

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

Introduction	2
Accessing Your School Selection Account	3
Navigation	4
Dashboard Tips	4
Application Tips	5
Creating a School Selection Application for a District Student	7
Student Information	8
Guardian Information	11
Academic Data	13
Missing Academic Data	16
PSSA Data	18
Assessments	20
PSSA Uploads	21
Alternative Assessment Uploads	22
School/Program Selection	23
Siblings	27
Education Accommodations	29
Completing the Waiver Supporting Documentation Section	31
Completing the Special Education Accommodations Section	32
Completing the 504 Accommodations Section	33
Completing the EL Education Accommodations Section	34
Signatures	35
Review and Submit	36
After Submitting an Application	38
Returning to an In-Progress Application	38
Viewing and Editing Submitted Applications	38
Create an Application for Another Current District Student	40
Starting a Brand New Application for An Out-of-District Student	41
Changing the Language of an Application	42

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 one of the criteria for a school, to be able to indicate their desire to waive that one criteria.**

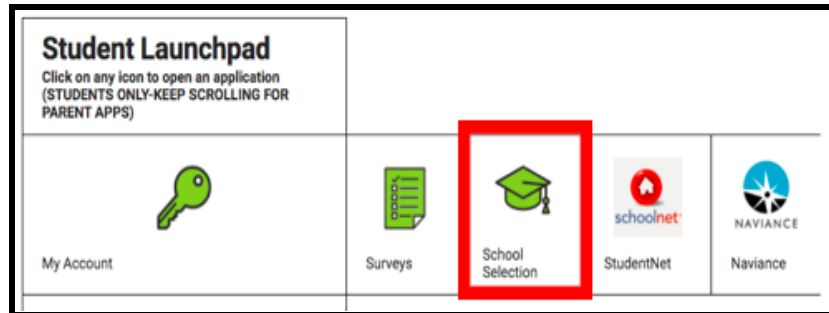
Additional documentation must be uploaded in the application. This documentation will be reviewed, ***should your child qualify for an Individualized Review.*** For more information on the Individualized Review process, visit the [School Selection website](#)

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](https://www.schoolselect.philasd.org).

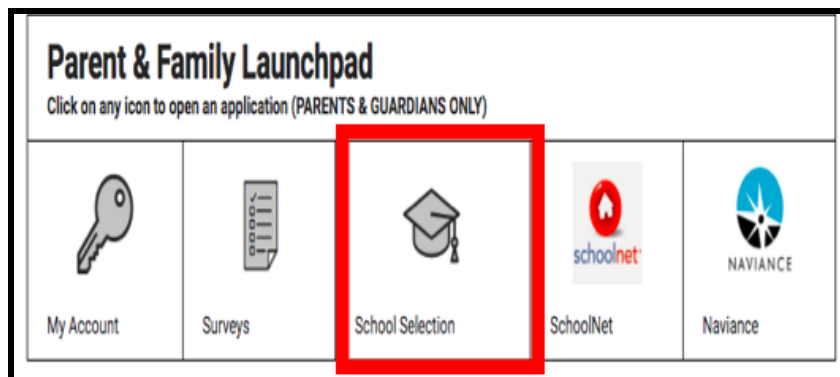
Accessing Your School Selection Account

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.

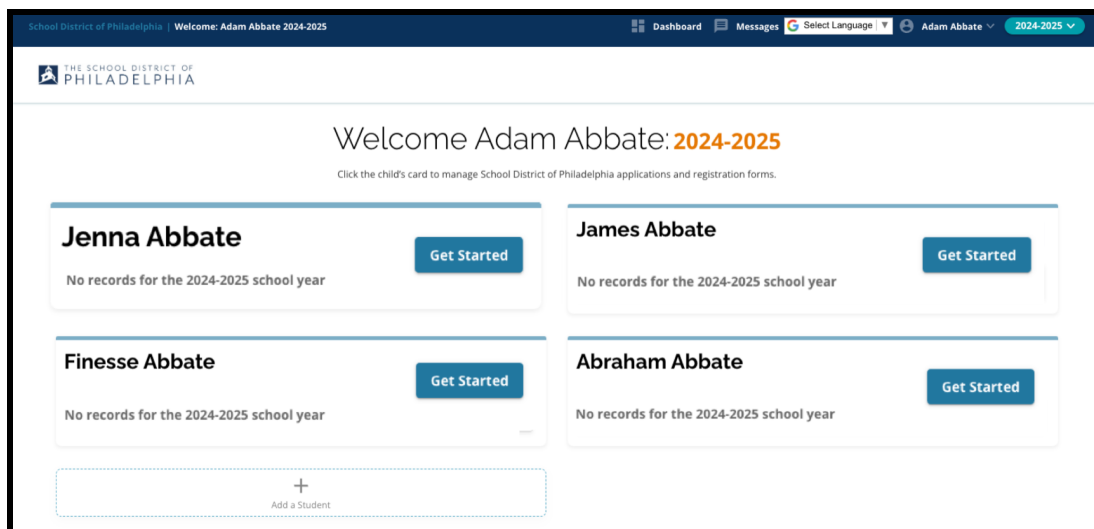
1. From the Portal, locate the School Selection icon (as in the images below) by clicking on the Message Center on the left side of the screen. Then, click on the School Selection icon to open the application website.
 - a. *The Student Portal displays a green School Selection icon.*



- 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.



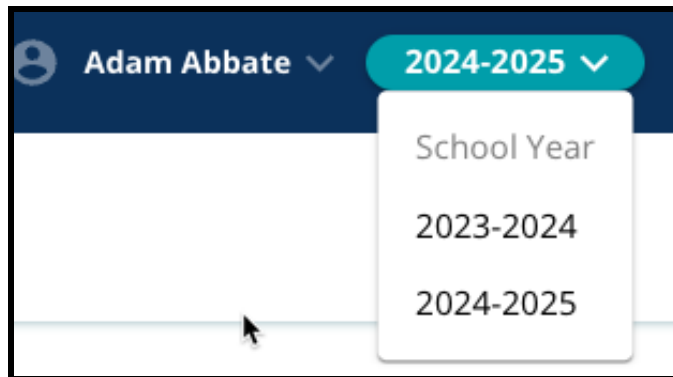
Navigation

Dashboard Tips

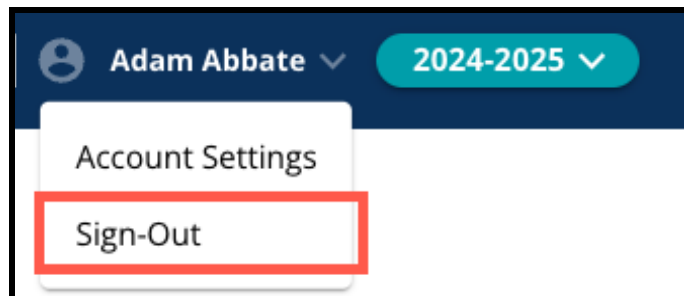
1. The website will default to the 2024-2025 school year, since the application process is for next school year. Check that you are working in the correct year by referring to the drop down menu in the top right corner of the screen.



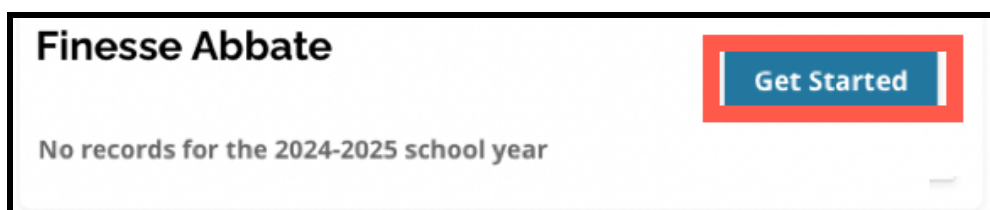
NOTE: Students who participated in last year's School Selection Process and are still on a Waiting List can continue to access their application from last year by adjusting the School Year drop down menu to view 2023-2024. They can also use the drop down menu to return to the current application by selecting 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.



