Creating and Submitting an Application for District Students for the 2025-2026 School Selection Process

Introduction

The School District of Philadelphia uses an online application system for the school selection process. Students can apply to up to five schools or academic programs. These applications are for the 2025-2026 school year. This document provides directions for creating and submitting an application.

Please visit the School Selection website (https://www.philasd.org/findyourfit) to learn more about the School Selection Process.

Pre-populated Data for District students

Some information will automatically appear in the application for current District students. Information that is pre-populated within the application **cannot** be edited by an applicant. These pre-populated fields will display with a green highlight, with a *Verified* label.

Student and Parent/Guardian Demographic Data

Demographic information for both students and parents/guardians will pre-populate in the application, based on information currently available in the District's Student Information System. If the student or parent/guardian demographic information that displays within the application is incorrect, contact your child's school to update your information.

Academic Data

Applications for District students will include their academic data for both the 2022-2023 and the 2023-2024 school years. **Academic data will only be included in applications when a student is applying to criteria-based schools.** Academic data includes: final grades for Reading, Math, Science and Social Studies; their number of unexcused absences, and whether or not they have participated in Algebra 1.

If your child was not enrolled in the School District for one of the two previous years, then the academic data for that year will not pre-populate, and can be manually entered by the applicant.
- Applicants who manually enter missing academic data must upload a completed Common Transcript Form with their application, which has been completed by their school and certified as accurate by a school official.

Standardized Assessment Data

Applications for District students will include their PSSA data for both the 2022-2023 and the 2023-2024 school years. **PSSA data will only be included in applications when a student is applying to criteria-based schools.**

If your child was not enrolled in the School District for one of the two previous years, or did not participate in the PSSA, then the PSSA data for that year will not pre-populate. In these cases, standardized assessment scores can be manually entered by the applicant
- If PSSA information is missing, the applicant can manually enter PSSA or Approved Alternative Assessment information in their application, and upload the corresponding score report(s) in the application. More information regarding standardized assessment criteria can be found by visiting https://www.philasd.org/findyourfit.

Education Accommodations Data
The application asks students to identify if they are a student with a current IEP, current 504 Plan or 504 eligibility, or currently receiving EL services if they are applying to at least one criteria-based school. This information will pre-populate for District students. This information is collected to help support students who may participate in the Individualized Review process. In the application, District students with a current IEP, 504 Plan or EL services will be asked to respond to a criteria waiver question, and to also upload additional documentation in their application. This documentation will be reviewed, ***should your child qualify for an Individualized Review.*** For more information on the Individualized Review process, visit https://www.philasd.org/findyourfit.

Exploring School Options

Applicants and their families should familiarize themselves with the different school options that are available to their child. Families are encouraged to use the District's Explore tool. This tool can help families understand what schools offer in terms of academic programming, extracurricular activities, and the criteria for admission for any criteria-based schools. More information on how to use Explore is available here.

Application Tips

1. A progress bar will appear at the top of the application. In the progress bar, sections of the application that you've completed appear in dark blue. The section you are currently working on appears in light blue. Sections that still need to be completed appear in gray.
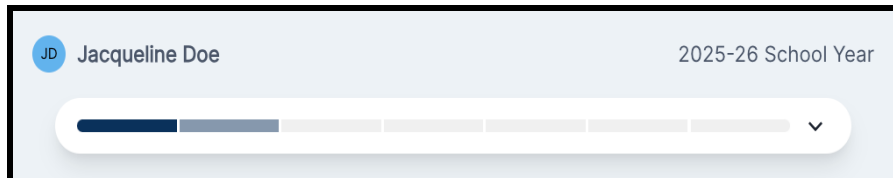
   a. The progress bar includes a drop-down menu that allows applicants to return to previous sections of their application. **You will not be able to move ahead to later sections of the application via the drop-down menu**.
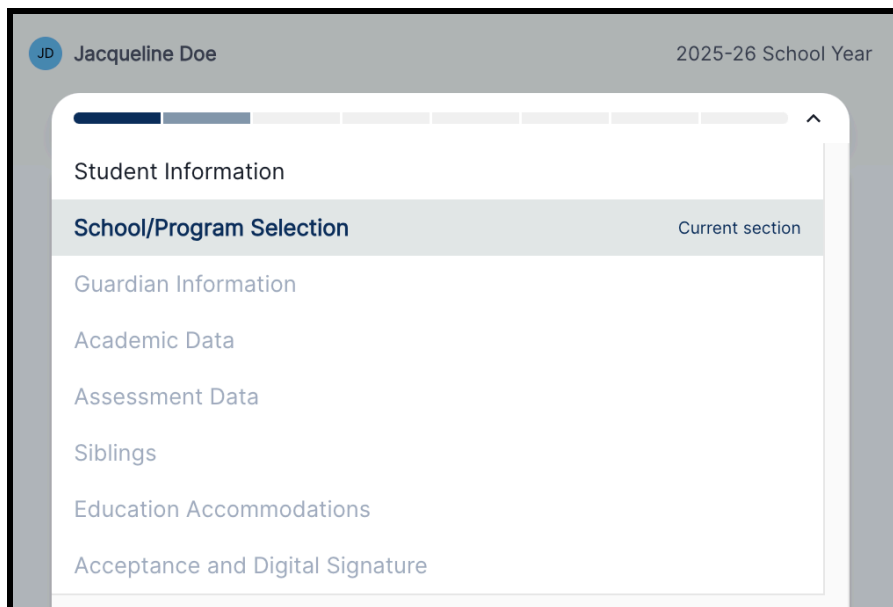
2. Additional sections may be added to your application, based on information you have provided. For example:
   a. Students applying to criteria-based schools will have an *Academic Data, Standardized Assessment* and *Education Accommodations* section added to their applications.
   b. Students applying to citywide or catchment schools will have a *Siblings* section added to their application.

3. The application contains required and optional fields. Required fields contain a red asterisk (*) next to the name of the field. **You will not be able to move ahead to the next section of an application until all required fields in the current section have been completed.**

4. Click **Next** to advance to the next section of the application. Updates made to your application will be auto-saved as you complete your application.

> When you reach the end of your application, you will be able to submit your application. **You must submit your application to participate in the School Selection Process.**

## Changing the Language of the Application System

1. Click the language drop-down menu in the top right corner of the screen, in the blue navigation bar. The drop-down menu will display languages that are available to be selected for translation. Click on your desired language to select it.
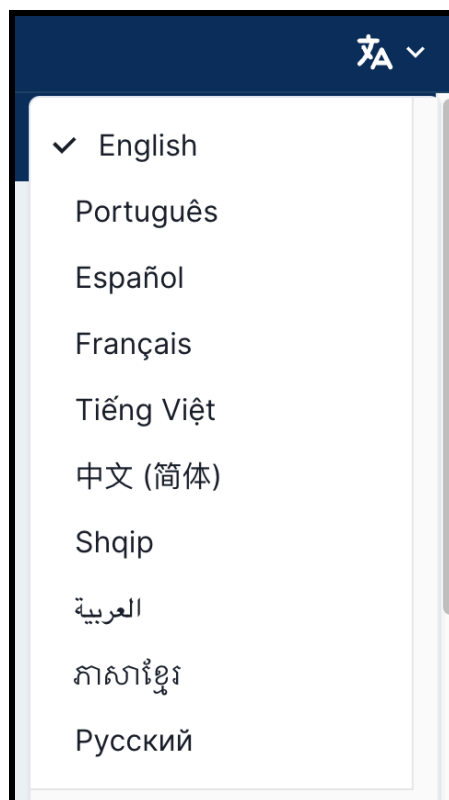
Accessing Your School Selection Account

*Parents and guardians can access the School Selection application by logging into their [Parent Portal](#) account. Current District students can also access via their Student Portal. **If you do not have a Parent Portal account, please visit [signup.philasd.org](#) to create your account.** Additional Parent Portal resources can be found [here](#).*

1. From the Portal, locate the School Selection icon by clicking on the **Message Center** on the left side of the screen. Then, click on the School Selection icon to open the application website.
   a. *If logged in to a Student Portal account, click the green School Selection icon.*
   b. *If logged in to a Parent Portal account, click the gray School Selection icon.*
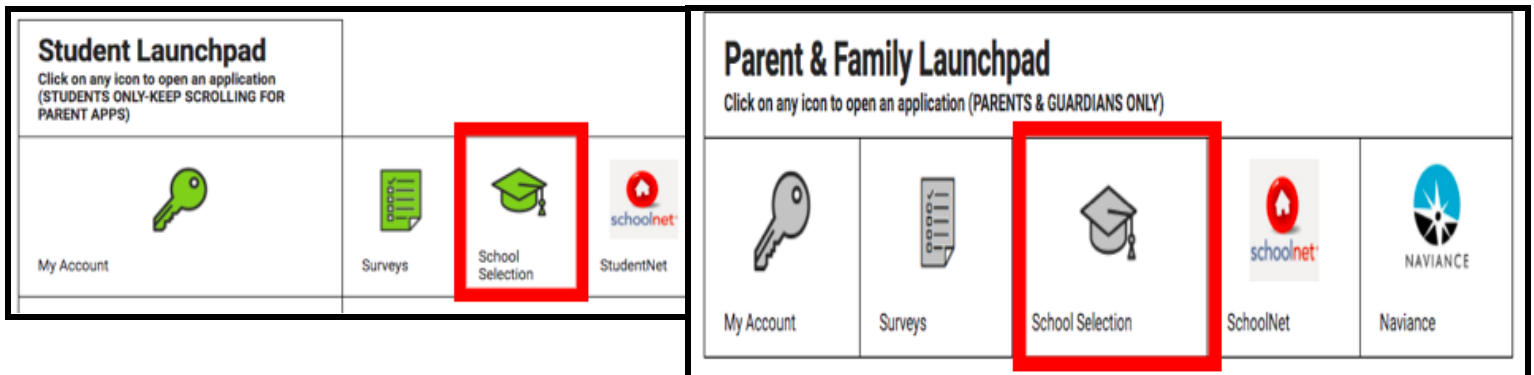
2. The application system login screen will display. Click ***Log in with PhilaSD Portal***.

