zip

5. After the [Common Transcript Form](#) has been uploaded, you will be able to view the title of the attached document beneath the Common Transcript upload field.

Common Transcript

☁ Choose File

Accept .avi, .csv, .doc, .docx, .fav, .gif, .html, .jpeg, .jpg, .mp3, .mpg, .pdf, .png, .rtf, .txt, .wma, .xls, .xlsx, .zip

Uploaded: Common Transcript Form for School Selection (1).pdf   View   🗑

   ○ Click the blue ***View*** hyperlink to review the attached Common Transcript document to ensure the correct file was uploaded.
   ○ **More than one document can be uploaded** in the Common Transcript upload field.
   ○ Applicants can click the delete icon to remove the attachment, and then click ***Choose File*** to start the Common Transcript upload process again, if necessary.

6. You can also upload any Other Academic Information that you wish to have included in your application by clicking Choose File and repeating the upload process.

Other Academic Information

☁ Choose File

Accept .avi, .csv, .doc, .docx, .fav, .gif, .html, .jpeg, .jpg, .mp3, .mpg, .pdf, .png, .rtf, .txt, .wma, .xls, .xlsx, .zip

7. Carefully review your uploaded transcript and the information entered on this screen to ensure accuracy. Then, click ***Save & Continue*** to advance to the next section, or click ***Save & Exit*** to leave this application to return at a later time.

Save & Exit   Save & Continue ❯

PSSA Data

Applicants must submit PSSA or approved alternative assessment scores from SY 2021-2022 and SY 2022-2023 for English Language Arts/Reading and Mathematics when applying to criteria-based schools. ***The best percentile score across the two years will be considered for each subject area, based on the school or program's specific*** criteria***.***

The School District of Philadelphia has reviewed the last two years of PSSA scores (SY 2021-2022 and SY 2022-2023) for tests administered by the District. The applicant's scores on record with the School District of Philadelphia are displayed in this section of the application. ***This section will appear for students currently in 4th-9th grade.***

1. Review the guidelines at the top of this section, and then review the English Language Arts PSSA Data and Mathematics PSSA Data for SY 2021-2022. This data will include *Percentile, Corresponding Scaled Score* and *Corresponding Grade Level.*

English Language Arts Percentile SY 2021-2022
Answer
90

English Language Arts Corresponding Scale Score SY 2021-2022
Answer
1500

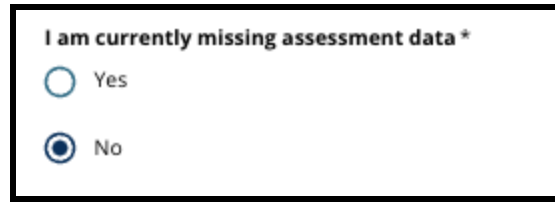English Language Arts Corresponding Grade Level Tested SY 2021-2022
Select Your Answer
7

Mathematics Percentile SY 2021-2022
90

Mathematics Corresponding Scale Score SY 2021-2022
Answer
1500

Mathematics Corresponding Grade Level Tested SY 2021-2022
Select Your Answer
7

2. Then, review the English Language Arts PSSA Data and Mathematics PSSA Data for SY 2022-2023. This data will include *Percentile, Corresponding Scaled Score* and *Corresponding Grade Level.*

English Language Arts Percentile SY 2022-2023
Answer
90

English Language Arts Corresponding Scale Score SY 2022-2023
Answer
1523

English Language Arts Corresponding Grade Level Tested SY 2022-2023
Select Your Answer
8

Mathematics Percentile SY 2022-2023
85

Mathematics Corresponding Scale Score SY 2022-2023
Answer
1500

Mathematics Corresponding Grade Level Tested SY 2022-2023
Select Your Answer
8

3. Respond to the statement that reads "I am currently missing Assessment Data."

I am currently missing assessment data *
○ Yes
◉ No

a. If you answer No, you will proceed to the School/Program Selection section of the application.
b. If you answer Yes, you will proceed to the Assessment section of the application.
   i. If your student is missing data for one or both subjects on this screen, you must answer "Yes" to the question above.

Note: If the applicant participated in the TerraNova assessment during the School District's administration in Fall of 2022, those results are **not** displayed in this section. If the applicant did **not** take the SY 2021-22 PSSA and **needs to upload TerraNova results**, they should select "Yes" to the previous question in order to provide TerraNova scores.

4. Carefully review the information on this screen to ensure accuracy. Then, click **Save & Continue** to advance to the next section, or click **Save & Exit** to leave this application to return at a later time.

Save & Exit	Save & Continue >

Assessments

Carefully review the guidance that appears at the top of this screen. This information outlines the types of assessments that have been approved for the School District of Philadelphia criteria-based school applications. It also outlines the upload requirements for assessment reports. After carefully reviewing the guidelines, indicate the type of assessment score you will be uploading.

1. Indicate if you will be uploading **PSSA Scores** by clicking *Yes* or *No*. (Answering *Yes* will add the **PSSA Uploads** section to your application).
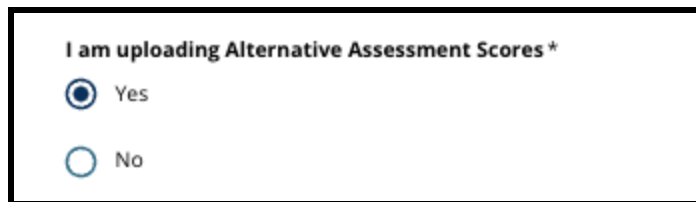
2. Indicate if you will be uploading **Alternative Assessment Scores** by clicking *Yes* or *No*. (Answering *Yes* will add the **Alternative Assessment Uploads section** to your application).


3. Carefully review your responses on this screen. Then, click **Save & Continue** to advance to the next section, or click **Save & Exit** to leave this application to return at a later time.

PSSA Uploads

*This section will only appear for applicants who indicated that they were missing data in the PSSA Data section, and that they were uploading PSSA Scores on the Assessments section of the application. Review the guidelines at the top of this section carefully before proceeding.*

1. Enter the *English/Language Arts Scaled Score* and *English/Language Arts Grade Level Tested* and the *Mathematics Scaled Score* and *Mathematics Grade Level Tested* for **SY 2021-2022** and for **SY 2022-2023**.