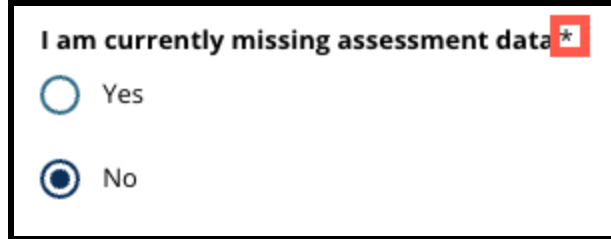
Application Tips

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.

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



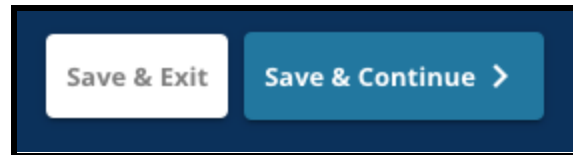
I am currently missing assessment data *

Yes

No

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.

- 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.**



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

The screenshot shows a web interface for the 'Get Started' page. At the top, there is a navigation bar with 'Dashboard', 'Messages', 'Select Language', and a user profile for 'Adam Abbate' with the school year '2024-2025'. Below the navigation bar, the main content area is titled 'Get Started' with a sub-header 'Next: Student Information'. A message box says: 'Thank you for your interest in the School District of Philadelphia School Selection Process. On this page you will find a few instructions to get you started with the application. Before beginning the application, we ask that you read our Requirements & Procedures.' Below this, the 'School Year' is set to '2024-2025'. The 'Requirements & Procedures' section contains text about application notifications and a scroll bar on the right. A red box highlights the 'I Agree' checkbox under the heading 'I have read and agree to the Requirements & Procedures'. At the bottom right, a blue button with a right arrow is labeled 'Continue to Application', also highlighted with a red box.

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*

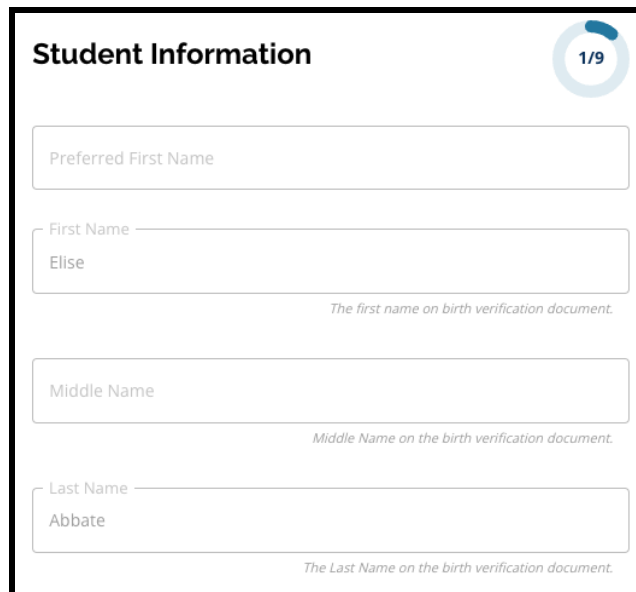
Other sections included in this resource may be included in your child's application, and will depend upon their grade level, as well as responses provided within the application itself.

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.

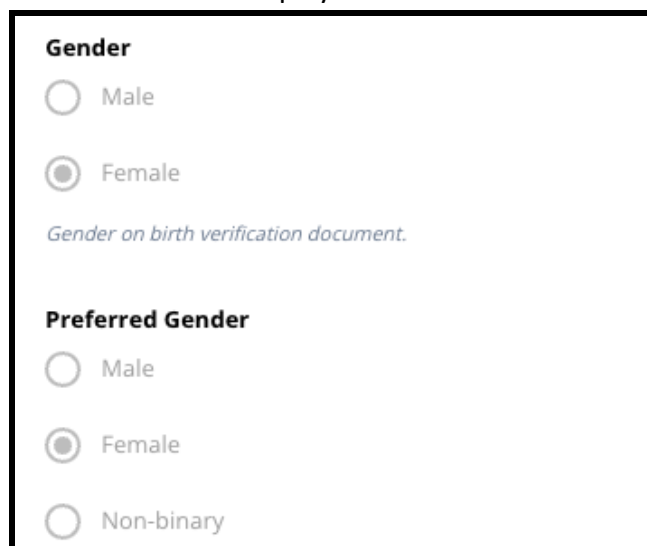
1. Review the student information in the *Preferred First Name*, *First Name*, *Middle Name*, and *Last Name* fields.



The screenshot shows a form titled "Student Information" with a progress indicator "1/9" in the top right corner. The form contains four input fields for names, each with a label and a value:

- Preferred First Name**: An empty input field.
- First Name**: Input field containing "Elise". Below it is the text "The first name on birth verification document."
- Middle Name**: An empty input field. Below it is the text "Middle Name on the birth verification document."
- Last Name**: Input field containing "Abbate". Below it is the text "The Last Name on the birth verification document."


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



The screenshot shows a form with two sections:

- Gender**: Two radio button options: "Male" (unselected) and "Female" (selected). Below the options is the text "Gender on birth verification document."
- Preferred Gender**: Three radio button options: "Male" (unselected), "Female" (selected), and "Non-binary" (unselected).

3. Review the student's *Birthdate*.



The screenshot shows a form titled "Birthdate" with three input fields for the date components:

- MM**: Input field containing "02".
- DD**: Input field containing "10".
- YYYY**: Input field containing "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 *
<input type="radio"/> American Indian or Alaskan Native
<input type="radio"/> Black, not Hispanic
<input type="radio"/> Hispanic
<input type="radio"/> White, not Hispanic
<input type="radio"/> Multi-Racial/Ethnic
<input type="radio"/> Asian
<input type="radio"/> 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.



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.

Guardian 1 Information

Guardian 1 First Name —
Adam

Guardian 1 Last Name —
abbate

Guardian 1 Address

Guardian 1 Address 2

Guardian 1 Address City —
Philadelphia

Guardian 1 Address State —
PA

Guardian 1 Address Zip Code —
19128

Guardian 1 Phone —

Guardian 1 Phone Type

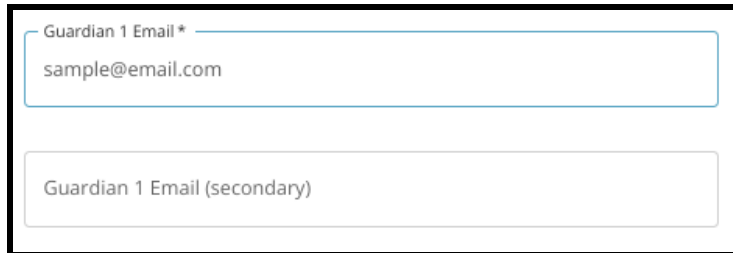
Cell Phone

Home Phone

Work Phone

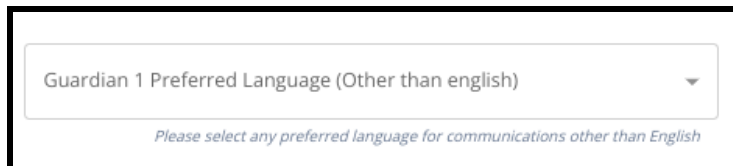
2. Up to three (3) additional contact numbers associated with Guardian 1 will display, depending on what is on file with the District. Review these details, if available.