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3. The **Guardian Dashboard** will open to the **Home** page. When logging in to the application for the first time, a welcome message will display, stating "You're ready to start a new form." Click *Start Form*.
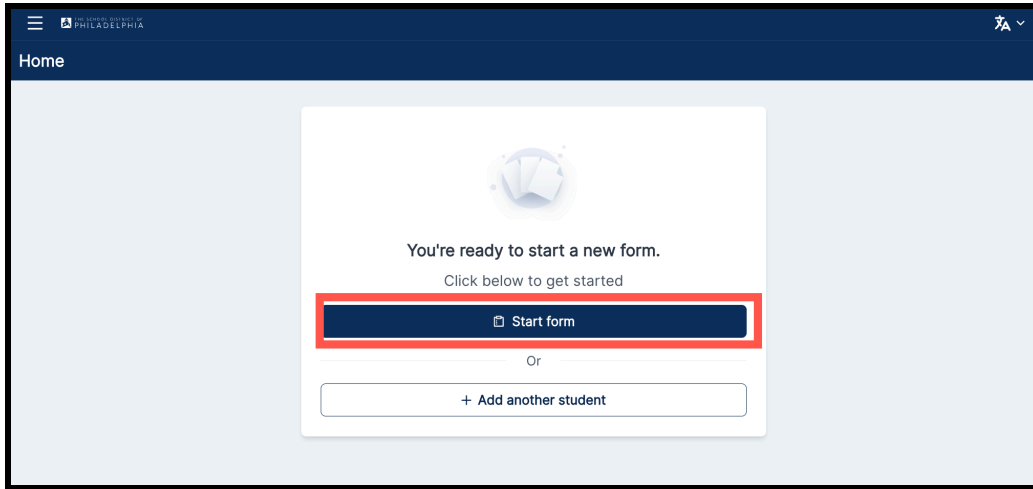
Selecting a Student

1. After clicking *Start Form*, you will select the student this application is for by clicking the *Who is this form for?* drop down menu. Select your desired student from the list.

2. After selecting your desired student, two additional fields will appear. **These responses do not need to be adjusted.**
   a. *For what enrollment period?* will default to the *2025-26 School Year.*
   b. *What do you want to do?* will default to *Apply*.

3. Click *Next* to advance to the next screen.

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Creating a School Selection Application for a District Student

Requirements and Procedures
Before you can begin the first section of the application, please review the School District of Philadelphia's Requirements and Procedures for School Selection. After reviewing this information, scroll down to continue to the Student Information section of the application.

JD Jacqueline Doe   2025-26 School Year

Student Information

School Selection Requirements & Procedures

The school selection system will send application notifications regarding the school selection process by email. Users will receive notifications to the email address or phone number that they use when creating their school selection system account. Current SDP students and families will receive notifications based on the email address that is listed within our Student Information System (SIS), Infinite Campus.

For current School District of Philadelphia students: If your email address in the Guardian Information section of your application is missing or needs to be updated, contact your school secretary and request that it be updated within our Student Information System (SIS), Infinite Campus.

Parents are encouraged to closely monitor their child's activity in the portal to ensure timely and accurate responses to all communication and notification requiring a response. Notifications will be sent from the email address: noreply@avela.org. This email address is a no-reply email address.

Please check your spam or junk folders if you do not see the emails in your inbox from the noreply@avela.org email address. It is important to monitor your email inbox throughout the school selection process as there will be urgent and time-sensitive communications requiring immediate actions.

To learn the eligibility requirements for the schools to which you are applying, visit: schoolselect.philasd.org

Applications to as many as five schools can be submitted starting Friday, September 13, 2024, starting at 4:00 PM. All student information required to confirm an applicant's qualifications for admission to a school must be in the application system by Wednesday, October 23, 2024 at 11:59 PM. Applications cannot be submitted after 11:59 PM on Wednesday, October 23, 2024.

The School District prohibits discriminatory conduct in its programs and activities. Please view the District's Notice of Nondiscrimination here: https://www.philasd.org/nondiscrimination/

Preferred First Name

Next →

Student Information

Parents/guardians of District students will <u>not</u> be able to edit most questions in this section of the application. The information on this screen will populate based on information in the District's Student Information System (SIS). *Contact your child's school if updates are required to any of the information displayed on this screen.*

✓ Verified

The following information has been verified by staff and as such can no longer be edited

Preferred First Name
No answer

Gender
(Gender on birth verification document)
Male

Preferred Gender
No answer

Current Grade
8

Grade Applying *

9   ˅

✓ Verified

The following information has been verified by staff and as such can no longer be edited

Current School
Baldi Middle School

Home Address
[redacted]
Philadelphia, PA 19106

Student's Phone Number
No answer

Student's School Email Address
No answer

Race
Hispanic

What is your Home Primary Language?
ENGLISH

The following fields **will prepopulate** for the student: *Preferred First Name, Gender, Preferred Gender, Current Grade, Current School, Home Address, Student's Phone Number, Student Email Address, Race*, and *Home Primary Language*.

Applicants **can manually enter** the *Grade Applying*.

Please note, that the zip code associated with the student's address on this section of the application is the zip code which determines whether or not the student is eligible for zip code preference at certain criteria-based schools.

After reviewing/completing this section, click **Next** to advance to the next section of the application.

School/Program Selection

Carefully review the guidance that appears at the top of the School/Program Selection page. This guidance contains critical information regarding how students select and rank their true preference for the schools in which they wish to apply. Applicants will only be able to select schools/programs that are participating in the School Selection Process and offer the grade level that the student is applying for.

JD Jacqueline Doe   2025-26 School Year

School/Program Selection

Please select up to 5 schools or programs to which you wish to apply. Be sure to place the schools/programs on the application and rank them in your true order of preference:

#1 should be your/your child's first choice school/program
#2 should be your/your child's second choice school/program
#3 should be your/your child's third choice school/program
#4 should be your/your child's fourth choice school/program
#5 should be your/your child's fifth choice school/program

You/your child will only receive up to 1 offer so the preference order is very important! Meaning if you receive an offer from your first choice school, you will not receive an offer from your second, third, fourth or fifth choice.

Students who are eligible will be placed in a lottery. Placements will be offered through the lottery, based on student preference, school admission priority, and available seats. We encourage you/your child to apply to up to 5 schools/programs that you/they have interest in and to place the schools/programs in true order of preference so that the lottery has accurate information.

Students should use this process to apply to schools other than their catchment school. This process is to attend any school with available space other than the student's catchment school. If a student wishes to attend their catchment school, no action is needed. Please note that transportation to out-of-catchment elementary schools is not provided.

Please consider the District's transportation guidelines when making your selection of schools. Kindergarten to 6th grade students are not eligible for transportation except for students in grades 5 and 6 at citywide and criteria-based middle schools and middle/high schools whose address is more than 1.5 miles from the school. These students are eligible for a SEPTA fare card.

These schools include: AMY at James Martin, AMY Northwest, Conwell, GAMP, Hill Freedman, Masterman, Middle Years Alternative (MYA), Overbrook Educational Center, Fitler, Science Leadership Academy Middle School (SLAMS), and Science Leadership Academy (SLA) at Beeber.

In addition, students in grades 7 through 12 are eligible for a SEPTA fare card if their address is more than 1.5 miles from the school. For more information about the District's transportation services, visit philasd.org/transportation.

For additional support or questions, email schoolselect@philasd.org.