English Language Arts Scale Score SY 2021-2022 *	English Language Arts Scale Score SY 2022-2023 *
Answer *	Answer *
If you do not have this data please type "None"	*If you do not have this data please type "None"*
English Language Arts Grade Level Tested SY 2021-2022 *	English Language Arts Grade Level Tested SY 2022-2023 *
Select Your Answer * ▼	Select Your Answer * ▼
If you do not have this data please select None	*If you do not have this data please select "None"*
Mathematics Scale Score SY 2021-2022 *	Mathematics Scale Score SY 2022-2023 *
If you do not have this data please type "None"	*If you do not have this data please type "None"*
Mathematics Grade Level Tested SY 2021-2022 *	Mathematics Grade Level Tested SY 2022-2023 *
Select Your Answer * ▼	Select Your Answer * ▼
If you do not have this data please select "None"	*If you do not have this data please select "None"*

NOTE: If data for any of these fields is not available, type *None* into the field.

2. Upload your PSSA Student Report by clicking ***Choose File***, locating your file from your desktop, and selecting it to upload to your application. *Pay attention to the guidance on the screen that outlines what must be submitted in the upload.*

Note: When submitting a **PSSA Student Report**, please ensure you are uploading all three pages (Page 1 with student applicant name and test date, Page 2 with English Language Arts Scores, and Page 3 with Mathematics scores).

Upload PSSA Student Report

☁ *** Choose File**

Accept .avi, .csv, .doc, .docx, .fav, .gif, .html, .jpeg, .jpg, .mp3, .mpg, .pdf, .png, .rtf, .txt, .wma, .xls, .xlsx, .zip

   a. After uploading your file, click the blue ***View*** hyperlink to review the attached transcript document to ensure the correct file was uploaded.
   b. **More than one document can be uploaded** in the PSSA Student Report upload field.
   c. Applicants can click the delete icon to remove the attachment, and then click ***Choose File*** to start the upload process again, if necessary.

3. Carefully review your responses on this screen. Then, click ***Save & Continue*** to advance to the next section, or click ***Save & Exit*** to leave this application to return at a later time.

Save & Exit | Save & Continue >

Alternative Assessment Uploads

This section appears for applicants who indicated they were missing PSSA Data and that they were uploading Alternative Assessment Scores on the Assessments section of the application. Review the guidelines at the top of this section carefully before proceeding.

1. Respond to the first three questions on this screen by identifying the approved alternative assessment you are submitting for *English Language Arts/Reading SY 2021- 2022*, and enter your *English Language Arts/Reading National Percentile Rank SY2021-2022* and *English Language Arts Corresponding Grade Level Tested SY 2021-2022*.

   a. If your assessment does **not** have National Percentile Rank, enter the state or local percentile rank.

   b. If you do not have data to provide in these fields, select None from the drop-down menu or enter None in the field.

Approved Alternative Assessment: English Language Arts/Reading SY 2021-2022 *

Select Your Answer *

If you do not have this data please select "None"

Best English Language Arts/Reading National Percentile Rank SY 2021-2022 *

Answer *

If you do not have this data please type "None"

English Language Arts Corresponding Grade Level Tested SY 2021-2022 *

Select Your Answer *

If you do not have this data please select "None"

2. Repeat this process for *Approved Alternative Assessment Mathematics SY2021-2022*, and then repeat again to provide this information for scores obtained in *SY 2022-2023* for English/Language Arts and/or Mathematics.
   a. If you do not have data to enter in a field, select None from the drop-down menu or enter None in the field.

Approved Alternative Assessment: Mathematics SY 2021-2022 *

Select Your Answer *

If you do not have this data please select "None"

Best Mathematics National Percentile Rank SY 2021-2022 *

Answer *

If you do not have this data please type "None"

Mathematics Corresponding Grade Level Tested SY 2021-2022 *

Select Your Answer *

If you do not have this data please select "None"

Approved Alternative Assessment: English Language Arts/Reading SY 2022-2023 *

Select Your Answer *

If you do not have this data please select "None"

Best English Language Arts/Reading National Percentile Rank SY 2022-2023 *

Answer *

If you do not have this data please type "None"

English Language Arts Corresponding Grade Level Tested SY 2022-2023 *

Select Your Answer *

If you do not have this data please select "None"

Approved Alternative Assessment: Mathematics SY 2022-2023 *

Select Your Answer *

If you do not have this data please select "None"

Best Mathematics National Percentile Rank SY 2022-2023 *

Answer *

If you do not have this data please type None

Mathematics Corresponding Grade Level Tested SY 2022-2023 *

Select Your Answer *

If you do not have this data please select "None"

3. Upload your Approved Alternative Assessment Report by clicking ***Choose File***, locating your file from your desktop, and selecting it to upload to your application.

Upload Approved Alternative Assessment Report

⌂ * Choose File

Accept .avi, .csv, .doc, .docx, .fav, .gif, .html, .jpeg, .jpg, .mp3, .mpg, .pdf, .png, .rtf, .txt, .wma, .xls, .xlsx, .zip

4. Carefully review your responses on this screen. Then, click ***Save & Continue*** to advance to the next section, or click ***Save & Exit*** to leave this application to return at a later time.

Save & Exit   Save & Continue >

School/Program Selection

*This section of the application allows applicants to select up to **five** schools/programs to include on their application. A student's catchment school should not be selected on a school selection application.*

- *The order that schools are selected to be included in the application does not impact an application's processing. All schools included on an application are equally ranked.*

- *The schools that appear in this section of the application are schools/programs that participate in the School Selection process and have space available for the grade to which your student is applying for the upcoming school year.*

- *When viewing a criteria-based school in this section, the specific criteria for that school or program will display directly on the screen.*