- 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.



A screenshot of a form with two input fields. The top field is labeled "Guardian 1 Email *" and contains the text "sample@email.com". The bottom field is labeled "Guardian 1 Email (secondary)".

- 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.



A screenshot of a dropdown menu labeled "Guardian 1 Preferred Language (Other than english)". Below the menu is the text "Please select any preferred language for communications other than English".

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



A screenshot of two buttons: "Save & Exit" and "Save & Continue >".


Academic Data

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.

Academic Data



Students must meet the criteria to be eligible for Criteria Based middle and high schools. If students do not meet all of the criteria for the school, or schools to which they are applying, they will be made ineligible and will not be entered into the lottery for those schools. Visit [schoolselect.philasd.org](https://www.philasd.org/schoolselect) to view the criteria for each school. To determine eligibility, the following academic data **must** be added to this application:

1. The final course grades for the four core subjects (English, Math, Science, and Social Studies) for each of the prior school years (SY 2021-2022 and SY 2022-2023)
2. The number of unexcused absences for each of the two prior school years (SY 2021-2022 and SY 2022-2023)
3. PSSA or approved alternate assessment scores in English Language Arts/Reading and Mathematics (SY 2021-2022 and SY 2022-2023)

Available academic data for **District students** will automatically be added to their school selection application. Any missing grade, attendance and assessment data must be manually entered into their school selection application. Follow the link below to review the assessment requirements.

The grades and attendance data for **non-District students** must be manually entered into this application and uploaded using the District's Common Transcript form. The transcript will provide the final course grades for the four core subjects and number of unexcused absences for the prior two years and must be completed by your school official. **Non-District students** are also required to submit standardized assessment results in the **Assessments screens** of this application. Follow the link below to review the assessment requirements.

For **all students**, failure to include all academic data (grades, attendance, transcripts, and standardized assessment score reports) will result in an incomplete application which will be marked ineligible and will not be included in any evaluation processes.

To download the district's common transcript form, use this link: [Common Transcript form](#)

To review assessment requirements for the School Selection application, use this link: <https://www.philasd.org/era/assessment/schoolselection/>

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

- 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

- 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

- If **grade, attendance or Algebra 1 information is missing**, click **yes**, then complete the [Missing Academic Data](#) section that will be added to your application.
- 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 >

Missing Academic Data

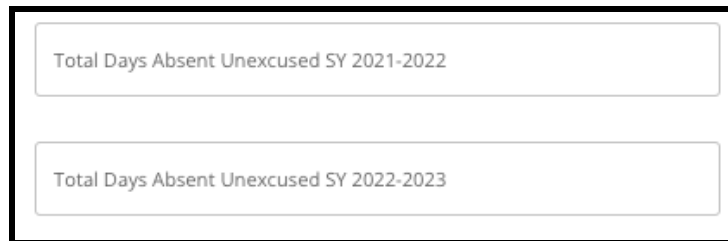
This section will only appear to those who answered YES to the last question on the previous screen, indicating that they are a current District student who is missing one or more years of grade and attendance data due to attending a Non-District school.

Missing Academic Data must be entered manually in the appropriate fields, and a copy of the Common Transcript Form, completed by your school official, must be uploaded in this section. The information documented in the transcript must match 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.

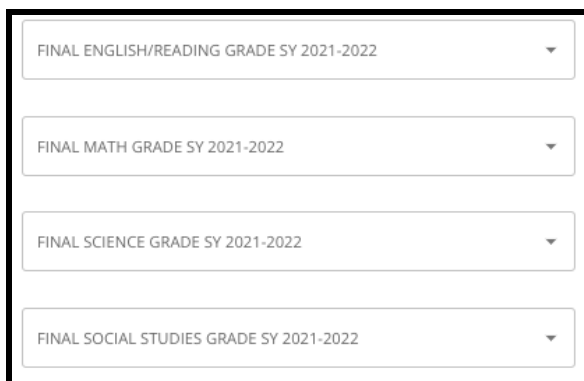
Carefully review the guidelines at the top of this section, then proceed with entering the missing data.

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.

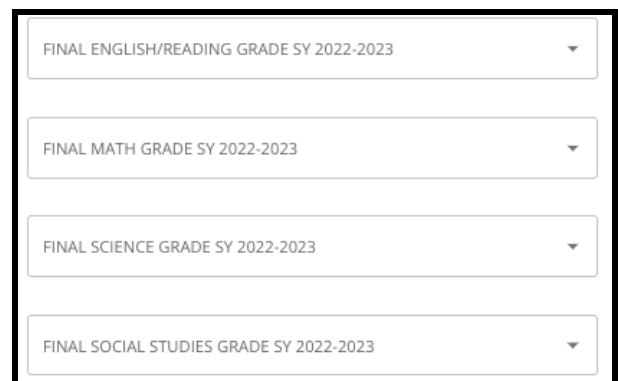


The image shows two stacked input fields within a black-bordered box. The top field is labeled "Total Days Absent Unexcused SY 2021-2022" and the bottom field is labeled "Total Days Absent Unexcused SY 2022-2023". Both fields are currently empty.

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*).



The image shows a vertical stack of four dropdown menus within a black-bordered box, all for the school year SY 2021-2022. From top to bottom, the labels are: "FINAL ENGLISH/READING GRADE SY 2021-2022", "FINAL MATH GRADE SY 2021-2022", "FINAL SCIENCE GRADE SY 2021-2022", and "FINAL SOCIAL STUDIES GRADE SY 2021-2022". Each dropdown has a downward-pointing arrow on the right side.



The image shows a vertical stack of four dropdown menus within a black-bordered box, all for the school year SY 2022-2023. From top to bottom, the labels are: "FINAL ENGLISH/READING GRADE SY 2022-2023", "FINAL MATH GRADE SY 2022-2023", "FINAL SCIENCE GRADE SY 2022-2023", and "FINAL SOCIAL STUDIES GRADE SY 2022-2023". Each dropdown has a downward-pointing arrow on the right side.

- 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

- 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

- 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.
- 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

- 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

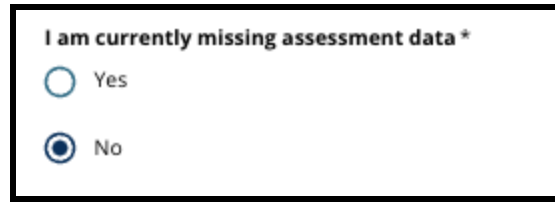
Mathematics Percentile SY 2021-2022 Answer 90
Mathematics Corresponding Scale Score SY 2021-2022 Answer 1500
Mathematics Corresponding Grade Level Tested SY 2021-2022 Select Your Answer 7

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 Answer 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).

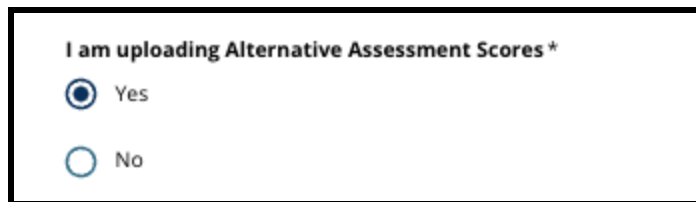


I am uploading PSSA Scores *

Yes

No

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).



I am uploading Alternative Assessment Scores *

Yes

No

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 >

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**.

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.



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.

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.

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.