☑ Explore schools

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1. Applicants can click **Explore schools** to be taken to the District's [Explore](#) tool. More information on how to use Explore is available [here](#).
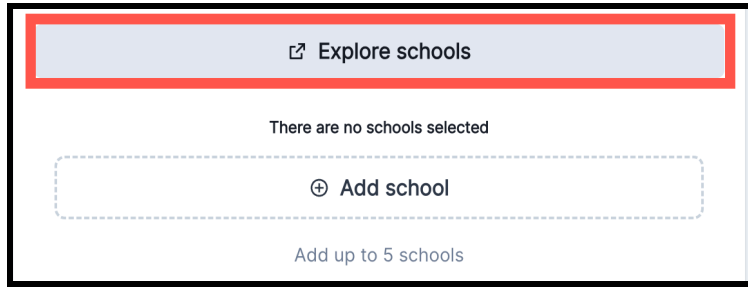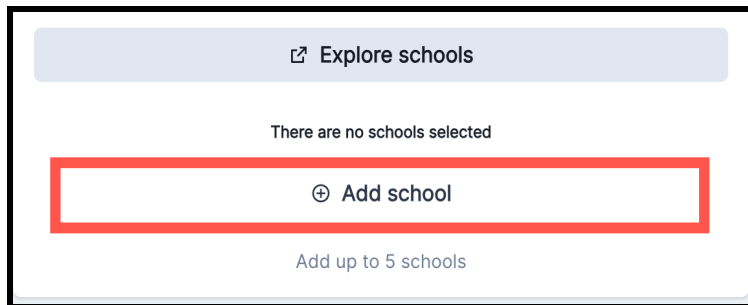

2. Click **Add school** to locate a school/program they wish to apply to.

3. The list of schools/programs that offer the grade level that the student is applying to will display. A search field is available to help applicants locate the school/program they wish to select.

Note: Admissions criteria will display for any criteria-based school/program. Eligibility criteria are strictly followed. However, students with an IEP, 504 Plan or EL status may request an individualized review via the Education Accommodations section of the application.

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4. After locating the school/program, click on it to add it to your application. It will then display on your screen.
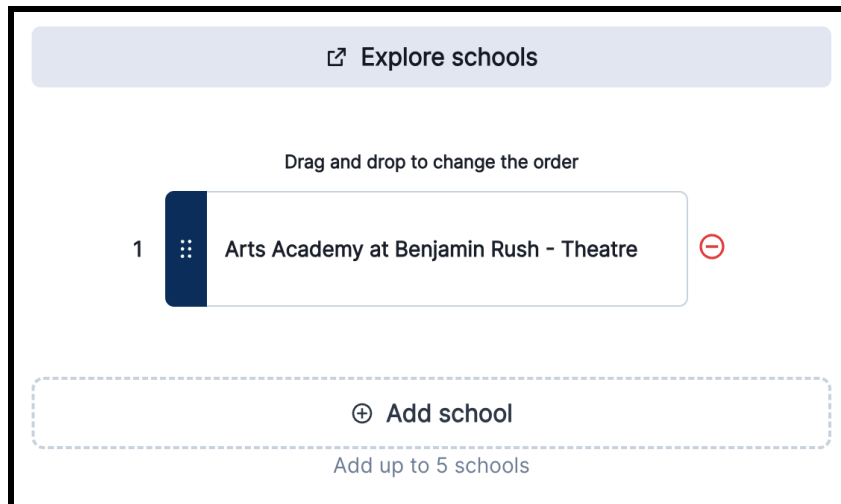
5. To add additional schools/programs, click **Add school** and continue to select schools to add to your application. **Remember, applicants can add up to five schools/programs.** We encourage you/your child to apply to the top 5 schools/programs you/your child are most interested in. It's important to rank them in order of preference so the lottery accurately captures your choices.
   a. After adding your fifth school/program, the **Add school** button will deactivate, and a message will display beneath the **Add school** button, stating *School limit reached*.
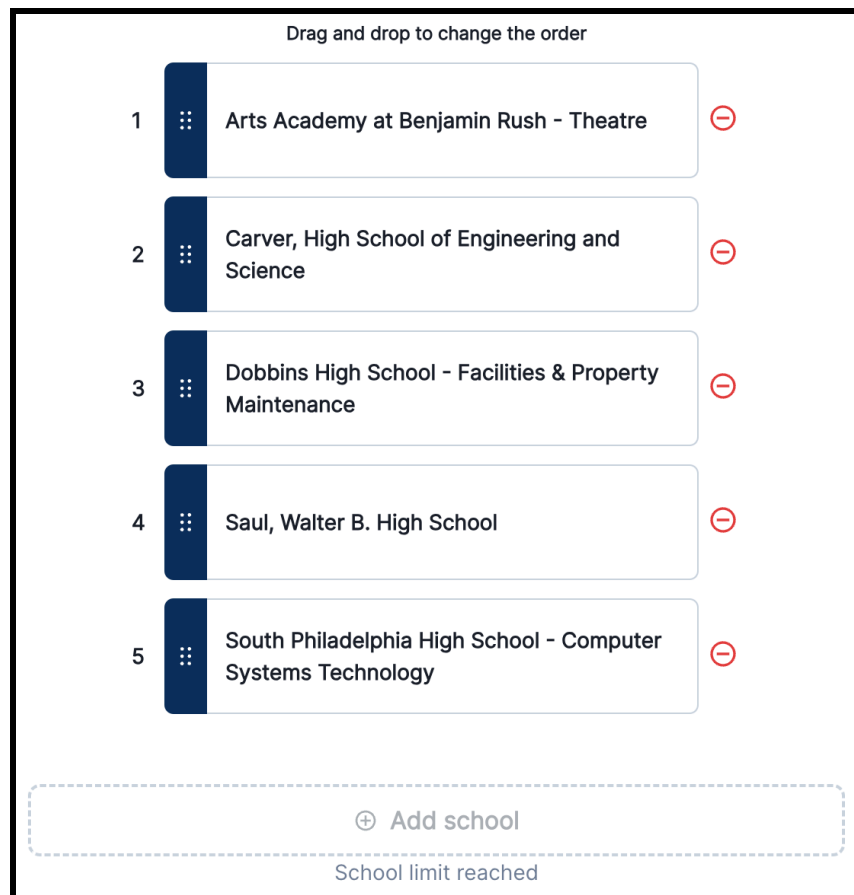
6. To remove a school/program from your application, click the red button that appears to the right of the school/program selection.
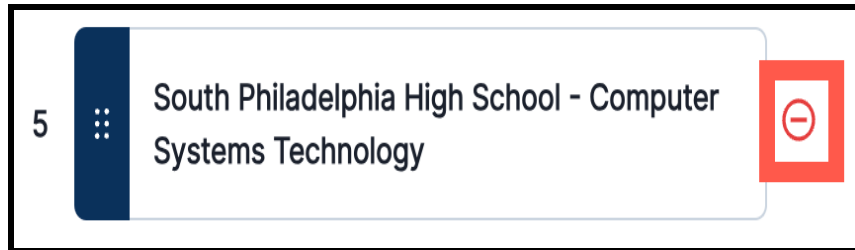
a. After clicking the red button, a *Remove school?* pop-up message will display, asking you to confirm your action. To remove the school/program from your application, click **Yes, remove**. To cancel, click **No, cancel**.
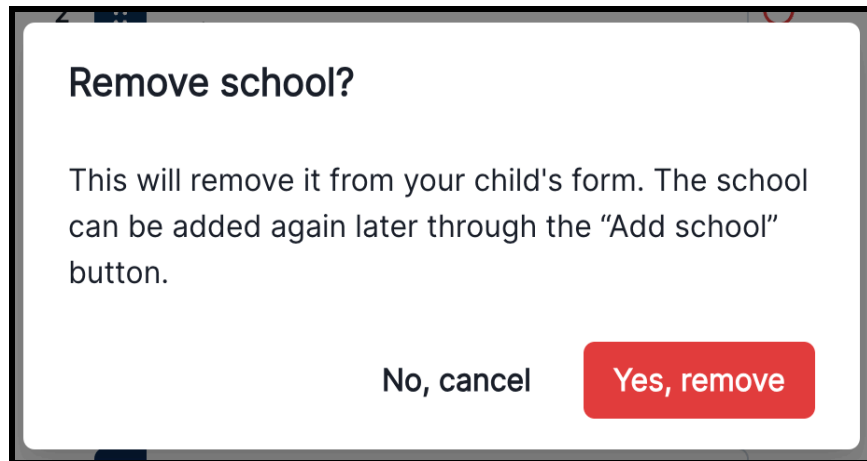
Ranking Your School/Program Selections

The application system will rank your school/program selections based on the order in which you added them to your application. Before continuing to the next section, applicants should review the school order, and adjust to ensure the numbered order reflects their true preference. #1 should reflect the school they most wish to apply to, #2 should reflect their second choice, and so on.

