



The LeGare HS Application Process
for ESOL Teachers

What is LeGare?



The LeGare Consent Decree (1995)



- Each student with a disability or English Language Learner (ELL) has an equal opportunity to participate in the high schools and high school programs that are available to students generally
- Reasonable accommodations that do not alter the program substantially
- Students may not be excluded on the basis of admission criteria if they can participate successfully given reasonable accommodations
- The family will be assisted by persons knowledgeable about high schools and the high school programs in considering a range of programs, in identifying the accommodations and supports needed for the student to be successful, and in recommending modifications and waivers of admission criteria

School Based LeGare Team

- Principal or Designee
- ESOL Teacher
- Special Education Liaison (SEL)/Special Education Building Point of Contact
- Teacher of Record
- School Nurse (504 Plan)



School Based Team Duties



Assist families with
the High School
application process

Types of High Schools

- Special Admission
- Citywide
- Neighborhood



Timeline

For 6th & 7th Graders

- Begin discussions about the High School Admissions process

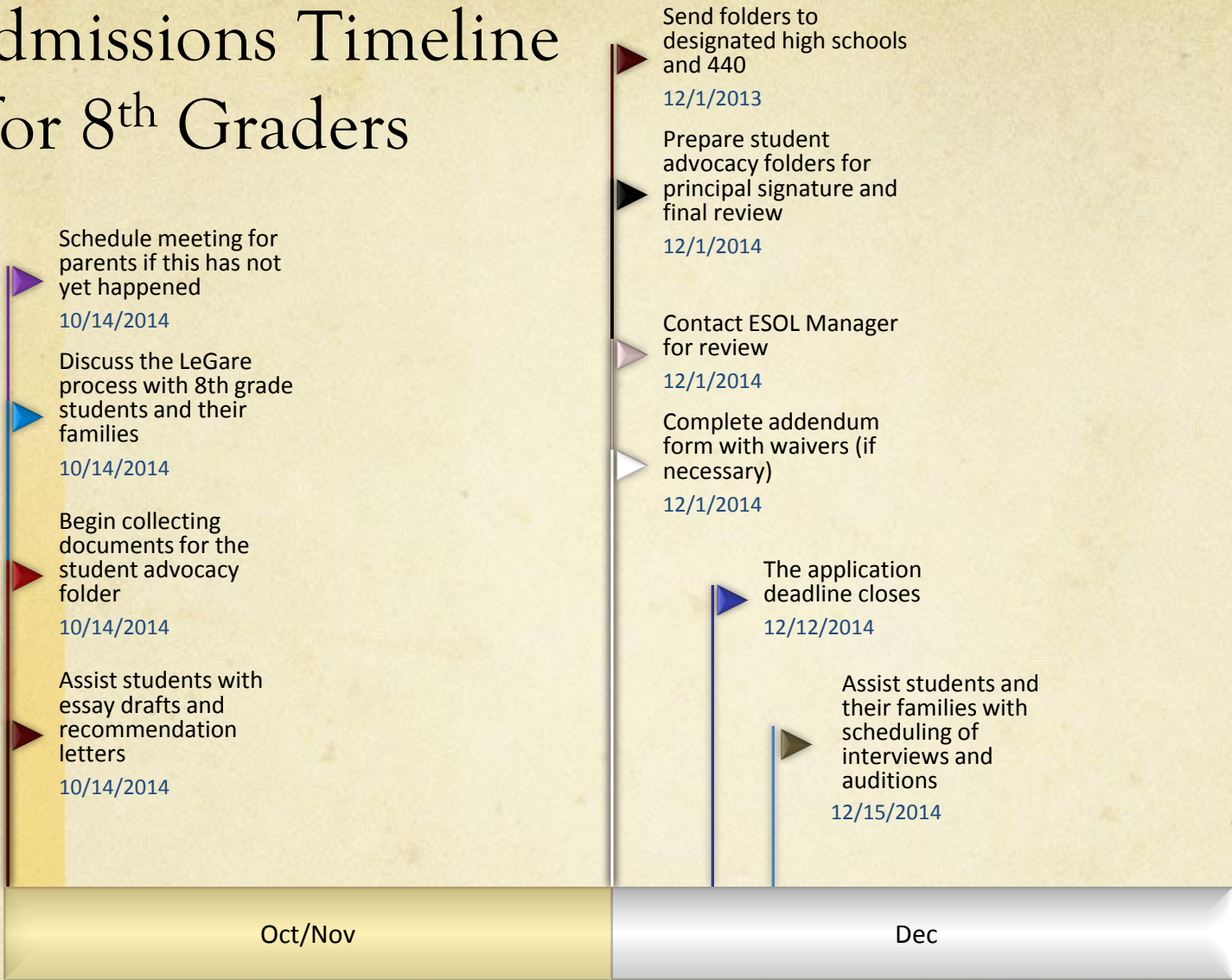


What's Important?