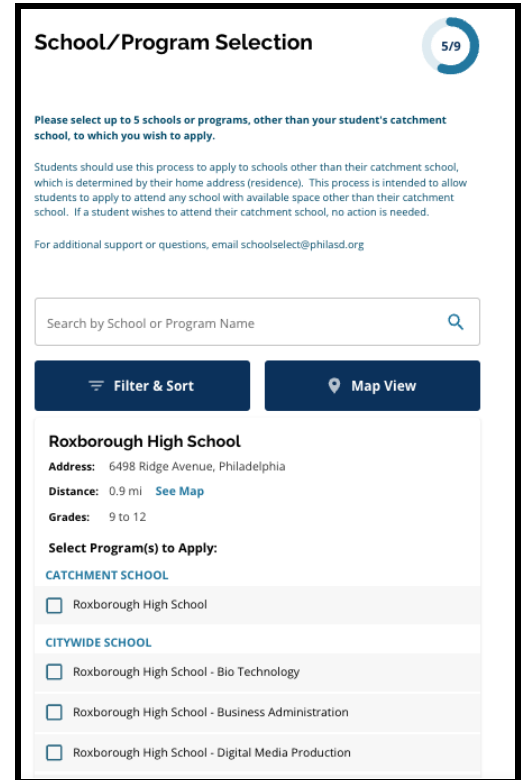
4. Carefully review your responses on this screen. Then, click **Save & Continue** to advance to the next section, or click **Save & Exit** to leave this application to return at a later time.

School/Program Selection

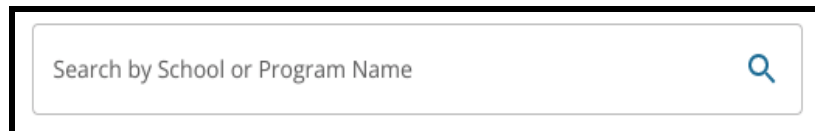
This section of the application allows applicants to select up to **five** schools/programs to include on their application. A student's catchment school should not be selected on a school selection application.

- 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.

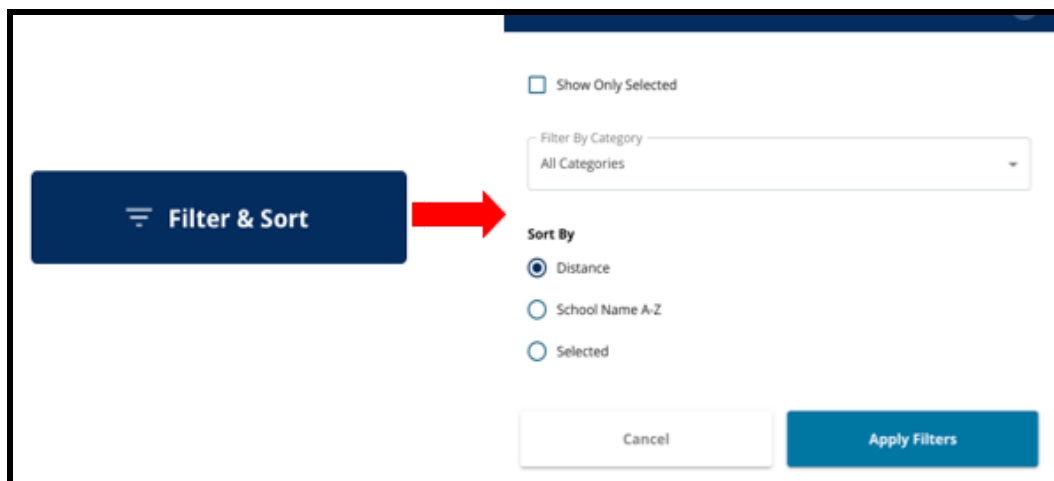
Review the guidance at the top of this application section carefully. To learn more about your school options, please visit schoolselect.philasd.org.



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**.



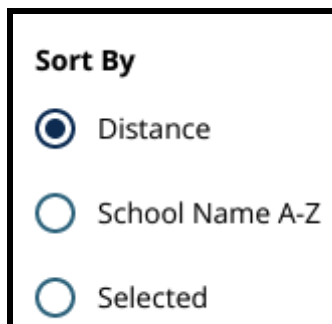
- i. Clicking *Show Only Selected* will display **only** schools checked to be included on the application.



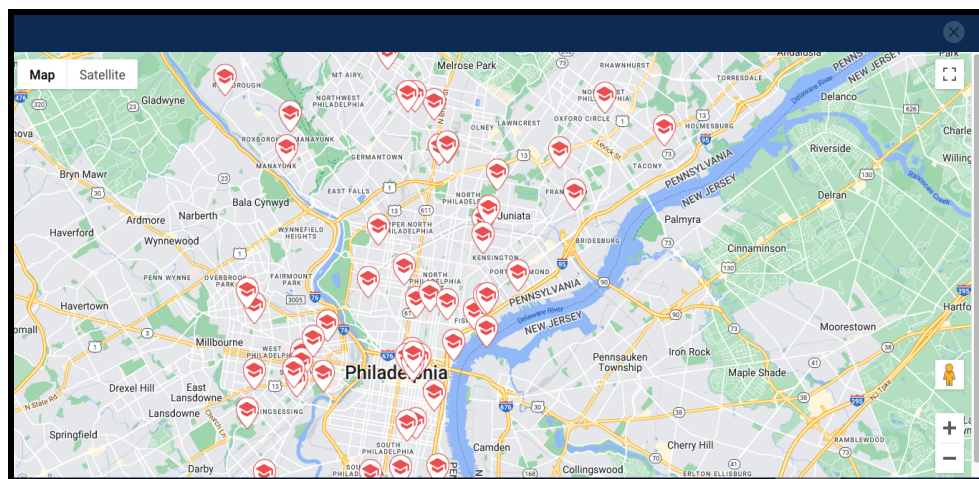
- ii. *Filter by Category* will allow you to select *Catchment*, *Citywide* or *Criteria Based* schools to be displayed. Select *All Categories* to include schools of each type in the results.



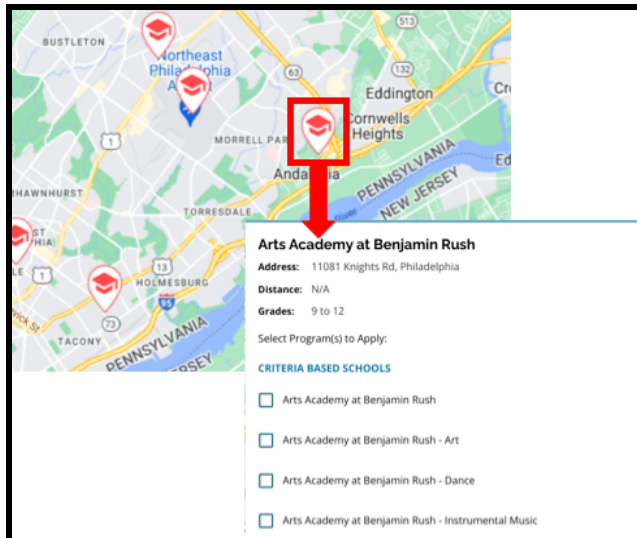
- iii. Sort results by either *Distance* (to student address listed in application), *School Name A-Z*, or *Selected* (will display currently selected schools first in results).



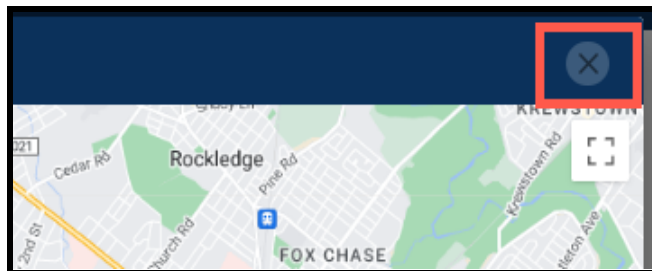
- c. Click *Map View* to view an interactive map that displays the locations of the schools included in the Schools/Programs results. Any current filters apply to the results that display on the map.