Review the guidance at the top of this application section carefully. To learn more about your school options, please visit schoolselect.philasd.org.
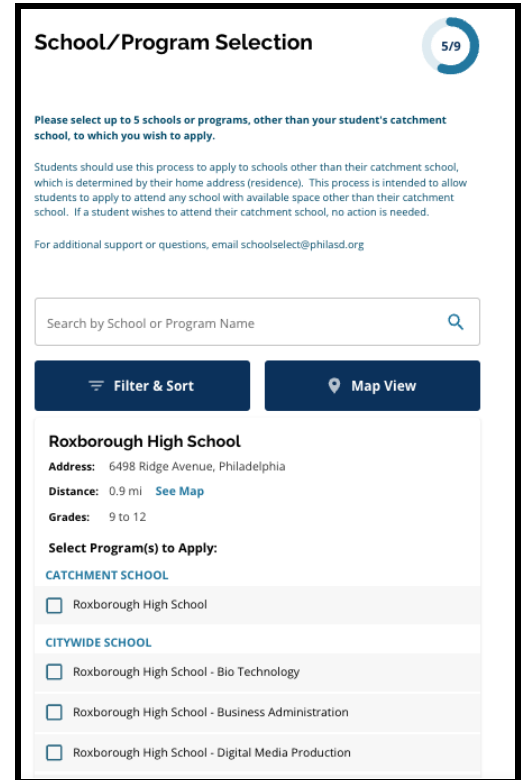
1. Applicants can scroll through the list to review the available schools/programs, and can also use the search and filter features at the top of the screen.
   a. The *Search by School or Program Name* field displays options that contain the text entered in the field. The results auto-update as text is entered.
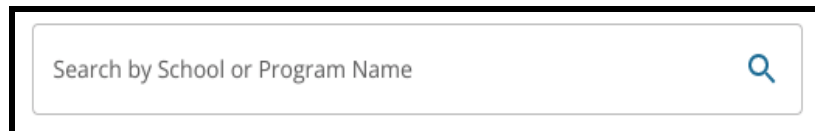
   b. The *Filter & Sort* can be used to apply additional filters to the School/Program options. Choose your filter sorting options, and then click **Apply Filters**.
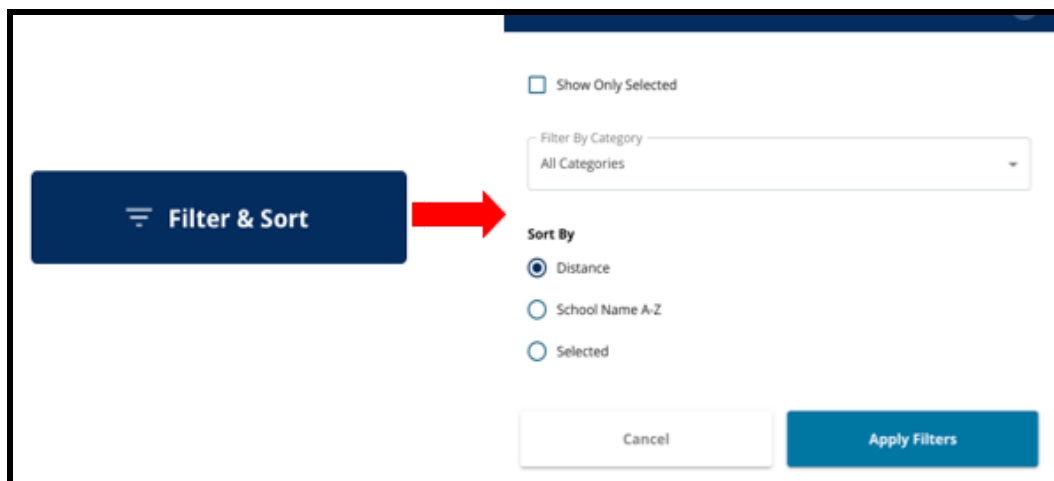
i. Clicking *Show Only Selected* will display **only** schools checked to be included on the application.

ii. *Filter by Category* will allow you to select *Catchment, Citywide* or *Criteria Based* schools to be displayed. Select *All Categories* to include schools of each type in the results.

