



Understanding the Individualized Review for the School Selection Process

Introduction

The Individualized Review is a process that expands upon what was formerly known as the LeGare Impartial Review. The Individualized Review occurs when a student is applying to the entry grade level of a criteria-based middle or high school program. This process allows certain qualified students the opportunity to waive one (1) criteria in order for the Individualized Review team to determine eligibility for the criteria-based school(s). The Individualized Review is the appeal process for students who do not meet one eligibility requirement to determine, for each criteria-based school, whether the student can access the curriculum at that school with reasonable accommodations. Guidance and additional information can be found on the [Individualized Review page](#) of the School Selection website.

Who may qualify for an Individualized Review?

Students may receive an Individualized Review if they are applying to a criteria-based school at the entry grade level and fall into one or more of the below categories:

- Have a disability that has a current IEP, or
- Have a current 504 plan or are 504 eligible, or
- Are currently receiving English Learner (EL) services.

Students who fall into one or more of the above categories and elect to waive one (1) criteria noted within their application can receive an Individualized Review to determine whether or not they should be entered into that school's lottery. Applicants must meet two (2) criteria for the school(s) to which they are applying to qualify for an Individualized Review. The applicant must also submit supporting documentation within the school selection application system. Applicants who do not include these documents will not receive an Individualized Review.

The Individualized Review process does not guarantee eligibility for a school or program's lottery and does not guarantee that a student who waives a criterion will be admitted to a criteria-based school or program.

Why might an applicant not qualify for an Individualized Review

Some students with a current IEP, 504 plan/eligibility, or EL services may apply to a criteria-based school or program at the entry grade level and still not be qualified for an Individualized Review. Reasons a student may not receive an Individualized review include:

- Student is only applying to catchment or city-wide schools.
- The student did not request to waive one of the criteria.

- Student waived the wrong criteria (for example, they did not meet attendance criteria for a school but indicated on their application that they wanted to waive standardized assessments).
- The student did not submit supporting documentation
- Student needs to waive more than one eligibility criteria.
 - Students must meet two of the three criteria for the criteria-based school(s) that they select to qualify for an Individualized Review.
- The student is eligible for at least one criteria-based school they have applied to.
 - If an applicant is eligible for ANY criteria-based school that they applied to, they will not receive an Individualized Review for the remaining schools they applied to and did not meet the criteria.

Individualized Review Timeline

September 13th at 4:00 pm - October 23rd at 11:59 pm

- Eligible students must submit a School Selection application, and within that application, indicate their status as a student with a current IEP, 504 plan/eligibility, or EL services, and identify the criteria they wish to waive, directly within the application.
 - Families should work closely with their student’s counselor to understand what criteria is appropriate to be waived, and to understand what schools/programs align with their student’s strengths and interests. The [Individualized Review Checklist](#) provides guidance for how to effectively collaborate with school staff for students participating in the Individualized Review

November 2024

- Families will receive an update regarding their student’s eligibility status for all schools/programs they have applied to. **Applications that will be reviewed by the Individualized Review team will have a status of *Pending an Individualized Review*.**

December-January 2024

- The Individualized Review team will review applications to determine whether or not the applicant should be considered eligible for a school or program’s lottery.
 - Students applying to audition and project-based presentation schools that are found eligible by the Individualized Review will receive communication and then have the opportunity to audition/deliver their project-based presentation

January-February 2025

- Families will receive communication regarding their student’s lottery eligibility status based on the decision made by the Individualized Review team.
- Students who have been found to be eligible for a criteria-based school or program lottery based on the Individualized Review team’s decision will be entered into the lottery for that school/program.
- Lottery results will be communicated to students/families. Students/families will have the opportunity to respond should they receive an offer via the lottery.
- After the initial lottery offers are made, students may receive offers from waitlists.

How to Initiate an Individualized Review

Eligible students use the School Selection application to initiate the process. The **Education Accommodations** section of the application is where applicants indicate their IEP, 504, or EL status and identify the criteria that they wish to waive. **Based on their responses to the questions included in this section, additional questions are added to a student’s application so that families can provide required supporting documentation.** Guidance for how to complete these specific sections of the application is included below.