- Attendance
- Punctuality
- Grades
- Behavior
- PSSA scores



HS Admissions Timeline for 8th Graders



What Does Advocacy Look Like?



The High School Admissions Form Addendum

THE SCHOOL DISTRICT OF PHILADELPHIA
HIGH SCHOOL ADMISSIONS FORM ADDENDUM
Fall 2014 Admission

Name _____ ID _____ DOB _____
Sending School _____

Check all that apply:

- ENGLISH LANGUAGE LEARNER: Print and attach S21 History page from Castor/Pollux.
- STUDENT WITH A DISABILITY (IEP): Print and Attach Easy IEP at a Glance
- STUDENT WITH A 504/Chapter 15 SERVICE AGREEMENT
- Student is applying to a Special Admissions or City-Wide High School, or a CTE Program

Letters of recommendation, interviews and auditions are an important part of the advocacy process. Read the admission requirements for citywide and special admission schools, as well as CTE programs carefully. Letters of recommendation should address the qualities that the school is seeking in their applicants.

Check all that apply:

- Letter(s) of Recommendation
- Student is prepared to audition
- Student is prepared to present a portfolio
- Student Essay Attached * (The essay is standard)

Recommendation for waiver of admissions criteria:

YOU CANNOT WAIVE EVERYTHING!

Check all that are appropriate AND attach supporting documentation.

- Attendance : _____
- Punctuality: _____
- Behavior: _____
- Grades: _____
- Standardized Test Scores: _____
- Other: _____

- Waiver considered, but not appropriate

School teams must ensure that both parents and students are provided assistance, which may include reading and/or interpreting written materials, assistance in filling out questionnaires and applications, and accommodations for disabilities.

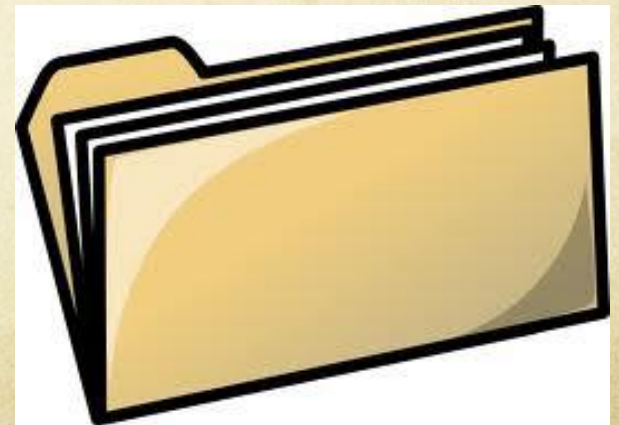
- Assistance, including interpretation or translation in the home language, was provided to this student and his/her parent(s) in selecting appropriate programs

For Students with IEPs ONLY:

Summary of Interest Inventory (i.e.: Web based CareerScope: Contact Dr. Alton C. Strange for portal and log-in information)