iii. Sort results by either *Distance* (to student address listed in application), *School Name A-Z*, or *Selected* (will display currently selected schools first in results).
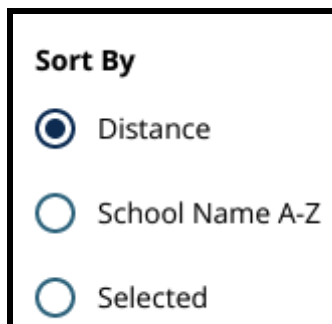
c. Click *Map View* to view an interactive map that displays the locations of the schools included in the Schools/Programs results. Any current filters apply to the results that display on the map.
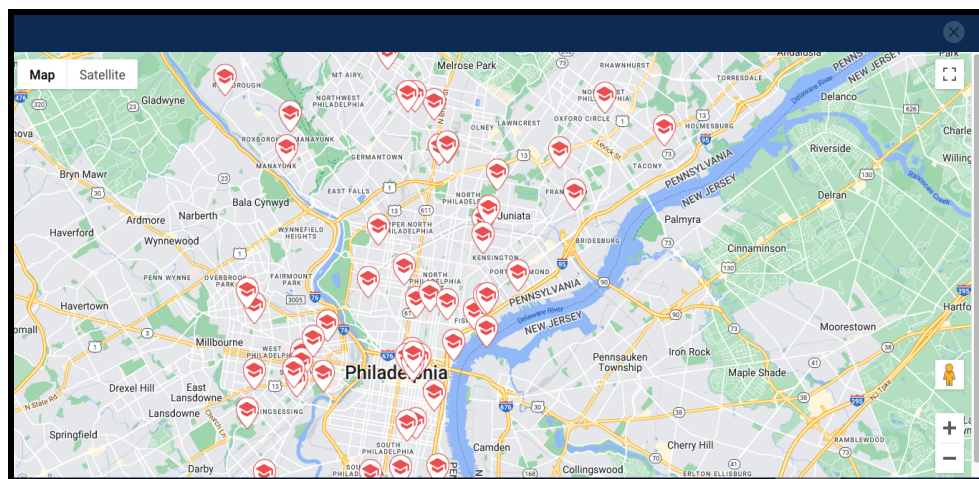
i. Click on a school icon to view the name of the school, the address, and grade levels offered. If the school offers specific programs, they will be visible. Click on a check box next to the school or program name to include it on your application.
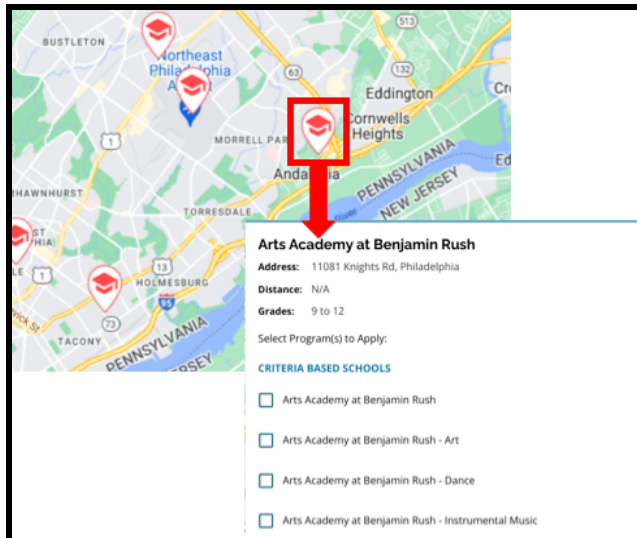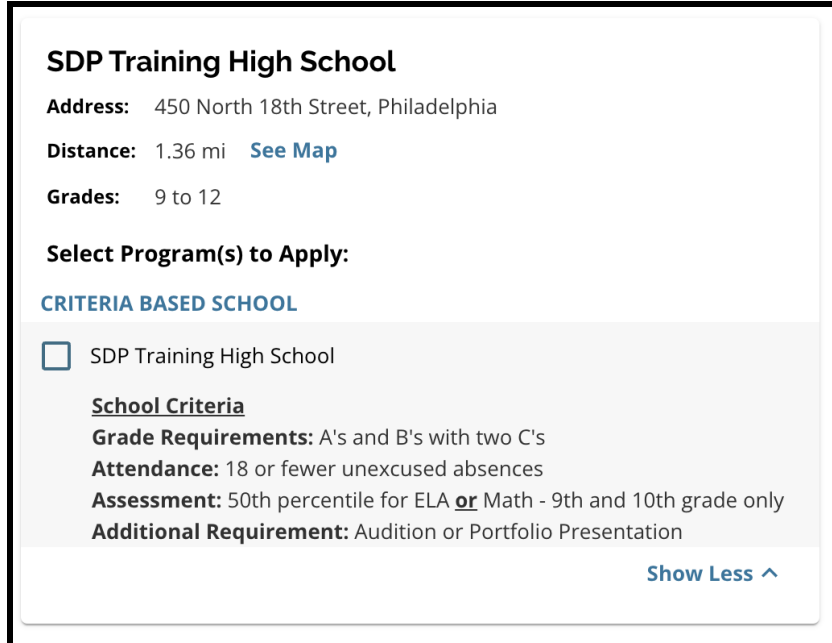
ii. Click the X in the top right corner of the map window to close the map view.
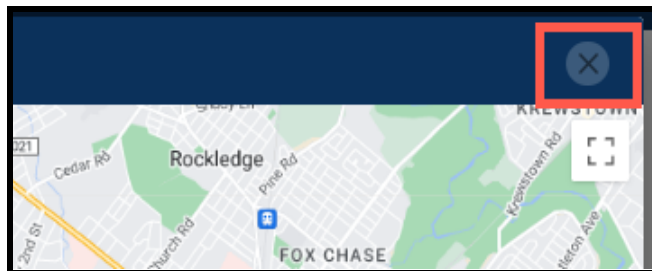
2. When viewing Search Results, click on a checkbox next to a desired school or program to include it in your application. As you select your schools, a message will appear at the top of the screen reminding you how many selections you have left available.

25
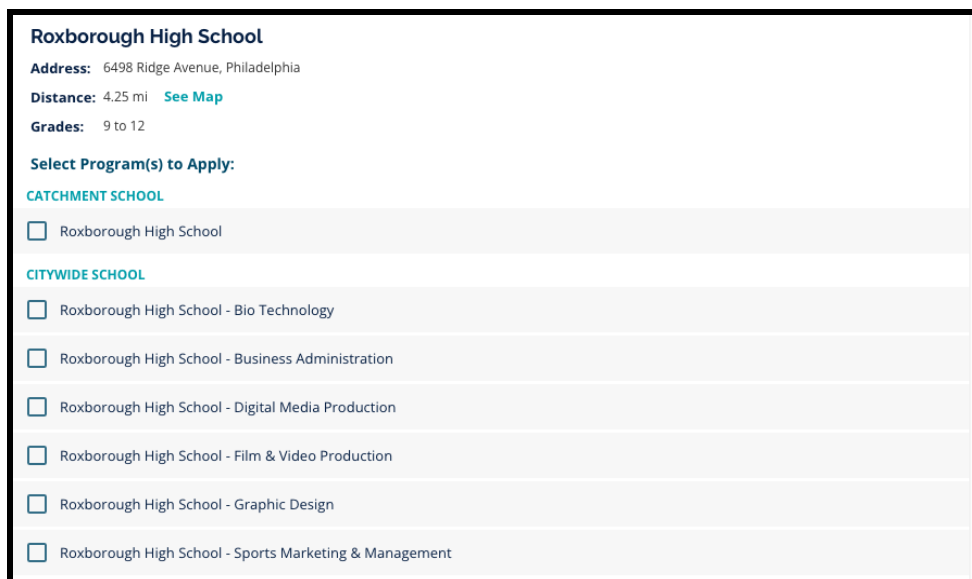
a. Specific criteria for criteria-based schools will display directly within the application when viewing a criteria-based school in the Search Results.
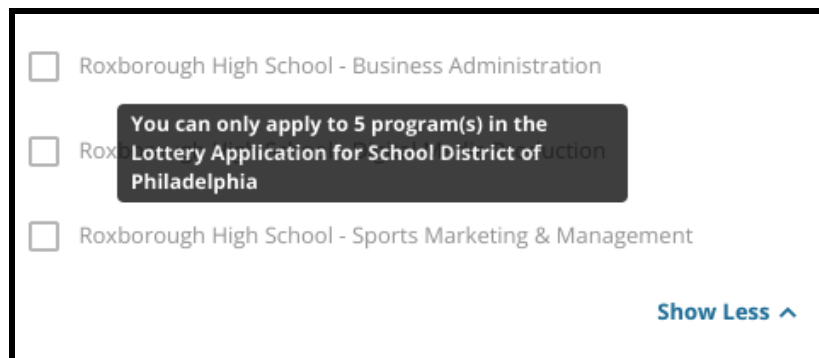
3. Once five schools/programs have been selected, you will be unable to select additional choices to be included in your application, as the limit is five.