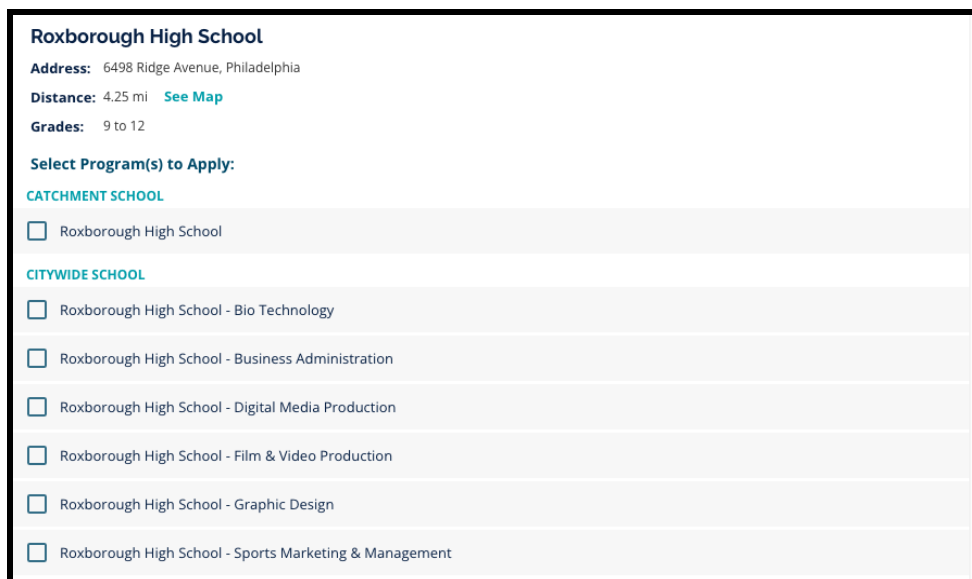
- i. Click on a school icon to view the name of the school, the address, and grade levels offered. If the school offers specific programs, they will be visible. Click on a check box next to the school or program name to include it on your application.



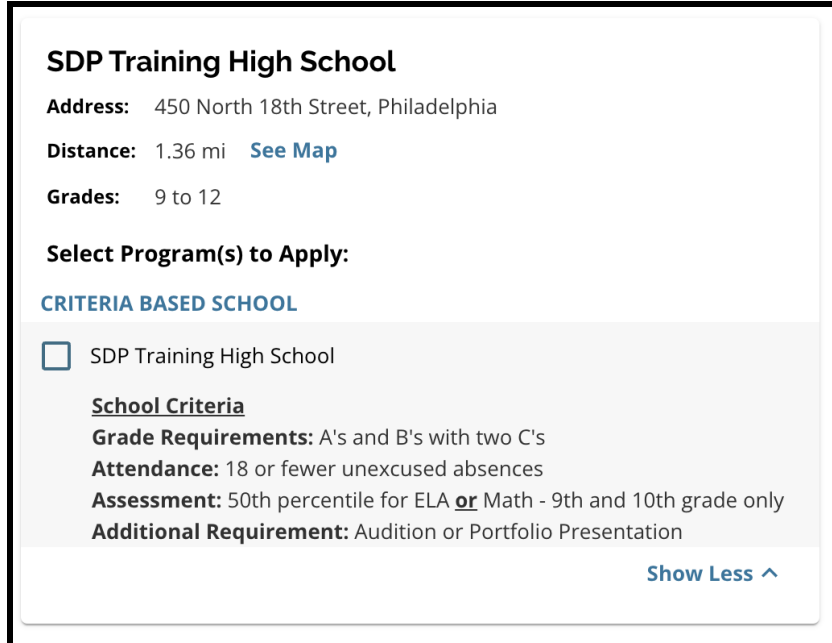
- ii. Click the X in the top right corner of the map window to close the map view.



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.



- a. Specific criteria for criteria-based schools will display directly within the application when viewing a criteria-based school in the Search Results.



SDP Training High School
Address: 450 North 18th Street, Philadelphia
Distance: 1.36 mi [See Map](#)
Grades: 9 to 12

Select Program(s) to Apply:

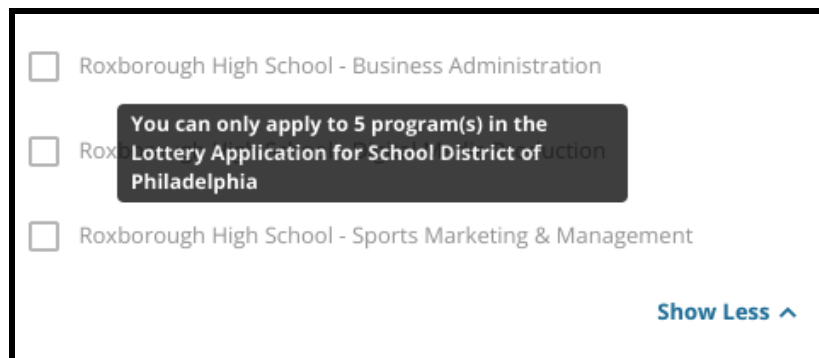
CRITERIA BASED SCHOOL

SDP Training High School

School Criteria
Grade Requirements: A's and B's with two C's
Attendance: 18 or fewer unexcused absences
Assessment: 50th percentile for ELA or Math - 9th and 10th grade only
Additional Requirement: Audition or Portfolio Presentation

[Show Less ^](#)

- 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.



Roxborough High School - Business Administration

Roxborough High School - Business Administration

Roxborough High School - Sports Marketing & Management

You can only apply to 5 program(s) in the Lottery Application for School District of Philadelphia

[Show Less ^](#)


- 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.

Siblings



School Selection Sibling Preference

The School District of Philadelphia aims to keep students and their families together to help maximize parent and family engagement and support success. To this end, the School District of Philadelphia gives sibling preference to students who have a sibling currently enrolled in a catchment or city-wide school, when space is available. **Sibling preference does not apply to criteria-based schools.**

To be eligible for sibling preference, siblings must have the same parent/guardian, have participated in the school selection process by submitting an application, and have selected the school where a sibling is already enrolled. The application must be submitted by the school selection deadline on Friday, October 27th, at 11:59 PM. To receive sibling preference, the sibling must already be enrolled at the catchment or city-wide school applying to, and the sibling cannot be currently enrolled in a terminal grade i.e graduating from the school during the school year in which the sibling's application is submitted.

Receiving a preference as a sibling is dependent on space availability in the requested school. Siblings do not receive a priority above in-catchment students. Priority is given to in-catchment students for the seats in their catchment school. The District cannot guarantee that space will be available or remain available for siblings entering grades K-12. However, siblings who participate in the school selection process; will receive a preferred spot in the lottery over other non-catchment applicants.

If a family is applying for more than one sibling, an application must be completed for each child and the sibling section of the application must be completed for each child. Siblings who are offered and accept seats in a non-catchment school will be registered for the school. If, at the time school begins or at any time during the school year, if space is no longer available for the joining sibling, the joining sibling may lose their seat and be asked to return to their catchment school.

Note: Date of Birth format below is MM/DD/YYYY

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**.

Does the applicant have a brother/sister that has the same parent/guardian, and is currently attending a Catchment or Citywide school or program listed on this application?

Yes


No


- 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.


Sibling 1:

First Name *

Last Name *


Birth Date * 

Grade * 

School * 

+ Add Another Sibling

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

Sibling 2: 

First Name *

Last Name *

- 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 >

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.

Education Accommodations

7/9

Supporting documentation is being collected to assess what student supports may be needed for the 2024-2025 school year.

