

School Selection Appeal Process

BACKGROUND CONTEXT:

In an ongoing effort to promote equity in access to schools, particularly for traditionally marginalized students, and address the concerns and issues identified in the Board of Education's guardrail four, the school selection process includes a lottery for all available schools; priority for specific students; and numeric scores as criteria, with several exceptions. The School District of Philadelphia is committed to ensuring all students' rights are protected and, thus, provide an appeal opportunity as defined below.

To this end, several proactive steps were taken this year to:

- Ensure that all students submitted all necessary and required materials with their school selection application.
- All families were reminded before the school selection process began to make certain their child's grades and attendance were accurate before submitting their application. All were also reminded to speak with a school administrator if there was any inconsistency that needed to be addressed.
- Applications received from non-district students cannot be submitted unless all required information is uploaded with the application. Thus, all applications from district students and non-district students were complete and applications are no longer incomplete.
- Students who were quarantined due to COVID-19 were advised to bring a negative COVID-19 test result to their writing sample session, audition, and or project-based learning presentation.

APPEALS:

- If there was a significant disruption during the time the student(s) was taking the writing sample, presenting their project-based learning project, or auditioning, an appeal may be submitted. All facts of that disruption will be investigated and a determination will be made.
- If there was a request for an accommodation, pursuant to an IEP, 504, or an English Language Learner's level, that was not provided, an appeal may be submitted. All facts will be investigated and a determination will be made.
- If a student was isolated as a result of their positive COVID-19 status and was unable to participate in a required activity to be entered into the lottery, an appeal may be submitted. All facts will be investigated and a determination will be made.

APPEAL PROCESS:

Appeals should be submitted to the Office of Appeals and will be considered by the deputy chief of the Office of Student Rights and Responsibilities, or her designee. All appeals must be

submitted with the name, email address and phone number of the parent or legal guardian of the students and emailed to parentappeals@philasd.org. Please ensure your access and availability, following an appeal submission, should there be a need to contact you during the investigation.