a. To swap out one of your selected choices for a different school/program, you must click on the checkbox for the original school/program to deselect it, then click the checkbox for the school/program you wish to include instead.
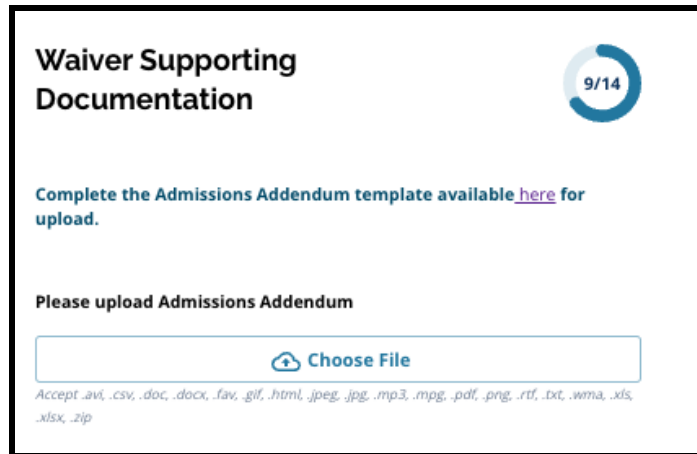
4. Carefully review your selected options. When you are ready to continue with your application, click **Save & Continue** to advance to the next section, or click **Save & Exit** to leave this application to return at a later time.

Siblings
Some students may be eligible for sibling preference in the lottery. Carefully review the guidance included in this section to determine whether or not this section is applicable to you.

1. Indicate whether or not the student identified on the application has a brother/sister that is currently attending a Catchment or Citywide school or program that is listed on this application by clicking **Yes** or **No**.

2. If *No* is selected, no additional information is required. If *Yes* is selected, enter the *First Name, Last Name, Birth Date, Grade* and *School* for the sibling. Click *Add Another Sibling* to repeat this process for any additional siblings.

3. To delete a sibling entry, click the *Delete* (trash can) icon.

4. When you are ready to continue with your application, click *Save & Continue* to advance to the next section, or click *Save & Exit* to leave this application to return at a later time.

Education Accommodations

The first three questions in the Education Accommodations section will appear for all applicants, and the responses cannot be edited.

Some students may be prompted to provide additional information, based on responses to the questions that appear in this section. Students in __4th, 5th, 6th and 8th grade__ who have a Yes response included for the first three questions will have additional sections included on their application, so that they can provide supporting documentation. Students in 4th, 5th, 6th and 8th grade will also see a question that asks whether or not they want to waive a criteria for consideration.

1. Review whether the student has a current IEP, 504 plan, and/or current English Language (EL) services by reviewing the first three questions on the *Education Accommodations* screen. These questions will appear for all applicants.
   a. If Yes is included for the first question, the students Primary Disability will appear in a drop-down menu.

2. **The next question will appear for current 4th, 5th, 6th, and 8th grade students only.** Confirm if you want to waive attendance, grade, or PSSA/Alternative Assessment criteria if your student has an IEP, 504 Plan or EL services. **You may select only one choice.** If you do not wish to waive any eligibility criteria, click I do not want to waive any criteria.

> If you replied "Yes" to any of the above questions, you may waive Attendance, Grades or PSSA/Alternative Assessment criteria in your student's application. If your student has a 504 plan, IEP, or is an English Leaner and you do not waive a criteria, your student will not be given an individualized review.
>
> ◯ Attendance
>
> ◯ Grades
>
> ◉ PSSA/Alternative Assessment Scores
>
> ◯ I do not want to waive any criteria
>
> ◯ I do not have an IEP/504/EL designation

    a. If your student does not have an IEP, 504 Plan or EL services, select "I do not have an IEP/504/EL designation."

    b. **<u>Talk with your student's counselor to learn more about the waiver process, and if it is appropriate for your student.</u>**

3. Review the statement regarding the criteria waiver, then type your name into the Criteria Waiver field to serve as your electronic signature. Check the box next to the statement that reads "*I agree to use my above name/initials as an electronic signature.*"

> I understand that by signing, I am choosing to waive or not waive the criteria or confirm that my student does not have a IEP/504/EL designation. I acknowledge that if I do not waive any criteria, my student will not receive an individualized review.
>
> Date & Time Signed: 08/24/2023 10:15:56 AM   **Redo Signature**
>
> *Adam abbate*

4. When you are ready to continue with your application, click ***Save & Continue*** to advance to the next section, or click ***Save & Exit*** to leave this application to return at a later time.

> Save & Exit   Save & Continue >

Completing the Waiver Supporting Documentation Section

If a 4th, 5th, 6th or 8th grade student with an IEP, 504 Plan or EL services choses to waive one criteria (either grades, attendance or PSSA/Alternative Assessment scores), this section of the application will appear. *This section allows for information to be provided for the Individualized Review Process. Review the guidance on this screen carefully.*

*If an applicant selected "I do not want to waive any criteria" or "I do not have an IEP/504 or EL Designation" as a response on the Educational Accommodations screen, this section **will not appear.***

1. In the **Index**, click on **Waiver Supporting Documentation**.

2. The first upload field is for the Admissions Addendum. Upload the completed document for this student. Click ***Choose File***, then select the desired file from your computer to upload.

Waiver Supporting Documentation

9/14

Complete the Admissions Addendum template available here for upload.

Please upload Admissions Addendum

⌂ Choose File

Accept .avi, .csv, .doc, .docx, .fav, .gif, .html, .jpeg, .jpg, .mp3, .mpg, .pdf, .png, .rtf, .txt, .wma, .xls, .xlsx, .zip

3. The next upload field is for Supporting Documentation. Upload any additional supporting documents for the criteria waiver. Click ***Choose File***, then select the desired file from your computer. Multiple files can be uploaded, if necessary.