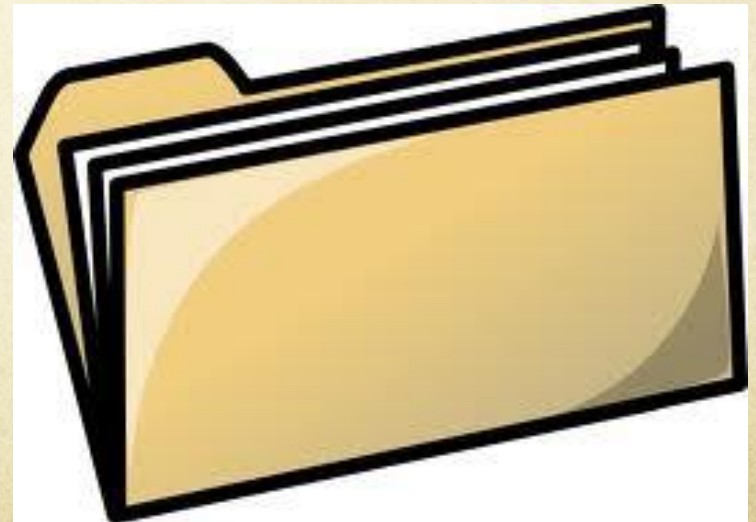
Preparing the Advocacy Folders

- MUST be placed in a straight cut tab folder
- On the tab of the folder PRINT the student's name as follows: Last name, First name
- Please prepare 1 folder per school, 1 for 440, and 1 for YOU
- Dual Diagnosed -
Special Ed and ELL - student folders go to the Office of Multilingual Curriculum & Programs



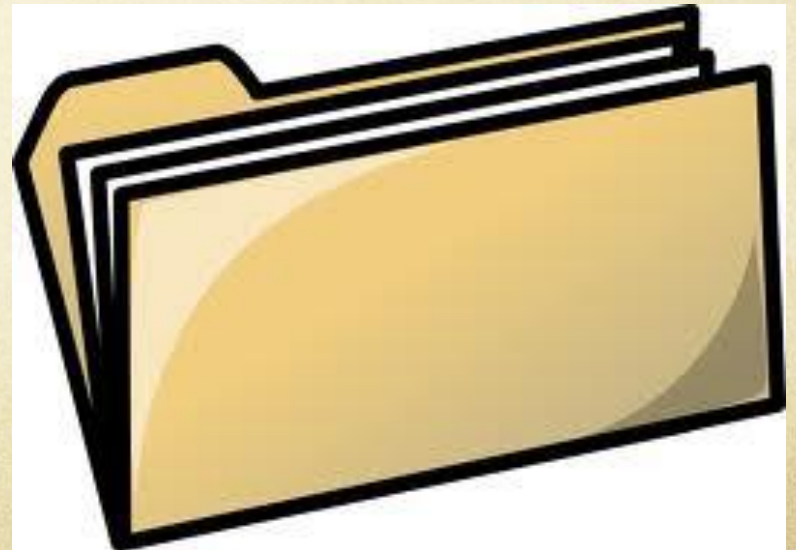
Individual School Advocacy Folder Contents

- Transcript
- Addendum Form
- Easy IEP at a Glance or
504/Chapter 15 Service Agreement
- Supporting Documentation
- Student Essay
- Letters of Recommendation



Advocacy Folder Contents for 440 Team

- List of schools to which the student applied
- Transcript
- Addendum Form
- ESOL History Screen
- IEP at a Glance or
504/Chapter 15 Service
Agreement
- Student Essays
- Letters of Recommendation

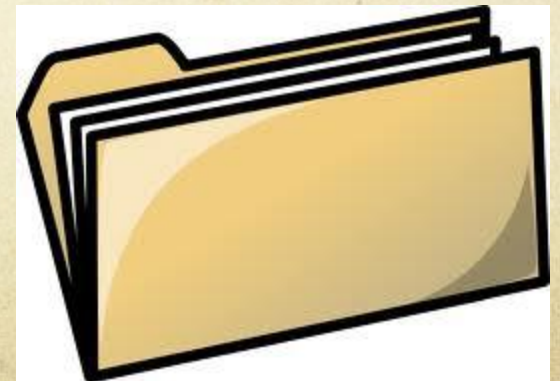


Delivery of Advocacy Folders: Sending Schools

Sending Schools:

- MUST bring Advocacy folders to **440 N Broad Street**
- 1 Advocacy folder MUST be placed in EACH of the boxes designated by schools the students' have applied to
 - You may bundle the individual students folders into a packet for each individual school (i.e.: students applying to CAPA)
- 1 Advocacy folder for each student MUST be placed in the boxes designated IEP, 504 Plan or ELL
 - Dual IEP & ELL students are placed in the ELL box

DUE DATE for Advocacy folders: Dec. 15-18



Which Schools Require Essays?

- Bodine
- Carver Engineering and Science
- Central
- Constitution
- Palumbo



Student Essays

One topic for all schools!

- Who am I?
- What do I want to get out of my experience?
- What I can contribute to the school?



Which Schools Require Writing Samples during the Interview?

- SLA
- SLA Beeber



Preparing for Essays and Interviews

Use instructional time!