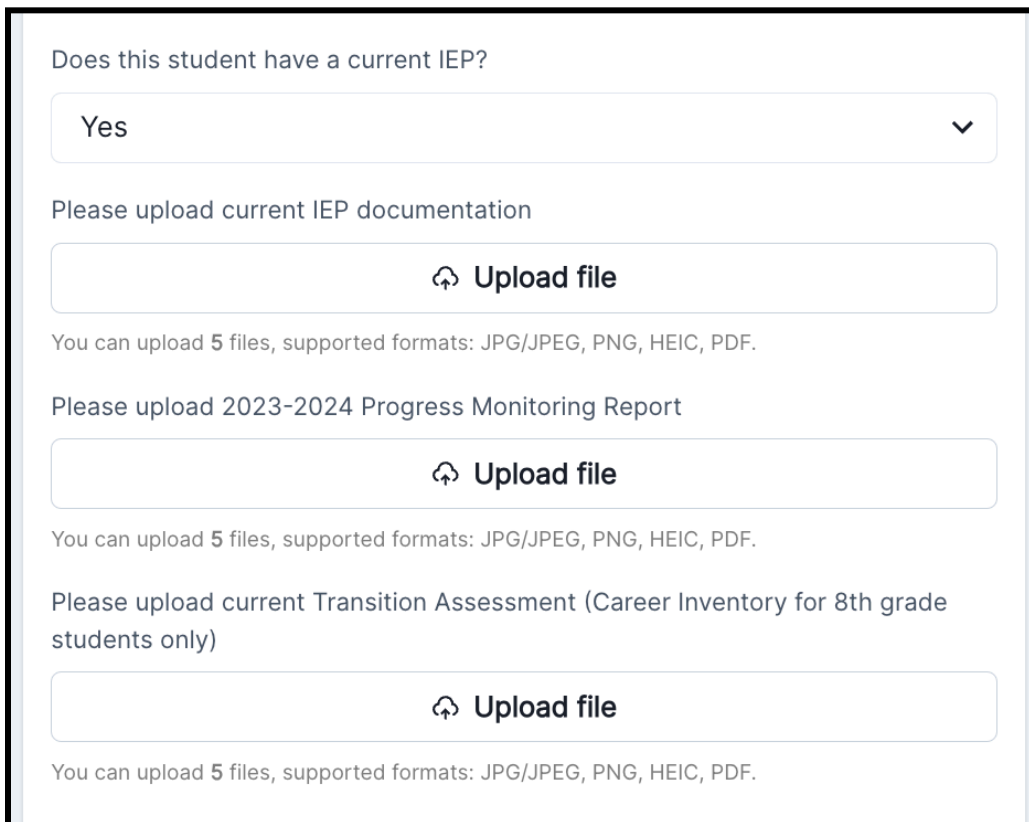
Education Accommodations Section

Students applying to criteria-based schools will be asked to indicate whether or not they are a student with a current IEP, a current 504 plan/eligibility, or currently receiving EL services. **For current District students, the responses to these questions will automatically populate within the application.**

Special Education Accommodations

The first question in this section of the application asks “Does this student have a current IEP?”


- If *No*, guidance for the next question will appear
- If *Yes*, the following three additional questions with upload fields will appear:
 - *Current IEP Documentation* upload field
 - *2023-2024 Progress Monitoring Report* upload field
 - *Transition Assessment* upload field



Does this student have a current IEP?


Yes ▼

Please upload current IEP documentation

 Upload file


You can upload 5 files, supported formats: JPG/JPEG, PNG, HEIC, PDF.

Please upload 2023-2024 Progress Monitoring Report

 Upload file

You can upload 5 files, supported formats: JPG/JPEG, PNG, HEIC, PDF.

Please upload current Transition Assessment (Career Inventory for 8th grade students only)

 Upload file

You can upload 5 files, supported formats: JPG/JPEG, PNG, HEIC, PDF.

504 Accommodations Question


The second question in this section of the application asks “Does this student have a current 504?”