Please upload other supporting documents for criteria waiver

⌂ Choose File

Accept .avi, .csv, .doc, .docx, .fav, .gif, .html, .jpeg, .jpg, .mp3, .mpg, .pdf, .png, .rtf, .txt, .wma, .xls, .xlsx, .zip

4. Click ***Save & Continue*** when this section is completed.

Save & Continue
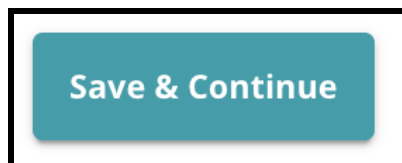
Completing the Special Education Accommodations Section

*This section **is included for current 4th, 5th, 6th, and 8th grade students whose responses on the Education Accommodations section of their application indicates that the student has a current IEP.** If an applicant indicated that they did NOT have a current IEP,, then this section would not appear.*

1. In the **Index**, click on **Special Education Accommodations**.

2. Three different types of documents are requested to be uploaded in this section of the application. These documents include the student's current IEP documentation, their 2022-2023 Progress Monitoring Report and their current Transition Assessment.
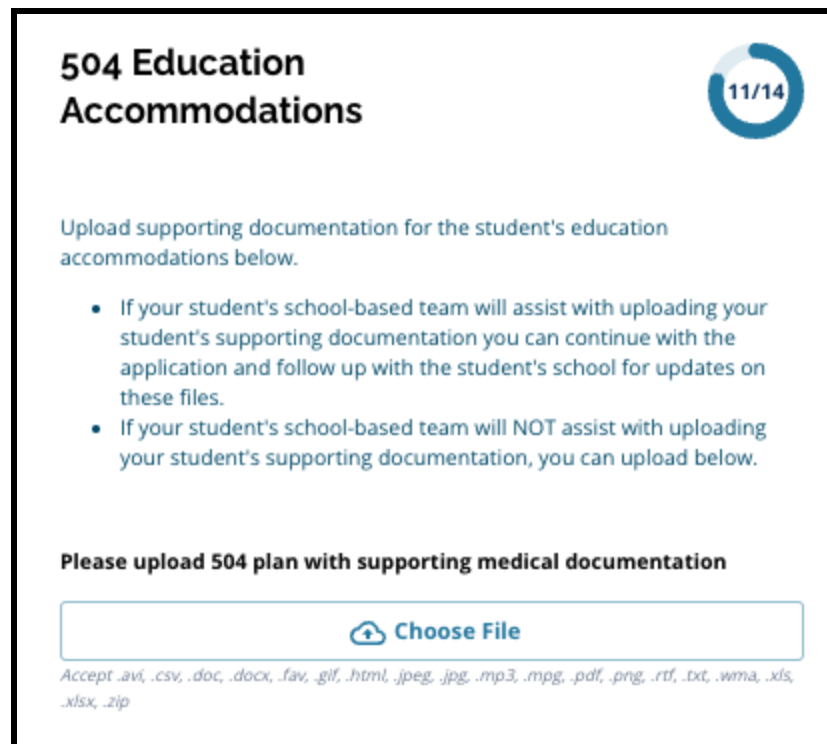
3. Upload the appropriate documents by clicking **Choose File**, then select the desired file from your computer. Click **Save & Continue** when this section is completed.
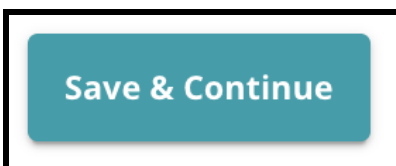
Completing the 504 Accommodations Section

*This section is **included for current 4th, 5th, 6th or 8th grade students whose responses on the Education Accommodations section of their application indicates that the student has a current 504 Plan.** If an applicant indicated that they did NOT have a current 504 Plan, then this section would not appear.*

1. In the **Index**, click on **504 Education Accommodations**.

2. The section includes only one upload field, for the current 504 plan with supporting medical documentation. Upload these files by clicking ***Choose File***, then select the desired file(s) from your computer to upload.

3. Click ***Save & Continue*** when this section is completed.
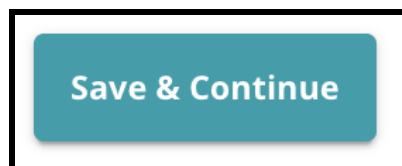
Completing the EL Education Accommodations Section

*This section **is included for current 4th, 5th, 6th or 8th grade students whose responses on the Education Accommodations section of their application indicates that the student has current EL services.** If an applicant indicated that they did NOT have current EL services, then this section would not appear.*

This section allows for information to be provided for the LeGare Process. Review the guidance on this screen carefully.

1. In the **Index**, click on **EL Education Accommodations**.

2. The section includes only one upload field, for the current EL Access/WIDA Test Scores Upload these files by clicking ***Choose File***, then select the desired file(s) from your computer to upload.

3. Click ***Save & Continue*** when this section is completed.

Signatures

The Signatures section asks the person submitting the application to certify that it is complete and accurate.

Review the Requirements & Procedures for School Selection again before submitting the application. Use the scroll bar to review all of the requirements and procedures outlined in this section of the application thoroughly.

1. Carefully review the certification statement and the School Selection Requirements & Procedures. Then, type the full name of the person completing the application into the field at the bottom of the screen. Click the check box next to the statement that reads "I agree to use my above name/initials as an electronic signature."

2. When you are ready to continue with your application, click **Save & Continue** to advance to the next section, or click **Save & Exit** to leave this application to return at a later time.
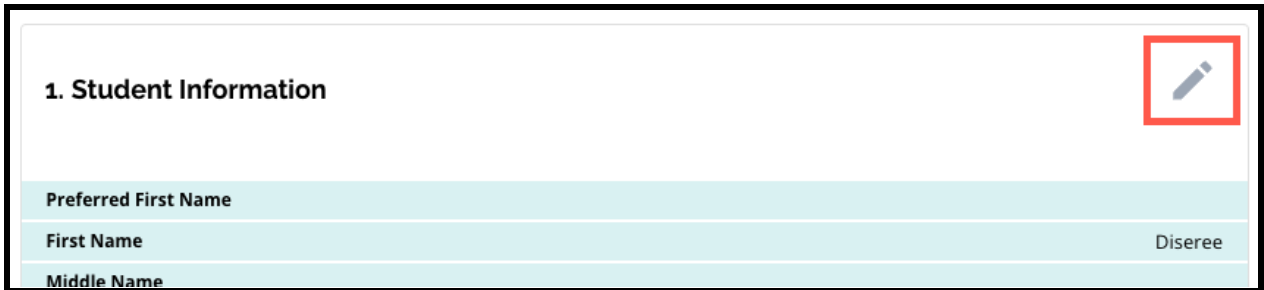
Review and Submit

This section of the application gives applicants the chance to review all of the information they've entered on the application.