1. To adjust the order of your choices, click on the school/program selection you wish to reorder. Use your mouse or computer's trackpad to drag and drop the school/program to the numbered space that corresponds with your preference.
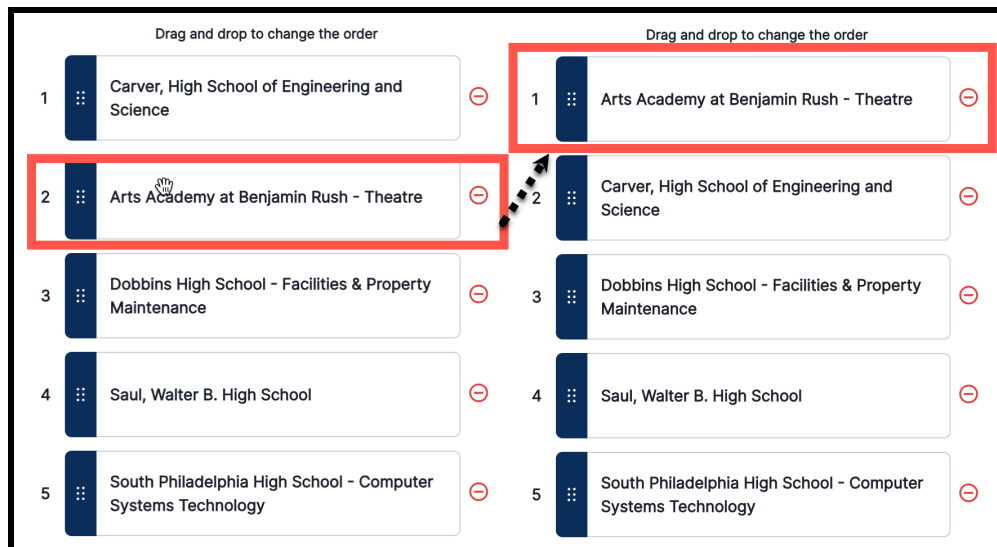
2. Repeat this process, as needed, until the order of your school/program selections matches your true preference, with #1 as your most preferred school/program. Then, click **Next**.
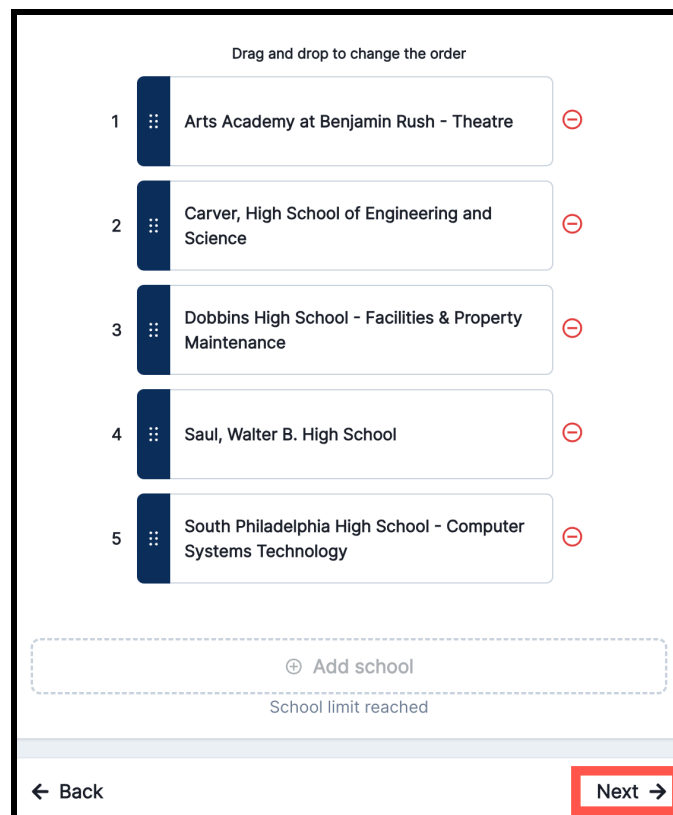
3. After clicking **Next**, the application system will display your current school ranking. Click **Yes, continue** to proceed to the next section of the application.
   a. To make additional adjustments to your selected schools or their ranking, click **No, cancel** to remain on the School /Program Selection screen.

School ranking

Your schools list is currently:
1. Arts Academy at Benjamin Rush - Theatre
2. Carver, High School of Engineering and Science
3. Dobbins High School - Facilities & Property Maintenance
4. Saul, Walter B. High School
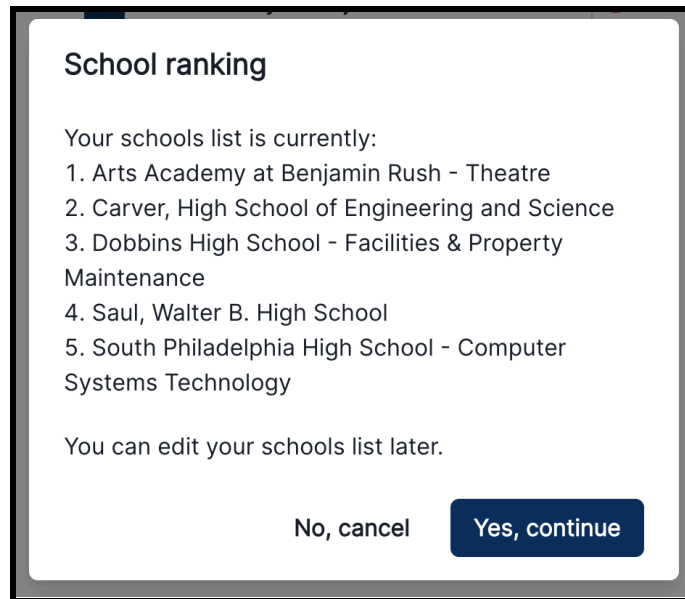5. South Philadelphia High School - Computer Systems Technology

You can edit your schools list later.

No, cancel   Yes, continue

Ranking for Students at Select Criteria-Based Middle Schools with a Criteria-Based High School Pathway

8th grade students currently enrolled in the following schools should read on for additional information should plan to apply to continue on to their current school's high school program.
- Carver Engineering & Science High School
- Girard Arts Music Program (GAMP)
- Masterman, Julia R. High School
- Hill-Freedman World Academy
- Science Leadership Academy (SLA) at Beeber

When completing an application, it is important that your student ranks their schools according to their true preferences. This year's lottery will provide students with up to only ONE offer during the initial offer phase. We encourage students to rank their schools based on preference.

To be guaranteed a spot at your student's current school, your student must rank that school #1.

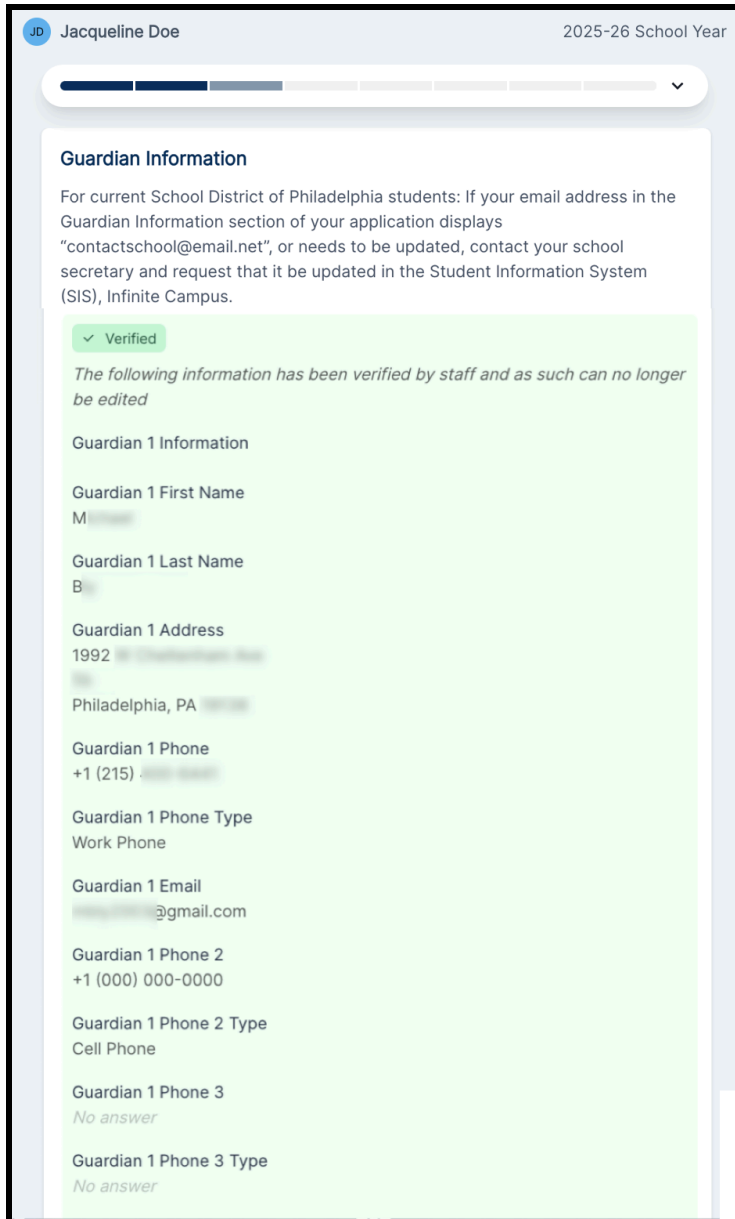For your child to be guaranteed a spot at their current school, they must:
1. participate in the school selection process by successfully submitting an application
2. meet the school-specific criteria
3. include their current school as their first-ranked choice
4. accept that choice during the School Selection Initial offer window

Here are other possible scenarios for students who are submitting an application to their current school, assuming they are eligible for that school:

- If you rank your current school as your second choice (or lower), and you receive and accept an offer from your first ranked school (or any other higher ranked school), you will NOT have a spot at your current school. All lower ranked choices will be automatically declined.
- If you rank your current school as anything other than your first choice, and you DO NOT receive an offer from a higher ranked school, you will receive an offer from your current school. All lower ranked choices will be automatically declined. You will remain on the waitlist for any higher ranked choices for which you were eligible.