Does this student have a current IEP? (Yes / No)

Yes

No

Does this student have a current 504? (Yes / No)

Yes

No

Does this student currently receive EL services? (Yes/No)

Yes

No

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 Learner 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. **Talk with your student's counselor to learn more about the waiver process, and if it is appropriate for your student.**
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

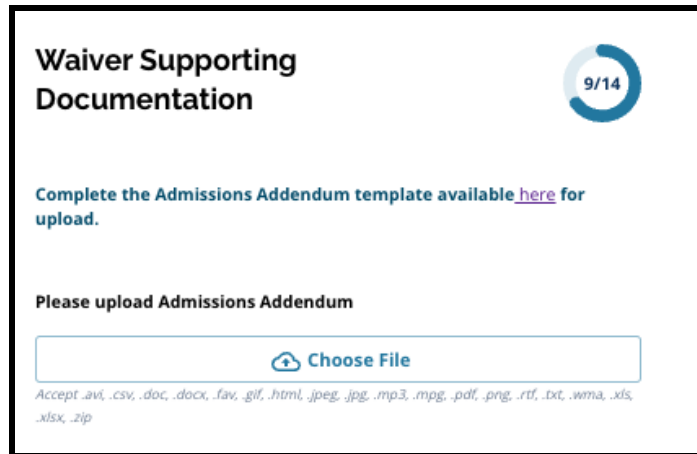
4. When you are ready to continue with your application, click **Save & Continue** to advance to the next section, or click **Save & Exit** to leave this application to return at a later time.

Completing the Waiver Supporting Documentation Section

If a 4th, 5th, 6th or 8th grade student with an IEP, 504 Plan or EL services chooses 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.



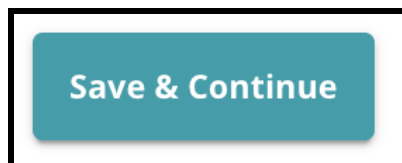
The screenshot shows a web interface for uploading documents. At the top left, it says "Waiver Supporting Documentation" with a progress indicator "9/14" in a blue circle. Below this, there is a text prompt: "Complete the Admissions Addendum template available [here](#) for upload." Underneath, it says "Please upload Admissions Addendum". There is a large button labeled "Choose File" with a cloud icon. At the bottom, a list of accepted file formats is shown: ".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.



The screenshot shows a web interface for uploading documents. It says "Please upload other supporting documents for criteria waiver". There is a large button labeled "Choose File" with a cloud icon. At the bottom, a list of accepted file formats is shown: ".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.




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.


Special Education Accommodations



Upload supporting documentation for the student's education accommodations below.


- If your student's school-based team will assist with uploading your student's supporting documentation you can continue with the application and follow up with the student's school for updates on these files.
- If your student's school-based team will NOT assist with uploading your student's supporting documentation, you can upload below.

Please upload current IEP documentation



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


Please upload 2022-2023 Progress Monitoring Report



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

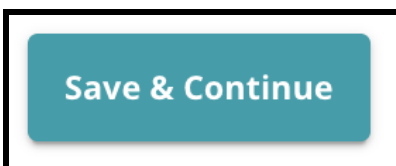
Transition Assessment (Career Inventory): Transition assessments involve the continual collection of information about a student's strengths, needs, preferences, and interests.

Please upload current Transition Assessment (Career Inventory)



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

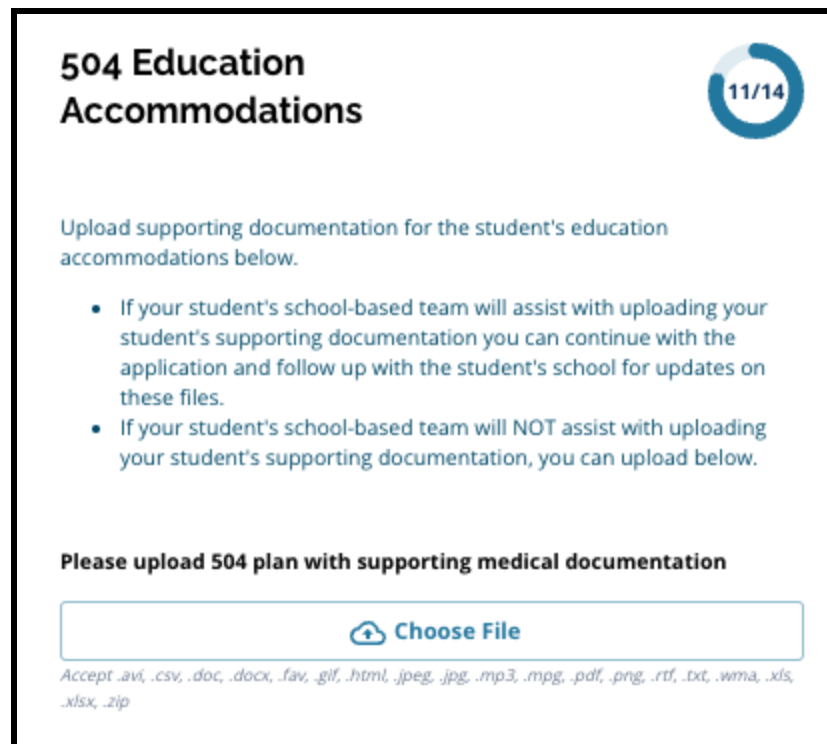
3. Upload the appropriate documents by clicking **Choose File**, then select the desired file from your computer. Click **Save & Continue** when this section is completed.



Completing the 504 Accommodations Section

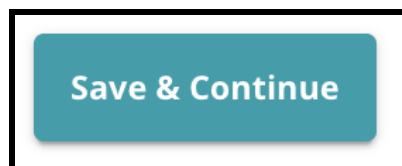
This section is ***included for current 4th, 5th, 6th or 8th grade students whose responses on the Education Accommodations section of their application indicates that the student has a current 504 Plan.*** If an applicant indicated that they did NOT have a current 504 Plan, then this section would not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



The screenshot shows a form titled "504 Education Accommodations" with a progress indicator "11/14" in a blue circle. Below the title, it says "Upload supporting documentation for the student's education accommodations below." There are two bullet points: "If your student's school-based team will assist with uploading your student's supporting documentation you can continue with the application and follow up with the student's school for updates on these files." and "If your student's school-based team will NOT assist with uploading your student's supporting documentation, you can upload below." Below this, it says "Please upload 504 plan with supporting medical documentation" and there is a "Choose File" button with a cloud icon. At the bottom, it lists accepted file formats: ".avi, .csv, .doc, .docx, .fav, .gif, .html, .jpeg, .jpg, .mp3, .mpg, .pdf, .png, .rtf, .txt, .wma, .xls, .xlsx, .zip".

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.

EL Education Accommodations 12/14

Upload supporting documentation for the student's education accommodations below.

- If your student's school-based team will assist with uploading your student's supporting documentation you can continue with the application and follow up with the student's school for updates on these files.
- If your student's school-based team will NOT assist with uploading your student's supporting documentation, you can upload below.