The schools that are included in the application appear at the top of the **Review and Submit** screen in the School(s) Applying To section. To change these school choices, click the School/Program section in the menu on the left side of the screen.

1. To update any other sections of the application, either click on the pencil icon next to the section heading to jump directly to that section of the application, or click on the title of that section in the menu on the left side of the screen.

2. Review each of the sections of the application that appear on this screen in its entirety. When you are ready to submit the application, click *Submit Application* at the bottom of the screen.
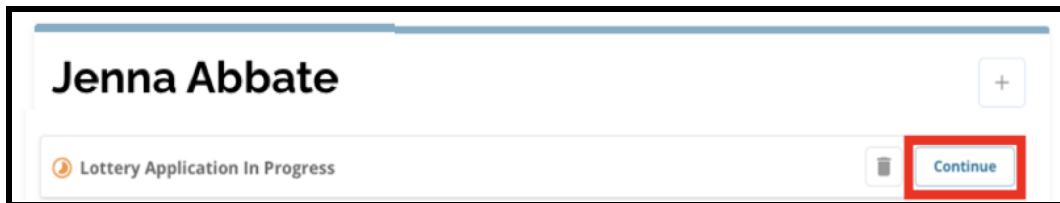
After Submitting an Application

After submitting an application, the Enroll dashboard will load. From the dashboard you will be able to:

- *return to an in-progress application*
- *view and edit submitted applications during the Application phase of the School Selection process*
- *Create an application for another current District student*
- *Start a brand new application for an Out-of-District student*

Returning to an In-Progress Application

If you have saved and exited an application and wish to return to it at a later time, you will log back into the application system and return to the dashboard. Locate the in progress application, and click **Continue** to open the application.
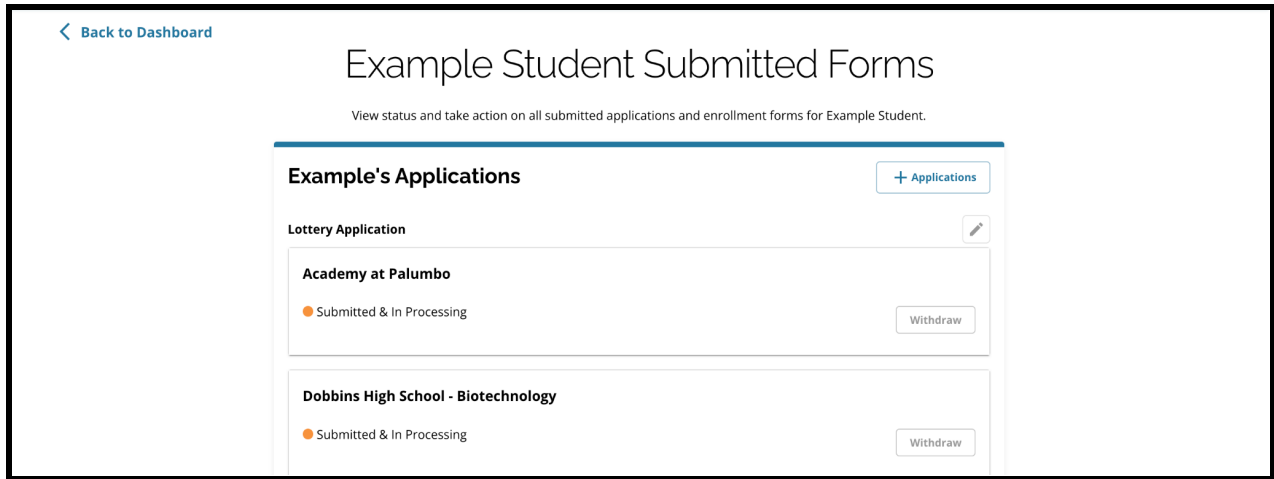

The application will open to the most recently completed section. Continue to work on the application and remember to submit your application when you are finished.

## Viewing and Editing Submitted Applications

1. Locate the student to view their name and a count of submitted applications. Click **View All** to see additional details regarding the submitted applications.
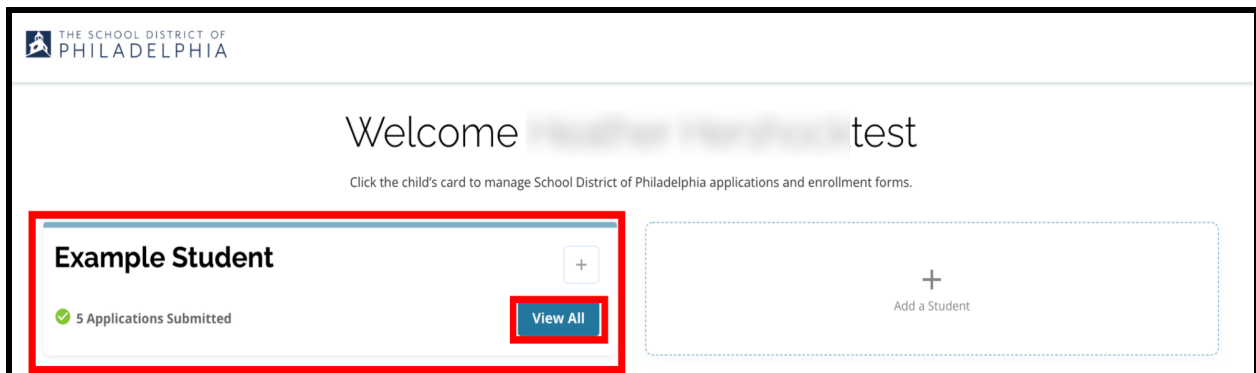
2. View the school(s)/program(s) included on the application. During the application window, the application's status will display as Submitted & In Processing.