Guardian Information

Parents/guardians will not be able to edit this section of the application. The information on this screen will populate based on information in the District's Student Information System (SIS). *Review this section of the application, and contact your child's school if updates are required to any of the information displayed on this screen.*

The application can display information for up to two (2) guardians, but information for at least one guardian is required.

Review the pre-populated information for the following fields, for both Guardian 1 and Guardian 2 (if available).
First Name, *Last Name*, *Address*, *Phone Number*, *Phone Type*, *Email*, *Preferred Language.*

The application will display up to four phone numbers for parents/guardians, if they are available in SIS.

When your review of this section is complete, click **Next** to advance to the next section of the application.

Academic Data

The Academic Data section will only be included in applications when the applicant is applying to a criteria-based school/program. *This information is included in the application as criteria-based middle and high schools use this data to determine eligibility.*

First, carefully review the guidance that appears at the top of this screen.

Academic Data

Students must meet the criteria to be eligible for criteria-based middle and high schools. Students must meet all of the criteria for the school, or schools to which they are applying, or be found eligible through an Individualized Review to be entered into the lottery for those schools. Visit schoolselect.philasd.org to view the criteria for each school and to learn about the Individualized Review process. To determine eligibility, the following academic data must be added to this application:

1. The final course grades for all four core subjects (English, Math, Science, and Social Studies) for each of the prior two school years (SY 2022-2023 and SY 2023-2024). If all four core subjects do not have at least one letter grade for at least one academic year, the student will be marked ineligible for the lottery for all criteria-based schools.
2. The number of unexcused absences for each of the two prior school years (SY 2022-2023 and SY 2023-2024).
3. Approved standardized assessment scores in English Language Arts/Reading and Mathematics from the two prior school years (SY 2022-2023 and/or SY 2023-2024).

Available academic data for District students will automatically be added to their school selection application where available and marked verified. Any missing grade, attendance and approved standardized assessment data must be manually entered into their school selection application.

Students who have not been enrolled in the District at any point during the last two years must manually enter their grades and attendance for the time period they were enrolled outside the School District of Philadelphia and must upload the District's Common Transcript Form. The Common Transcript Form must provide the final course grades for all four core subjects and number of unexcused absences for the prior two years and must be completed by a school administrator or counselor at your previous or current school.

All students are also required to submit approved standardized assessment results in the Assessments screens of this application. Visit the following link to review the approved standardized assessment requirements: https://www.philasd.org/era/assessment/schoolselection.

For all students, failure to include all academic data (grades, attendance, transcripts, and approved standardized assessment score reports) will result in an incomplete application which will be marked ineligible and will not be included in any evaluation processes.

All students who are applying to Masterman High School (grades 9-10) must show evidence of successful completion of Algebra I before the child can be enrolled.

Homeschooled students should not include the Common Transcript Form unless it is signed by an external evaluator. Homeschooled applicants must include their end of year progress report OR other documentation as evidence of the applicant's completion of their home-schooling program. Acceptable documentation includes, but is not limited to:

- An affidavit of the Home Education Program;
- An evaluation of the Home Education Program (this is not the annual Home Schooling Evaluation Certification Review that is submitted to the District for approval);
- A Common Transcript Form signed by an external homeschooling partner or affiliate (e.g., homeschooling co-op—this cannot be signed by a parent);
- Homeschooling Quarterly Reports.

The above information is required as evidence of completion of the 2022-2023 and/or 2023-2024 school years. These documents should be uploaded in this section and will be reviewed and considered for grades and attendance.

After reviewing the guidance, scroll down to view information related to your student's grades and attendance for the previous two school years. These fields will be pre-populated for students who attended a District school for SY 2022-2023 and SY 2023-2024. **Grades and attendance data that display in this section cannot be edited.** The Academic Data in this section includes:
- *Total Days Unexcused for SY 2022-2023 and SY 2023-2024*

✓ Verified

The following information has been verified by staff and as such can no longer be edited

Total Days Absent Unexcused SY 2022-2023
18

✓ Verified

The following information has been verified by staff and as such can no longer be edited

Total Days Absent Unexcused SY 2023-2024
0

18

- *Final ELA/Reading & Writing, Math, Science and Social Studies Grades for SY 2022-2023 and SY 2023-2024 (options include A, B, C, D, F, Not Available)*

✓ Verified

The following information has been verified by staff and as such can no longer be edited

Final ELA/Reading & Writing Grade SY 2022-2023
B

✓ Verified

The following information has been verified by staff and as such can no longer be edited

Final Math Grade SY 2022-2023
A

✓ Verified

The following information has been verified by staff and as such can no longer be edited

Final Science Grade SY 2022-2023
B

✓ Verified

The following information has been verified by staff and as such can no longer be edited

Final Social Studies Grade SY 2022-2023
B

✓ Verified

The following information has been verified by staff and as such can no longer be edited

Final ELA/Reading & Writing Grade SY 2023-2024
A

✓ Verified

The following information has been verified by staff and as such can no longer be edited

Final Math Grade SY 2023-2024
B

✓ Verified

The following information has been verified by staff and as such can no longer be edited

Final Science Grade SY 2023-2024
A

✓ Verified

The following information has been verified by staff and as such can no longer be edited

Final Social Studies Grade SY 2023-2024
B

19

- *Algebra 1 Current Course Participation/Course Completion Indicator (options include Yes, No, Not Available).*

> ✓ Verified
>
> *The following information has been verified by staff and as such can no longer be edited*
>
> Completed or currently enrolled in Algebra 1?
> Yes
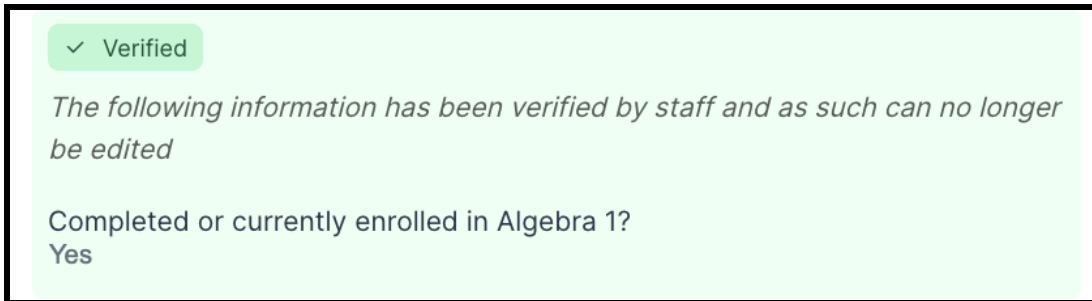
If all of the applicant's Attendance, Final Grades and Algebra 1 information pre-populated on this screen, click **Next** to proceed to the next section of the application. If some information was missing, follow the guidance in the next section of this stepper, titled *Providing Missing Academic Data for District Students.*

Providing Missing Academic Data for District Students

If the School District of Philadelphia does not have Attendance, Final Grade, or Algebra 1 information available for a student, applicants will see a pre-populated response of *[Current SDP Students] - Information not available; please provide below.*

A corresponding drop down menu will also appear beneath the field where data was not pre-populated from SIS, where District applicants can select the appropriate response.

If a District student has to manually enter academic data, they will also need to upload a Common Transcript Form so that their data can be verified as accurate.

Upload a Transcript if Providing Missing Academic Data

1. At the bottom of the **Academic Data** section of the application, locate the *Common Transcript* upload field. Click **Upload file**. Then, select the file from your computer to upload the document.

2. After uploading the transcript, the file name will display.

3. After uploading the transcript, click **Next** to proceed to the next section of the application.

Assessment Data

The School District of Philadelphia has reviewed the last two years of PSSA scores (SY 2022-2023 and SY 2023-2024) for tests administered by the District. The applicant's scores on record with the School District of Philadelphia are displayed in this section of the application.