Please upload EL Access/WIDA Test Score Report

[Choose File](#)

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

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. Student Information	✓	<h3>School Selection Requirements & Procedures</h3> <p>All application notifications regarding the school selection process will be by email from the school selection system. Notifications will be sent from the email address: noreply+philadelphia@schoolmint.com. This email address is a no-reply email address.</p> <p>The email address and phone number provided by applicants in the Guardian Information step of the application will be the email address to which all notifications will be sent. Parents are encouraged to closely monitor their child's activity in the portal to ensure timely and accurate responses to all communication and notification requiring a response. .</p> <p>Please check your spam or junk folders if you do not see the emails in your inbox from the noreply+philadelphia@schoolmint.com email address. It is important to monitor your email inbox throughout the school selection process as there will be time-sensitive actions requiring actions.</p> <p>If you have any questions about the School District of Philadelphia's school selection process, please contact the Office of Student Enrollment and Placement at 215-400-4290 or via email at schoolselect@philasd.org.</p> <p>If you have started an application and you have questions about how to complete your application, please contact the Office of Enrollment and Placement at schoolselect@philasd.org. To best assist you, please have the following information available when calling for assistance, or share in an email:</p> <ul style="list-style-type: none"> • Student First Name • Student Last Name • Student Date of Birth • Student ID (if School District of Philadelphia) • Current School (where student is currently enrolled) <p>To learn the eligibility requirements for the schools to which you are applying, click here: schoolselect.philasd.org</p> <p>Applications to as many as five schools can be submitted starting Friday, September 15, 2023, starting at 4:00 PM. All student information required to confirm an applicant's qualifications for admission to a school must be in the application system by Friday, October 27, 2023 at 11:59 PM. Information cannot be submitted after 11:59 PM on Friday October 27, 2023. Applicants who are not current district students must upload their student information that confirms their qualifications for admission. Current student's information will be uploaded by the School District of Philadelphia for the district's Student Information System.</p>
2. Guardian Information	✓	
3. Academic Data	✓	
4. PSSA Data	✓	
5. School/Program Selection	✓	
6. Siblings	✓	
7. Education Accommodatio...	✓	
8. 504 Education Accommod...	✓	
9. Signatures	✓	
10. Review and Submit	✓	

- 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."

Full Name of Person Completing Application *

Sample Signature

Date: 09/01/2022

Sample Signature

*I agree to use my above name/initials as an electronic signature

- 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 >

Review and Submit

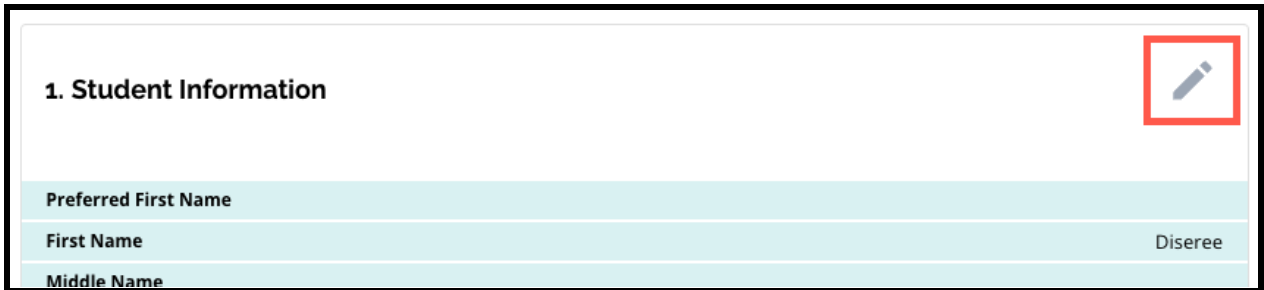
This section of the application gives applicants the chance to review all of the information they've entered on the application.

The screenshot shows the 'Review and Submit' interface. On the left is a sidebar menu with nine items, each with a green checkmark: 1. Student Information, 2. Guardian Information, 3. Academic Data, 4. PSSA Data, 5. School/Program Selection, 6. Siblings, 7. Education Accommodatio..., 8. Waiver Supporting Docu..., and 9. 504 Education Accommod... The main content area is divided into two sections. The top section, 'General Information', contains a table with the following data: Student Name (Diseree McElroy), Registration Year (2024 - 2025), and Grade level (9). Below this is a 'School(s) Applying To:' section with a table listing 'Holme, Thomas School'. The bottom section, '1. Student Information', contains a table with: Preferred First Name, First Name (Diseree), Middle Name, Last Name (McElroy), Gender (Female), and Preferred Gender (Female).

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.

This screenshot is similar to the previous one but highlights the 'School/Program Selection' menu item in the sidebar with a red box. A red arrow points from this box to the 'School(s) Applying To:' section of the form. This section now displays a list of five school options, each in a light blue row: Lincoln, Abraham High School - Business Administration; Lincoln, Abraham High School - Marketing and Entrepreneurship; South Philadelphia High School - Engineering Technology; Vaux High School - Big Picture; and Washington, George High School - International Baccalaureate. A 'Need Help?' button is visible on the right 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.



1. Student Information	
Preferred First Name	
First Name	Diseree
Middle Name	

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.

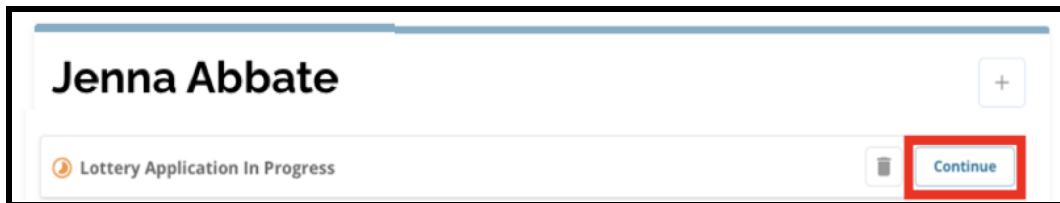
After Submitting an Application

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

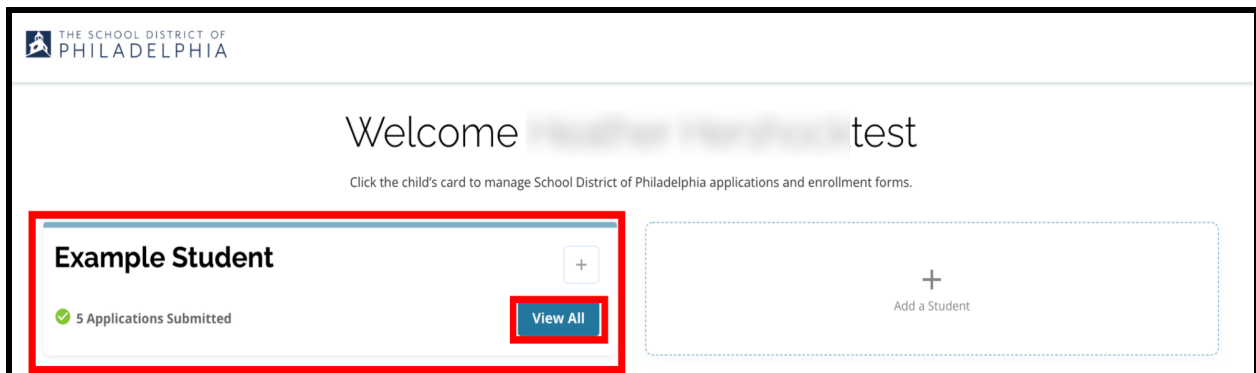
If you have saved and exited an application and wish to return to it at a later time, you will log back into the application system and return to the dashboard. Locate the in progress application, and click **Continue** to open the application.



