

THE SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF STUDENT ENROLLMENT AND PLACEMENT
440 NORTH BROAD STREET, SUITE 111
PHILADELPHIA, PA 19130

April 10, 2013

Dear Parent/Guardian of:

Name: _____

ID: _____

Address: _____

The School District of Philadelphia encourages all 8th grade students to apply for admission into high school programs which interest them. Students with disabilities (IEP or Service Agreement) and English Language Learners are also encouraged to apply to all schools including Special Admission and Citywide Admission high schools. Although your child participated in the High School Admissions process, he/she was not accepted into any of the schools listed on his/her application. The purpose of this letter is to inform you that The LeGare Consent Decree entitles your child to an **impartial review** of the admission decision(s).

To receive Impartial Review, the parents/guardian must call or e-mail by 4:00pm on or before April 26, 2013 to request Impartial Review.

- If your child has and **IEP or 504 Plan**, please contact:
 - **The Office of Specialized Instructional Services**
Alton C. Strange, Ph.D., (215) 400-5666
- If your Child is an **English Language Learner (ELL)**, please contact:
 - **The Office of Multilingual Curriculum & Programs**
Rachel Lucks-Hecht, (215) 400-4240, Option 2
- **OR** you can e-mail your request to legare@philasd.org

When you **call or e-mail** please provide the following information:

First and Last Name of Student

Student ID#

Current School

Date of Birth

IEP, 504 Plan or ELL

Sincerely,

Office of Student Enrollment and Placement