

# The High School Application Process for Students with Disabilities, 504 Plans & English Language Learners

## Tips for Parents

When your child applies for admission to **CTE programs, special admission and/or citywide** high schools follow these simple tips to ensure a smooth process:

- Discuss with your child:
  - Up to five schools that meet your child's needs and interests
  - Preparing for auditions, interviews, and portfolios
  - Deadlines for auditions, interviews, and portfolios
- Fill out the **High School Voluntary Transfer Program Application** and return it to your child's counselor.

### For Students with Disabilities or 504 Plans

- If desired, request an IEP team meeting and discuss your child's:
  - Academic Progress
  - Behavior
  - Attendance and Punctuality record
  - PSSA scores
  - Supplementary Aids and Services
  - Least Restrictive Environment (LRE)
  - Schools and Programs that appeal to his/her interest
  - Admission Criteria
  - Possible Exceptions to Admission Criteria (Waivers)
- Obtain letters of recommendation from school and community organizations

### For English Language Learners

- If desired, request a meeting with the school based LeGare team, including the ESOL teacher and discuss your child's:
  - Academic Progress
  - Grades to ensure they are aligned with the Can-Do Descriptors
  - Behavior
  - Attendance and Punctuality record
  - PSSA scores
  - Schools and programs that appeal to his/her interest
  - Admission Criteria
  - Possible Exceptions to Admission Criteria (Waivers)
- Obtain letters of recommendation from school and community organizations
- Request oral and written translation

### Impartial Review

- If your child is **not selected** at any of the CTE programs, special and/or citywide admission high schools to which s/he applied, you **might** receive a letter in the **Spring of 2014** outlining the process for requesting an **impartial review**.

If you **do not want your child to participate** in the LeGare High School Advocacy Process, please complete the: **Statement of Non-Participation in the LeGare Process**

- Contact your child's counselor for additional information