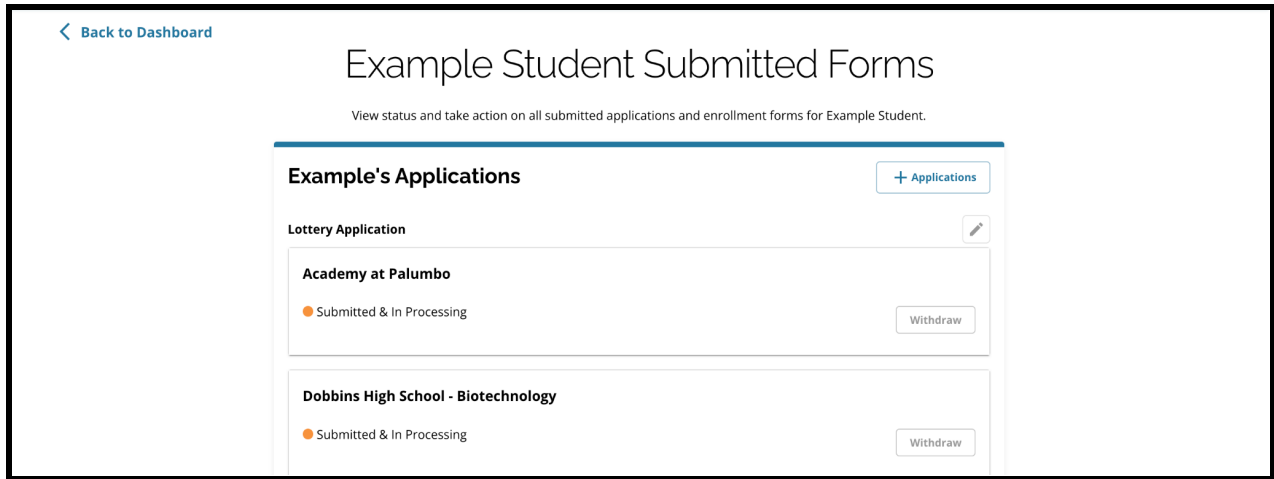
The application will open to the most recently completed section. Continue to work on the application and remember to submit your application when you are finished.

Viewing and Editing Submitted Applications

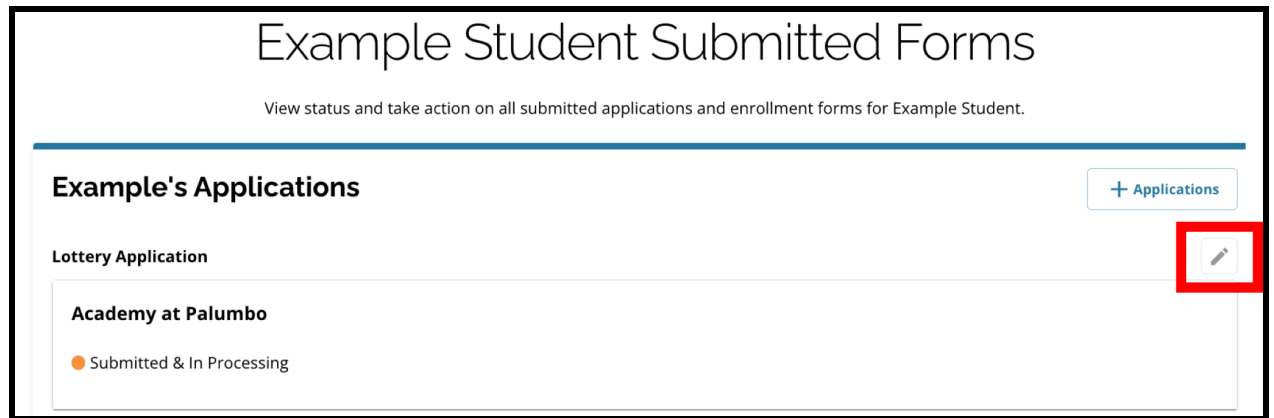
1. Locate the student to view their name and a count of submitted applications. Click **View All** to see additional details regarding the submitted applications.



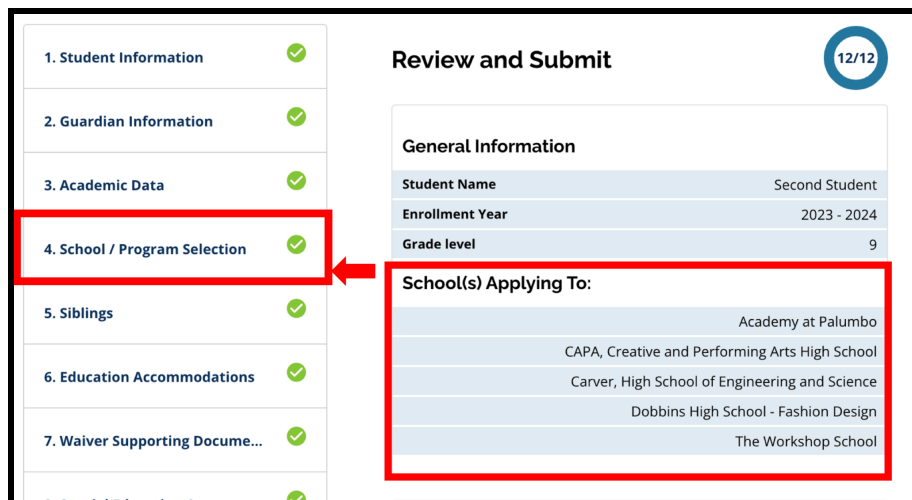
2. View the school(s)/program(s) included on the application. During the application window, the application's status will display as Submitted & In Processing.



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.*



- 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.*

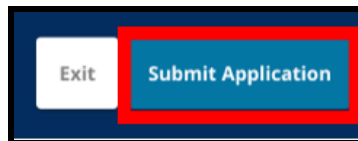
1. Student Information	✓
2. Guardian Information	✓
3. Academic Data	✓
4. School / Program Selection	✓
5. Siblings	✓
6. Education Accommodations	✓
7. Waiver Supporting Docume...	✓
8. Special Education Accommo...	✓
9. 504 Education Accommodati...	✓

Middle Name	Sample
Last Name	Student
Gender	Male
Preferred Gender	
Birthdate	2010-01-23
Current Grade	8
Grade Applying	9
Current School	Adaire, Alexander School
Home Address	440 North Broad Street
Race	White, not Hispanic

2. Guardian Information 

The below information is currently on file with The School District of Philadelphia. Please verify the information and if any information needs to be updated, please contact your child's school to notify them of the error. A school-based resource will update the information in the District's Student Information System. Your application will automatically be updated within 24hrs after the change has been submitted.

- 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

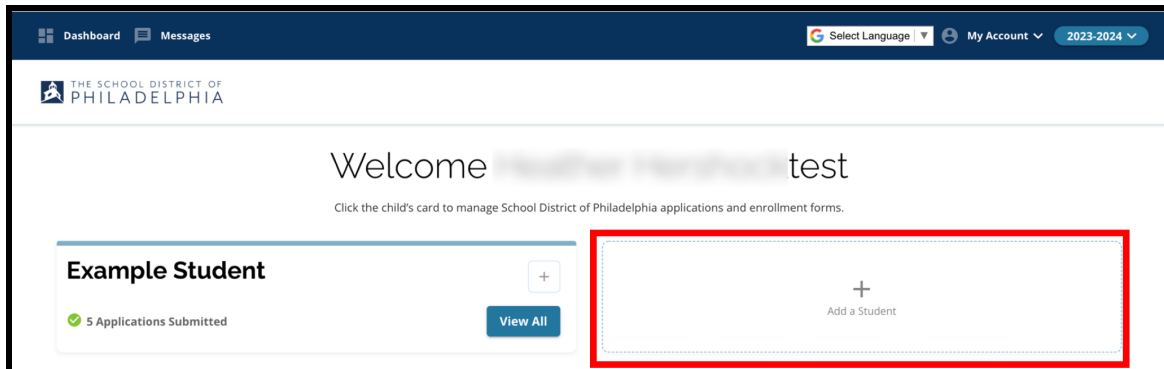
Follow the same process for creating and submitting a School Selection application for any other current District student associated with your account.

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.



Changing the Language of an Application

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.