- If *No*, guidance for the next question will appear
- If *Yes*, the *504 Supporting Documentation* upload field will appear

Does this student have a current 504?

Yes ▼

504 Supporting Documentation

 Upload file

You can upload 5 files, supported formats: JPG/JPEG, PNG, HEIC, PDF.

EL Education Accommodations Question


The third question in this section of the application asks “Does this student currently receive EL services?”

- If *No*, guidance for the next question will appear
- If *Yes*, the *EL Supporting Documentation* upload field will appear

Does this student currently receive EL services?

Yes ▼

EL Supporting Documentation

 Upload file

You can upload 5 files, supported formats: JPG/JPEG, PNG, HEIC, PDF.

Waiver Question

The last question in the Education Accommodations section of the application is the Waiver question. Here, applicants can choose to waive Attendance, Grades, **OR** PSSA/Approved Alternative Assessment Scores in their application. **They can only choose one of these options.** They can also choose to waive nothing or indicate that they are a student who does not have an IEP, a 504 plan/eligibility, or EL services. **Applicants interested in participating in an Individualized Review must select the appropriate criteria to waive, based on their own academic record, and how their academic record compares to the stated criteria for schools they are applying to.**


The waiver question is followed by an upload field, where applicants can upload supporting documents for the criteria waiver.

If you replied 'Yes' to any of the above questions, you may waive Attendance, Grades or PSSA/Approved Standardized Assessment criteria in your student's application. You **MUST** submit documentation of the criteria you intend to waive. 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. *

Select answer ▼

This information is required

Please upload other supporting documents for criteria waiver

 Upload file

You can upload 5 files, supported formats: JPG/JPEG, PNG, HEIC, PDF.

Waiver Acknowledgement and Signature Field

This section of the application ends with a waiver acknowledgement statement and a signature field. Here, a parent/guardian must apply their electronic signature. After entering their electronic signature, users can click **Next** at the bottom of the screen to proceed to the next section of their application.

Waiver Acknowledgement: I understand Signing, I am choosing to waive or not waive the criteria or confirm that my student does not have a IEP/504/EL designation after submitting this application. *

Type your full name below to sign:

Additional Steps during the Application Phase

Applicants must remember to complete the remaining sections of the application and **submit their application before the deadline of 11:59 pm on October 23rd, 2024.**

Once this information is submitted as part of the application, the applicant will be considered to receive an Individualized Review for any school where they did not meet criteria, **provided the student is not eligible for ANY criteria-based school or program included on their application.**

Individualized Review Eligibility Communication

Applicants and their families will receive an update regarding the lottery eligibility status for each school/program to which they have applied. **This will include students whose applications may be moving on to the Individualized Review team for additional review.**

Application statuses that may display for a student include:

- Eligible for Lottery
- Ineligible for Lottery
- Pending Individualized Review
- Pending Audition
- Pending Project-Based Presentation

What does the Individualized Review Team Do?

Individualized Reviews take place prior to the lottery. The Individualized Review team reviews application and supporting documentation for students who have met the criteria to participate in the review (see Who May Qualify for an Individualized Review on page 1).

The Individualized Review team is composed of central office staff from the Office of Diverse Learners, Office of Multilingual Curriculum, and Programs and the Office of Prevention and Intervention, as well as staff from criteria based schools. These team members specialize in analyzing supporting documentation and academic records, and will review applications PRIOR to the lottery. The documentation provided by applicants helps the review team determine if a school can reasonably provide support for each student requesting to attend a criteria-based school.

Individualized Review Outcomes

Prior to the release of lottery results, students and families will receive communication regarding the outcome of their student's Individualized Review.

Any student who was deemed to be eligible for a criteria-based school or program lottery as a result of the Individualized Review process will be entered into the lottery for that school/program (students applying to an audition or project-based presentation school will also need to pass their audition or project-based presentation). Placements will be offered through the lottery, based on student preference, school admission priority, and available seats. They will be able to view the results of the lottery when all results are released later in January.

The Individualized Review process is considered an appeal. After the final results of an individualized review are delivered, there will be no further appeal options available to applicants or families.