Statement of Non-Participation

STATEMENT OF NON-PARTICIPATION IN LEGARE PROCESS

I, _____ have been provided information on the LeGare High
(First, Last Name of Parent)
School Admissions process for students with an IEP, 504 Plan & English Language
Learners (ELL).

I, _____ do not wish for _____
(First, Last Name of Parent) (First, Last Name of Child)
to participate in the LeGare HS Admissions process. I understand this decision means
my child will not:

- Submit an application for enrollment consideration to Special Admission or City-Wide high schools.
- Have his/her school submit an Advocacy folder to Special Admissions or City-Wide high schools for enrollment consideration.
- Be able to attend a Special Admissions or City-Wide high school.

I understand my child will be assigned to the neighborhood comprehensive high school.

(Signature of Parent)

(Signature of School Counselor)

Date

Date

**School Counselor: please submit Statement for IEP & 504 Plan students to Office of
Specialized Services Attn: Dr. Alton C. Strange**

**Please submit Statement for ELL students to Office of Multilingual Curriculum &
Programs,
Attn: Rachel Lucks-Hecht**

Sending School Office

Name of Sending School: _____ School Code: _____

Name of Student: _____ ID# _____

Please Check

IEP ___ 504 Plan ___ ELL ___

Impartial Review

If a Special Education or English Language Learner student is not accepted to any high school to which they applied, a 440 team that did not previously review the student advocacy folders will make a determination. Students who do not receive an Impartial Review Letter are not eligible for Impartial Review.