3. Click on the pencil icon to edit your application.
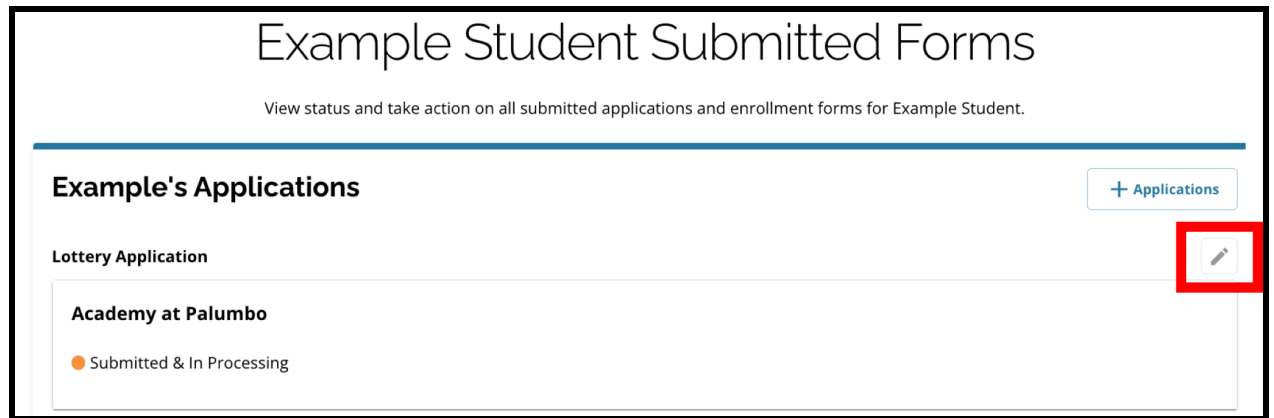
4. The application will open to the Review and Submit screen of the application. To change these school choices, click the School/Program section in the menu on the left side of the screen.
   a. Then, select/update your choices based on the guidance found here. Please note, if you have already selected five schools, you will need to uncheck (remove) one of your choices in order to add a new school to your application. *Be sure to click Save & Continue when you have finished making your changes.*
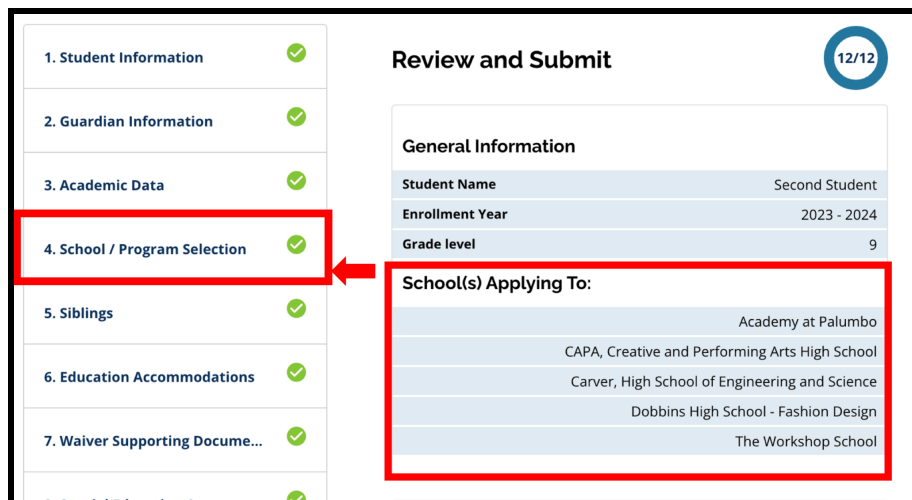
39

5. To update any other sections of the application, either click on the pencil icon next to the section heading to jump directly to that section of the application, or click on the title of that section in the menu on the left side of the screen. *Be sure to click Save & Continue when you have finished making your changes.*
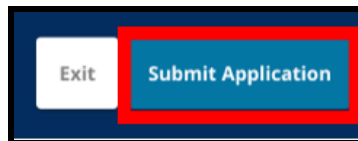

6. Click on the Review and Submit section of the application and review your application in its entirety. Then, click *Submit Application* at the bottom of the screen.

Create an Application for Another Current District Student

Follow the same process for creating and submitting a School Selection application for any other current District student associated with your account.

If you are the parent/guardian of a current District student and your student does not appear in your School Selection account, please contact your child's school to ensure you are identified as the parent/guardian for your child in the District's Student Information System.

Starting a Brand New Application for An Out-of-District Student

If the parent/guardian of a current District student also has a child who is not currently enrolled in the School District, but wishes to apply to a District school for the upcoming school year, they can also create an application for that student from their existing District account.

To begin a brand new application for a different Non-District student, click **Add a Student**. The Get Started screen will open. Complete the application for the Non-District student, providing all of the required information.
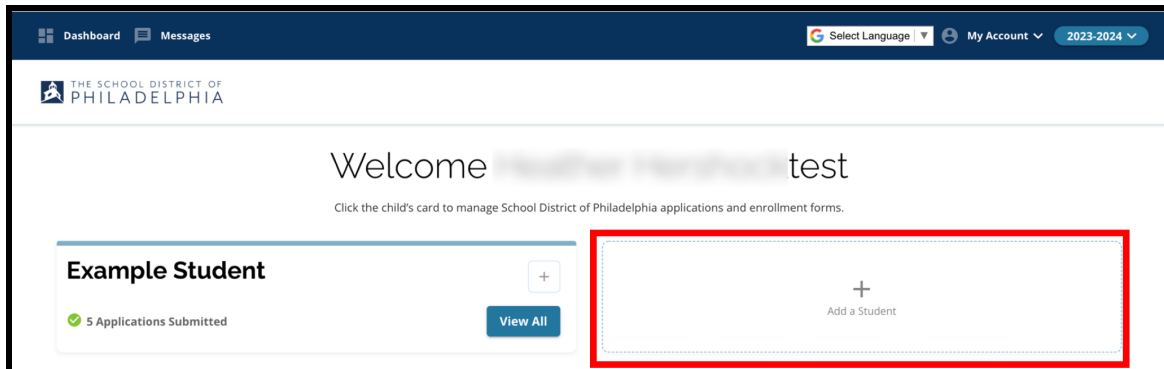
<u>Changing the Language of an Application</u>

1. To change the language the application appears in, open the *Select Language* dropdown in the upper right corner of the screen.

2. Select the desired language from the list.

3. The application will appear in the language chosen in the dropdown menu.