



## **Individualized Review Process - Parent Checklist**

Students qualify for an Individualized Review when:

- They have a current IEP, current 504 Plan (or are 504 eligible) or are currently receiving EL services
- They are applying to the entry-grade level for a criteria-based middle or high school program
- They do not meet ONE of the three required criteria for each of the criteria-based schools they are applying to.
- They submit a waiver asking for ONE criteria to be waived: attendance, grades or standardized assessments, by responding to the waiver question included in the application.

If your student meets these qualifications and is seeking an Individualized Review, they must indicate in their School Selection application that they would like to receive an Individualized Review, by providing information related to their Education Accommodations, identifying the one criteria they wish to waive, and uploading other required documentation in their application.

**An individualized review does not guarantee eligibility at any school.** The Individualized Review team looks at the student as a whole, as well as conducts a review of the supports the school/schools can provide. The team is looking to see if the student can be successful, provided reasonable accommodations are made, at the school to which the student has applied.

Use the checklist below to track your progress through the Individualized Review process.

- My child has a current IEP, 504 Plan and/or receives EL services and:
  - is interested in applying to a criteria-based school for one of the schools/grades listed below:
    - Masterman - 5th grade **or** 9th grade
    - SLA Beeber - 5th grade
    - Conwell - 5th grade
    - GAMP - 5th grade **or** 9th grade
    - AMY Northwest - 6th grade
    - Hill Freedman - 6th grade **or** 9th grade
    - Carver - 7th grade **or** 9th grade
    - Central - 9th grade
    - Academy at Palumbo - 9th grade
    - Parkway Center City Middle College - 9th grade
    - Northeast Medical, Engineering and Aerospace Magnet - 9th grade
    - Northeast Pre-International Baccalaureate Diploma Program - 9th grade
    - Bodine - 9th grade

- George Washington HS for International Affairs - 9th grade
- Creative and Performing Arts HS (CAPA) - 9th grade
- Arts Academy at Benjamin Rush - 9th grade
- Franklin Learning Center - 9th grade
- Lankenau Environmental Science Magnet - 9th grade
- Philadelphia High School for Girls - 9th grade
- Motivation High Schools - 9th grade
- Parkway Northwest HS for Peace and Social Justice - 9th grade
- Parkway West - 9th grade
- Walter B. Saul - 9th grade
- Science Leadership Academy - 9th grade
- I have discussed the school selection process with my child's counselor, as well as their, SPECM or Special Education Teacher and/or EL Point/ESL Teacher to discuss:
  - My child's interests and skills
  - My child's academic performance for the previous two school years (2022-2023 and 2023-2024), including:
    - Final Grades
    - Attendance
    - Standardized Assessment Scores (**Reminder: PASA is not an approved Alternative Assessment.** Standardized Assessment information is available here - <https://www.philasd.org/studentplacement/school-selection/#criteriadefined>).
  - The criteria for the schools my child is interested in.
  - My child's true order of preference for the schools they are interested in (first choice, second choice, third choice, fourth choice, fifth choice).
  - I have looked to see if my child is applying to a school where they will need to waive one [criteria](https://www.philasd.org/studentplacement/school-selection/#criteria). (View criteria here - <https://www.philasd.org/studentplacement/school-selection/#criteria>)
  - If no, they can proceed with their application through the school selection application system
  - If yes, proceed to the next step.
- I have worked with my child's school-based team (counselor, SPECM and/or EL Point) to determine the criteria that should be waived on my student's application.
- I have gathered the following documents in electronic format (*in addition to any other documentation that may be required for an application, such as [Common Transcript Form](#) or Standardized Assessments*).
  - Students with an IEP:
    - Full, current IEP and most recent progress monitoring report for the 2023-2024 school year
    - Students in 8th grade with an IEP also need a transition assessment
  - Students with a 504 Plan:
    - Current 504 Plan
  - Students receiving EL Services:

- Most recent WIDA ACCESS Scores / WIDA Screener Score
- I have completed and submitted my child's online application by **Wednesday, October 23, at 11:59 pm. I have made sure to rank my child's school/program choices in order of their true preference.**
  - I have uploaded my child's electronic documents within their application before the deadline OR I have confirmed with my child's counselor that they will assist with uploading documentation to the system. Detailed step-by-step instructions for how to complete an application and upload documentation can be found by visiting <https://www.philasd.org/findyourfit>.
  - If you run into issues while completing an application, you can receive support in one of the following ways:
    - Speaking with your child's counselor
    - Visiting an Application Lab (dates and locations available at <https://www.philasd.org/findyourfit>)
    - Email for support by contacting:
      - [Individualizedreview@philasd.org](mailto:Individualizedreview@philasd.org)
      - [schoolselect@philasd.org](mailto:schoolselect@philasd.org) for general questions about School Selection

### **When Does the Individualized Review Occur During the School Selection Process?**

The Individualized Review determines a student's eligibility for the lottery, and it occurs prior to the lottery. For students who are applying to a criteria-based school that requires an audition or project-based presentation, the Individualized Review occurs before a student is invited to participate in the audition or project-based presentation.

### **Who Does Not Receive an Individualized Review?**

- Any student who did not apply to a criteria-based school.
- Any student who did not request to waive one of the criteria, which is how families identify in the application that they are requesting an Individualized Review.
- Any student who waived the wrong criteria.
- Any student who does not submit supporting documentation.
- A student who needs to waive more than one eligibility criteria.
- Any student who is eligible for at least one criteria-based school they have applied to.