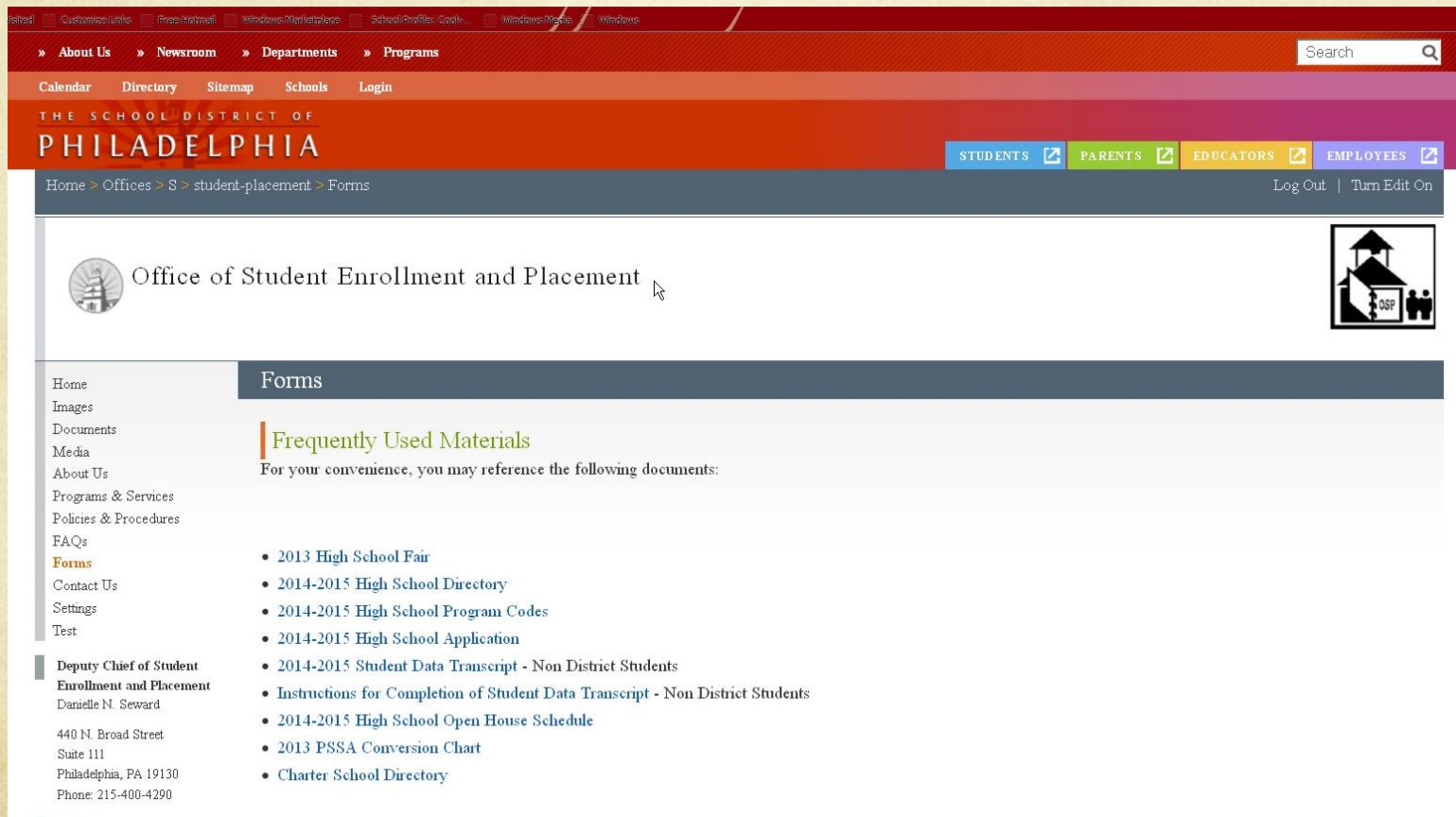
Resources for High School Selection

○ www.philasd.org

The screenshot shows the Philadelphia School District website. At the top, there is a navigation menu with links for "About Us", "Newsroom", "Departments", and "Programs". Below this is a secondary menu with "Calendar", "Directory", "Sitemap", "Schools", and "Login". A search bar is located in the top right corner. The main content area features a news article titled "Penn Treaty Summer Enrichment Program teaches Philadelphia history". The article includes a photo of two students working at a desk and text describing the program's focus on Philadelphia's history. Below the article is a "Read more..." link. A language selection bar is visible below the article, offering options in Spanish, Chinese, Vietnamese, Russian, Arabic, and French. A red banner below the language bar reads "GOOD NEWS: Mayor to install students into the Ludlow Elementary School Safety Patrol". The website is organized into several colored boxes for different user groups: "STUDENTS" (blue), "PARENTS" (green), "EDUCATORS" (orange), and "EMPLOYEES" (purple). Each box contains "Quick Links" to various resources. At the bottom, there are four prominent buttons: "Budget Information", "For Our Community", "For Vendors", and "SDP Job Openings". A large blue button labeled "High School Selection" is highlighted with a mouse cursor. Other buttons include "School District of Philadelphia Virtual Academy", "Having a problem at school? Bullying hotline: Safe Schools Advocate:", and "School Calendar".

Resources for High School Selection Cont.

- <http://webgui.phila.k12.pa.us/offices/s/student-placement/forms4>



The screenshot shows the website for the Office of Student Enrollment and Placement (OSEP) within the Philadelphia School District. The page features a navigation menu at the top with links for About Us, Newsroom, Departments, and Programs. Below this is a search bar and a secondary navigation bar with links for Calendar, Directory, Sitemap, Schools, and Login. The main header includes the Philadelphia School District logo and navigation buttons for Students, Parents, Educators, and Employees. The breadcrumb trail indicates the current location: Home > Offices > S > student-placement > Forms. The page title is "Office of Student Enrollment and Placement" and includes a logo for OSEP. A sidebar on the left lists various site sections, with "Forms" highlighted. The main content area is titled "Forms" and contains a section for "Frequently Used Materials" with a list of links to various documents and forms.

Home > Offices > S > student-placement > Forms

Office of Student Enrollment and Placement

STUDENTS PARENTS EDUCATORS EMPLOYEES

Log Out | Turn Edit On

Home
Images
Documents
Media
About Us
Programs & Services
Policies & Procedures
FAQs
Forms
Contact Us
Settings
Test

Deputy Chief of Student Enrollment and Placement
Danielle N. Seward

440 N. Broad Street
Suite 111
Philadelphia, PA 19130
Phone: 215-400-4290

Forms

Frequently Used Materials

For your convenience, you may reference the following documents:

- 2013 High School Fair
- 2014-2015 High School Directory
- 2014-2015 High School Program Codes
- 2014-2015 High School Application
- 2014-2015 Student Data Transcript - Non District Students
- Instructions for Completion of Student Data Transcript - Non District Students
- 2014-2015 High School Open House Schedule
- 2013 PSSA Conversion Chart
- Charter School Directory

Point of Contact

If you have any questions, please email us!

General Questions: legare@philasd.org

High School Selection: hsselection@philasd.org

Elementary/Middle School Selection: el-msselection@philasd.org

Special Education: astrange@philasd.org

English Language Learners: lhulmes@philasd.org

504 Plan: nhousman@philasd.org