*Pre-populated scores cannot be edited. **This section will only appear for students who are applying to a criteria-based school/program.** This information is included in the application as criteria-based middle and high schools use this data to determine eligibility.*

First, carefully review the guidance that appears at the top of this page.

Assessment Data

Applications for criteria-based schools require one English Language Arts/Reading and one Mathematics standardized assessment score from SY 2022-2023 and/or SY 2023-2024. The standardized assessment score required varies from school to school; please review all school eligibility requirements by visiting: https://www.philasd.org/studentplacement/school-selection/. The applicant's highest English Language Arts/Reading percentile score and the highest Mathematics percentile score from SY 2022-2023 and/or SY 2023-2024 will be used to determine eligibility.

For each standardized assessment and subject, enter:

- The name of the approved standardized assessment;
- The grade the applicant was in when they took the approved standardized assessment; and
- The corresponding scale score (PSSA) or national percentile rank (all other approved standardized assessments).

If submitting PSSA scale scores, applicants do not need to convert scale scores to percentiles. If the approved standardized assessment does not have national percentile rank, enter the state or local percentile rank.

Only approved standardized assessments taken on or after January 1, 2023 will be accepted. All submitted scores and documentation will be reviewed and verified; only verified standardized assessment scores will be considered for eligibility at criteria-based schools.

Approved standardized assessments must be administered at a school or testing center.

The following assessments have been approved for the School District of Philadelphia criteria-based schools application:

- Pennsylvania System of School Assessment (PSSA)
- TerraNova
- California Achievement Test (CAT)
- ERB - Comprehensive Testing Program (CTP)
- ERB - Independent School Entrance Exam (ISEE)
- IOWA Test of Basic Skills
- Secondary School Admission Test (SSAT)
- Other State Standardized Assessment

Documentation is required to verify all provided scores. Uploaded assessment reports must be clear, legible, and complete digital copies that show the applicant's:

- Full name
- Date Tested
- Grade Level Tested
- English Language Arts/Reading Score(s) and/or Percentile(s)
- Mathematics Score(s) and/or Percentile(s)

For more information on how to interpret common examples of standardized assessment reports, converting PSSA scaled scores to percentiles and other frequently asked questions, please visit here: https://www.philasd.org/era/assessment/schoolselection/

After reviewing the guidance, scroll down to view data related to your student's PSSA scores for the previous two school years.

✓ Verified *The following information has been verified by staff and as such can no longer be edited* English Language Arts SY 2022-2023 - Standardized Assessment Name Pennsylvania System of School Assessment (PSSA) ELA Scaled Score SY 2022-2023 [PSSA] 705 ✓ Verified *The following information has been verified by staff and as such can no longer be edited* English Language Arts Corresponding Grade Level Tested SY 2022-2023 6 ✓ Verified *The following information has been verified by staff and as such can no longer be edited* Mathematics SY 2022-2023 - Standardized Assessment Name Pennsylvania System of School Assessment (PSSA) Math Scaled Score SY 2022-2023 [PSSA] 705 ✓ Verified *The following information has been verified by staff and as such can no longer be edited* Mathematics Corresponding Grade Level Tested SY 2022-2023 6	This first assessment is the English Language Arts PSSA for SY 2022-2023. The ELA scaled score will display, as well as the English Language Arts Corresponding Grade Level Tested for 2022-2023. Then, the Mathematics PSSA Data for SY 2022-2023 will display, including the scaled score and grade level tested. The English Language Arts PSSA for SY 2023-2024 will display next, and will include the scaled score, as well as the grade level tested. Finally, the Mathematics PSSA for SY 2023-2024 will display, including the scaled score and grade level tested. If all of the applicant's PSSA data pre-populated on this screen, click **Next** to proceed to the next section of the application.

If some information was missing, follow the guidance in the next section of this stepper, titled *Providing Missing Assessment Data for District Students*.

Providing Missing Assessment Data for District Students
If the School District of Philadelphia does not have PSSA information available for a student because the student was not enrolled in a District school, applicants will see a pre-populated response of *[Current SDP Students] - Information not available; please provide below.*

Corresponding drop down menus will also appear beneath the field where data was not pre-populated, where District applicants can manually enter their PSSA or approved standardized assessment information.

> ✓ Verified
>
> *The following information has been verified by staff and as such can no longer be edited*
>
> English Language Arts SY 2023-2024 - Standardized Assessment Name
> [Current SDP Students] - Information not available; please provide below
>
> English Language Arts SY 2023-2024 - Standardized Assessment Name [if missing above]   *
>
> | Select answer ⌄ |
>
> ELA Scaled Score SY 2023-2024 [if PSSA is selected above]
>
> | |
>
> ELA National Percentile Rank SY 2023-2024 [if a non-PSSA exam is selected above]
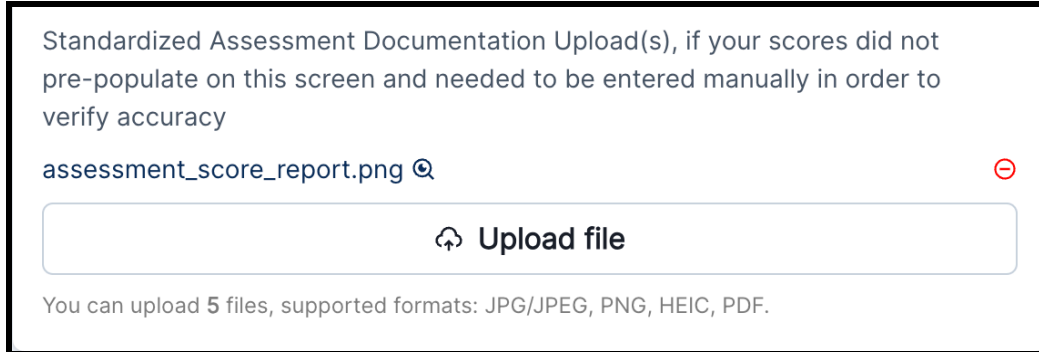>
> | Select answer ⌄ |

- **If PSSA data is being provided** by the student, they can enter the **scaled score** in the available, corresponding field.
- I**f a different, non-PSSA standardized assessment is being provided** by the student from the drop down menu, they can enter the **National Percentile Rank** in the available, corresponding field.

Uploading Score Reports for Missing Assessment Data
1. At the bottom of the **Assessment Data** section of the application, locate the *Standardized Assessment Documentation Upload* field. Click **Upload file**. Then, select the file from your computer to upload the document.

> Standardized Assessment Documentation Upload(s), if your scores did not pre-populate on this screen and needed to be entered manually in order to verify accuracy
>
> | ⌂ Upload file |
>
> You can upload **5** files, supported formats: JPG/JPEG, PNG, HEIC, PDF.

2. After uploading the standardized assessment documentation, the file name will display above the upload field.

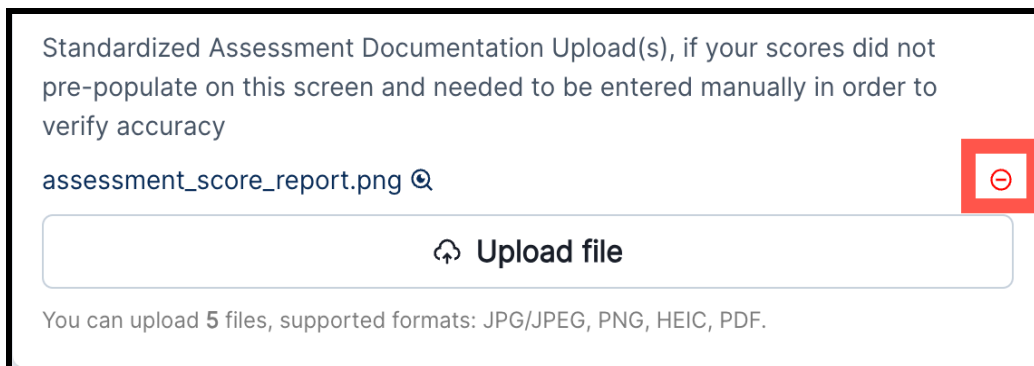> Standardized Assessment Documentation Upload(s), if your scores did not pre-populate on this screen and needed to be entered manually in order to verify accuracy
>
> assessment_score_report.png ⊕   ⊖
>
> ⌂ **Upload file**
>
> You can upload **5** files, supported formats: JPG/JPEG, PNG, HEIC, PDF.

   a. To view an uploaded document, click the file name.

