

# THE SCHOOL DISTRICT OF PHILADELPHIA

OFFICE OF STUDENT ENROLLMENT AND PLACEMENT

## 2015-2016 School Selection Process

Non-District Students Checklist



### *Getting prepared*

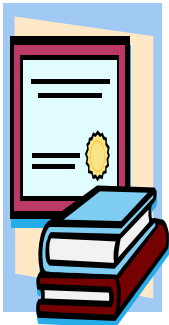
- ✓ Review your student's most recent completed year of academic records. This includes but is not limited to grades, attendance, behavior and standardized test score results.
- ✓ Research the schools the student may be interested in applying to (attend the high school fair, use the internet, schedule school visitations, use as many resources you can obtain to learn about the schools).
- ✓ For criteria based schools, (Special Admission, City Wide School or Program) make sure to compare the admissions requirements to the student's academic record.

### *Submitting an application*

- ✓ Go to [schoolselect.philasd.org](http://schoolselect.philasd.org). (Don't put [www](http://www) in front of the web address)
- ✓ Click the Blue button that says "I'm a Non-School District of Philadelphia, APPLY NOW!" This is button for students who currently attend a charter, private or parochial schools. This is also the button for Pre-K families applying to schools, outside their neighborhood school, for kindergarten beginning September 2016.
- ✓ Complete the application. Students may select up to five School District of Philadelphia schools.
- ✓ Make sure your email address is correct. This is very important! The School District will email you all communications (admission decisions, notifications, updates, etc.) after the application is submitted.
- ✓ **PLEASE NOTE!** Once an application is submitted, **it cannot be modified**. Please be sure all information is correct and accurate before hitting the submit button. If additional applications are submitted for the same student, the School District will use **the last** application submitted. **All previous applications will be deleted.**



### *Submitting academic records and support documents*



Non School District of Philadelphia applicants **must** send complete previous year academic records to **each** of the schools to which he or she applied. This includes but is not limited to:

- ✓ Most recent final report card
- ✓ Most recent standardized test score results
- ✓ Most recent final attendance report
- ✓ Most recent behavior record
- ✓ Essay or writing sample where applicable
- ✓ Letters of recommendation where applicable
- ✓ If your child has an IEP, 504Plan or is receiving ESOL services, please contact your school's counselor to discuss the LeGare Advocacy Process

**PLEASE NOTE!** All applicants must submit an online application **AND** his or her academic records to each school with admissions criteria on the application. **Applicants that do not submit both will not be considered for admission.**

### *Following up*

- ✓ Contact the schools on your applications to learn about interview, audition, and/or open house dates and time.

### **?Questions?**

Contact the Office of Student Enrollment and Placement at [schoolselect@philasd.org](mailto:schoolselect@philasd.org) or call 215-400-4290.