> Standardized Assessment Documentation Upload(s), if your scores did not pre-populate on this screen and needed to be entered manually in order to verify accuracy
>
> assessment_score_report.png ⊕   ⊖
>
> ⌂ **Upload file**
>
> You can upload **5** files, supported formats: JPG/JPEG, PNG, HEIC, PDF.
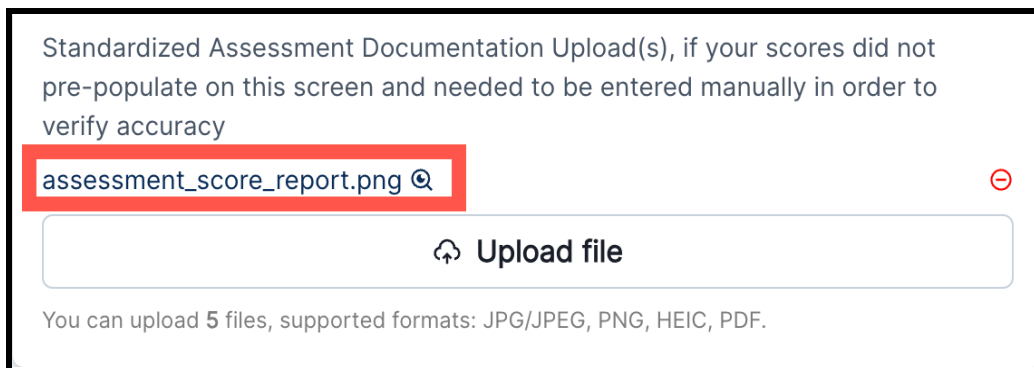
   b. To remove an uploaded document, click the red circle to the right of the file name.

> Standardized Assessment Documentation Upload(s), if your scores did not pre-populate on this screen and needed to be entered manually in order to verify accuracy
>
> assessment_score_report.png ⊕   ⊖
>
> ⌂ **Upload file**
>
> You can upload **5** files, supported formats: JPG/JPEG, PNG, HEIC, PDF.

3. After uploading the Standardized Assessment score report, click **Next** to proceed to the next section of the application.

Siblings
This section will only appear for students who are applying to a citywide or catchment school/program. *Carefully review the guidance included in this section to determine whether or not this section is applicable to you.*

Siblings

The School District of Philadelphia aims to keep students and their families together to help maximize parent and family engagement and support success. To this end, the School District of Philadelphia gives sibling preference to students who have a sibling currently enrolled in a catchment or city-wide school, when space is available. Sibling preference does not apply to criteria-based schools.

To be eligible for sibling preference, siblings must have the same parent/guardian, have participated in the school selection process by submitting an application, and have selected the school where a sibling is already enrolled. The application must be submitted by the school selection deadline on Wednesday, October 23rd, at 11:59 PM. To receive sibling preference, the sibling must already be enrolled at the catchment or city-wide school applying to, and the sibling cannot be currently enrolled in a final grade. (i.e., graduating from the school during the school year in which the sibling's application is submitted) Sibling preference does not apply to twins or multiple siblings that are applying to the same school. The District does not have twin preference.

Receiving a preference as a sibling is dependent on space availability in the requested school. Siblings do not receive priority above in-catchment students. Priority is given to in-catchment students for seats in their catchment school. The District cannot guarantee that space will be available or remain available for siblings entering grades K-12. However, siblings who participate in the school selection process will receive a preferred spot in the lottery over other non-catchment applicants.

If a family is applying for more than one sibling, an application must be completed for each child and the sibling section of the application must be completed for each child. Siblings who are offered and accept seats in a non-catchment school will be registered for the school. If, at the time school begins or at any time during the school year, if space is no longer available for the joining sibling, the joining sibling may lose their seat and be asked to return to their catchment school.

Note: Date of Birth format below is MM/DD/YYYY

Does the applicant have a brother/sister that has the same parent/guardian, and is currently attending a Catchment or Citywide school or program listed on this application?

1. Indicate whether or not the student identified on the application has a brother/sister that has the same parent/guardian, and is currently attending a Catchment or Citywide school or program that is listed on this application by selecting *No, Yes - 1 sibling, Yes - siblings, Yes - 3 siblings, Yes - 4 siblings,* or *Yes - 5 siblings*.

> Does the applicant have a brother/sister that has the same parent/guardian, and is currently attending a Catchment or Citywide school or program listed on this application?
>
> Select answer ⌄

    a. If **No** is selected, no additional information is required. Click Next to proceed to the next section of the application.

    b. If **Yes** is selected, enter the *First Name, Last Name, Birth Date, Grade* and *School* for the sibling. If multiple siblings were identified, fields will appear that correspond to the number of siblings (Sibling 1, Sibling 2, etc).

        i. After completing the sibling information, click Next to advance to the next section of the application.

> Does the applicant have a brother/sister that has the same parent/guardian, and is currently attending a Catchment or Citywide school or program listed on this application?
>
> Yes, 1 Sibling ⌄
>
> Sibling 1 First Name   *
>
> [   ]
>
> Sibling 1 Last Name   *
>
> [   ]
>
> Sibling 1 Birth Date   *
>
> [   ]
>
> Sibling 1 Grade   *
>
> Select answer ⌄
>
> Sibling 1 School   *
>
> Select answer ⌄

Education Accommodations

The Education Accommodations section will only be included in applications when the applicant is applying to a criteria-based school/program. *This section of the application is divided into four key areas - Special Education information, 504 Plan information, EL Services information, and Criteria Waiver.* ***The Special Education information, 504 Plan information and EL services information will pre-populate, and District applicants will be unable to edit this information****. The Criteria Waiver questions can be edited by District applicants.*

Some students may be prompted to provide additional uploaded documentation, based on responses to the questions that appear in this section. If your student's school-based team will assist you with uploading your student's supporting documentation, you can continue without uploading the documentation at this time. If your student's school-based team will assist you with uploading your student's supporting documentation, applicants can upload the documentation to their application.

Review the guidance that appears before each area of this section of the application carefully.

Education Accommodations

Students with an IEP, 504 Plan and EL students may receive an Individualized Review if they meet two of the three criteria to the school or schools they are applying to. More information about the Individaulized Review process can be found at https://www.philasd.org/studentplacement/school-selection/#legare

If you are requesting an Individualized Review you must supply the following supporting documentation.

Special Education Accommodations

1. Review whether the student has a current IEP (indicated by a *Yes* or *No* response).
    a. If the response is *No*, continue to review the 504 Education Accommodations area of this section.
    b. If the response is *Yes*, additional fields appear. These fields allow you to upload:
        i.   *Current IEP documentation*
        ii.   *2023-2024 Progress Monitoring Report*
        iii. *Transition Assessment/Career Inventory* (for 8th grade students only)

2. In the appropriate upload field, click **Upload file**. Then, select the file from your computer to upload the document.

3. After uploading the special education documentation, the file names will display above the upload fields.

> ✓ Verified
>
> *The following information has been verified by staff and as such can no longer be edited*
>
> Special Education Accommodations
>
> Upload supporting documentation for the student's education accommodations below.
>
> - If your student's school-based team will assist with uploading your student's supporting documentation you can continue with the application and follow up with the student's school counselor for updates on these files.
> - If you will be uploading your student's supporting documentation yourself, you can upload below.
>
> Does this student have a current IEP?
> Yes
>
> ---
>
> Please upload current IEP documentation
>
> ⌃ Upload file
>
> You can upload **5** files, supported formats: JPG/JPEG, PNG, HEIC, PDF.
>
> Please upload 2023-2024 Progress Monitoring Report
>
> ⌃ Upload file
>
> You can upload **5** files, supported formats: JPG/JPEG, PNG, HEIC, PDF.
>
> Please upload current Transition Assessment (Career Inventory for 8th grade students only)
>
> ⌃ Upload file

504 Education Accommodations

1. Review whether the student has a current 504 Plan (indicated by a *Yes* or *No* response).
    a. If the response is *No*, continue to review the EL Education Accommodations area of this section.
    b. If the response is *Yes*, an additional field appears. This fields allow you to upload:
        i.   *504 Supporting Documentation*

2. Click **Upload file**. Then, select the file from your computer to upload the document.

3. After uploading the 504 Supporting Documentation, the file names will display above the upload fields.

> ✓ Verified
>
> *The following information has been verified by staff and as such can no longer be edited*
>
> 504 Education Accommodations
>
> Upload supporting documentation for the student's education accommodations below.
>
> - If your student's school-based team will assist with uploading your student's supporting documentation you can continue with the application and follow up with the student's school counselor for updates on these files.
> - If you will be uploading your student's supporting documentation yourself, you can upload below.
>
> Does this student have a current 504?
> Yes
>
> ---
>
> 504 Supporting Documentation
>
> ⌃ Upload file
>
> You can upload **5** files, supported formats: JPG/JPEG, PNG, HEIC, PDF.

EL Education Accommodations

1. Review whether the student is currently receiving EL services (indicated by a *Yes* or *No* response).
    a. If the response is *No,* continue to review the Criteria Waiver area of this section.
    b. If the response is *Yes,* an additional field appears. This fields allow you to upload:
        i. *EL Supporting Documentation* (EL Access/WIDA test score reports)

2. Click **Upload file**. Then, select the file from your computer to upload the document.

3. After uploading the EL Supporting Documentation, the file names will display above the upload fields.

> ✓ Verified
>
> *The following information has been verified by staff and as such can no longer be edited*
>
> EL Education Accommodations
>
> Upload supporting documentation for the student's education accommodations below.
>
> - If your student's school-based team will assist with uploading your student's supporting documentation you can continue with the application and follow up with the student's school counselor for updates on these files.
> - If you will be uploading your student's supporting documentation yourself, you can upload below.
>
> Does this student currently receive EL services?
> Yes
>
> EL Supporting Documentation
>
> ⌃ Upload file
>
> You can upload **5** files, supported formats: JPG/JPEG, PNG, HEIC, PDF.

Criteria Waiver
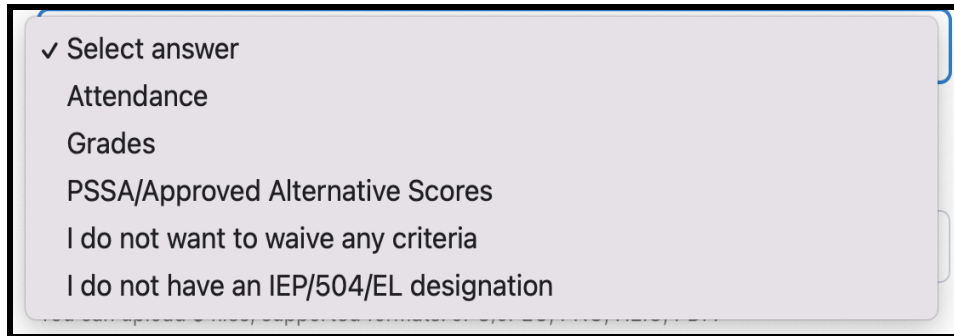
All District applicants applying to criteria-based schools will need to reply to the Criteria Waiver questions that appear towards the end of this section of the application.

The question states: *If you replied 'Yes' to any of the above questions, you may waive Attendance, Grades, or PSSA/Approved Standardized Assessment criteria in your student's application. You MUST submit documentation of the criteria you intend to waive. If your student has a 504 plan, IEP, or is an English Learner and you do not waive a criteria, your student will not be given an Individualized Review.*
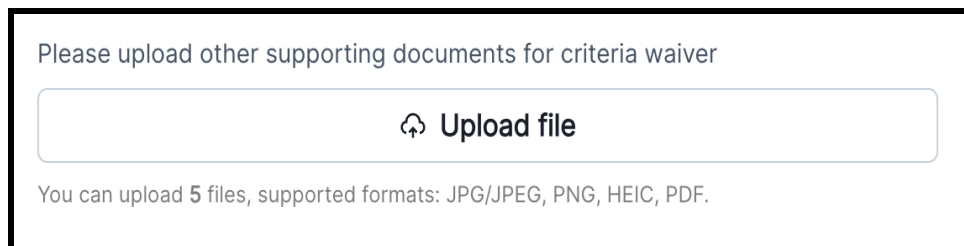
> If you replied 'Yes' to any of the above questions, you may waive Attendance, Grades or PSSA/Approved Standardized Assessment criteria in your student's application. You MUST submit documentation of the criteria you intend to waive. If your student has a 504 plan, IEP, or is an English Leaner and you do not waive a criteria, your student will not be given an individualized review.   *
>
> Select answer   ⌄

1. After reviewing the question, select an answer from the drop down menu. Options include:
   a. Attendance
   b. Grades
   c. PSSA/Approved Alternative Scores
   d. I do not want to waive any criteria
   e. I do not have an IEP/504/EL designation
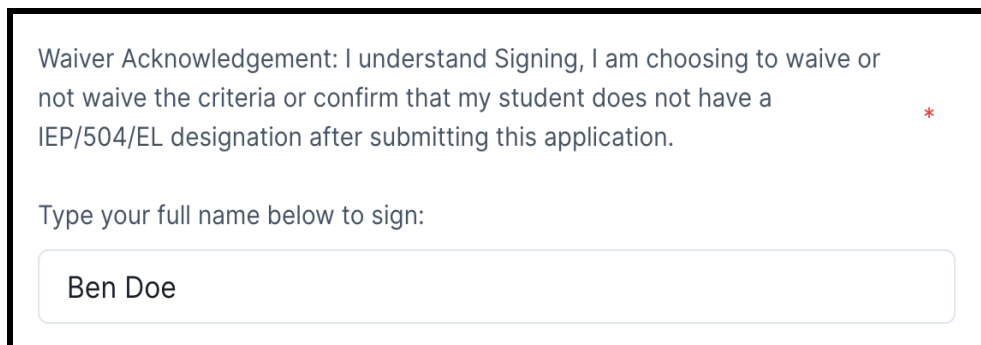

2. If opting to request to waive a criteria, upload supporting documentation for the criteria waiver. Click **Upload file**. Then, select the file from your computer to upload the document. After uploading the Criteria waiver supporting documents, the file names will display above the upload fields.

3. The last question on this section of the application is the Waiver Acknowledgement. Read the acknowledgement, and type your full name in the space provided to sign the criteria waiver.

4. After completing this section, click **Next** to proceed to the next section of the application.

<u>Acceptance and Digital Signature</u>

Review the statement that appears on the screen, and then enter your full name to confirm your understanding of the statement noted above.

Acceptance and Digital Signature

I certify that all information submitted in the application process is factually correct and honestly presented. I understand that as of October 23, 2024, I may not alter my submission in any way. By signing below, I confirm that I have read and understand all instructions and requirements for this application. I acknowledge that the School District of Philadelphia will provide up to 1 school/program offer based on the results of my application.

Please enter your full name here to confirm your understanding of the above: *

Submitting Your Application

After entering your name on the Acceptance and Digital Signature section of the application, click *Submit*.

Remember, applications must be submitted before the application closes on Wednesday, October 23rd, 2024 at 11:59pm.

After Submitting an Application

*After submitting an application, the school selection system dashboard will load. Your completed application will display, with a **Submitted** status.*
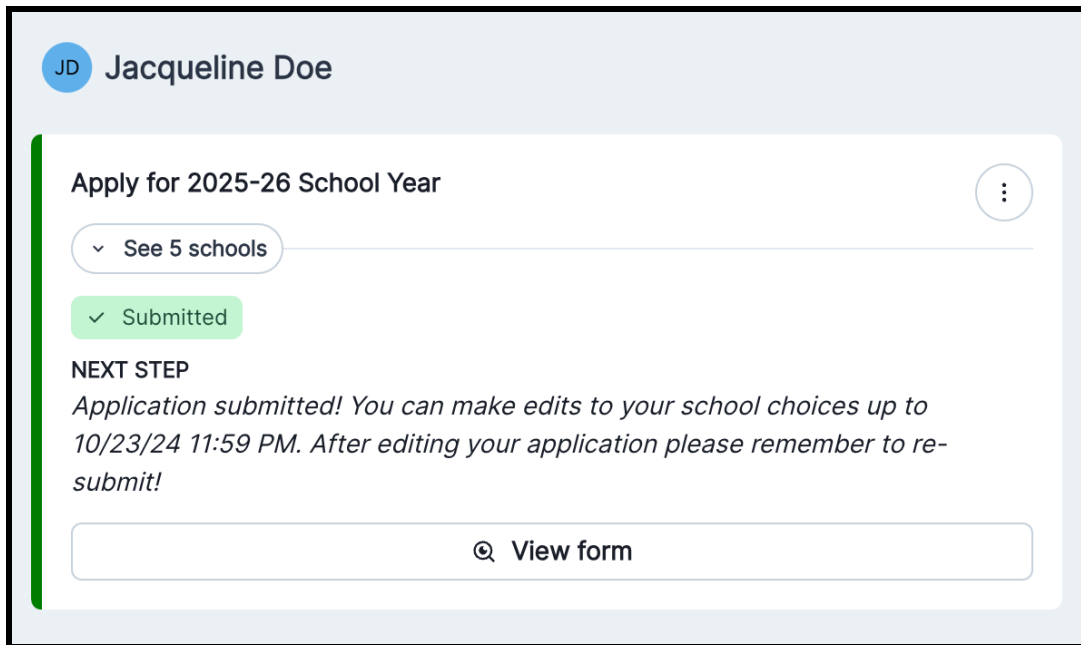
From the dashboard, you will be able to:
- Review schools included on your student's application
- View and edit submitted applications during the Application phase
- Re-Submit an Application during the Application phase
- Return to an In Progress application
- Create an application for another current District student
- Start a brand new application for an Out-of-District student

Review schools included on your student's application

1. Click the drop-down menu labeled '*See # schools'* to view the schools included on your student's application, as well as the corresponding preference order identified in the application.

33
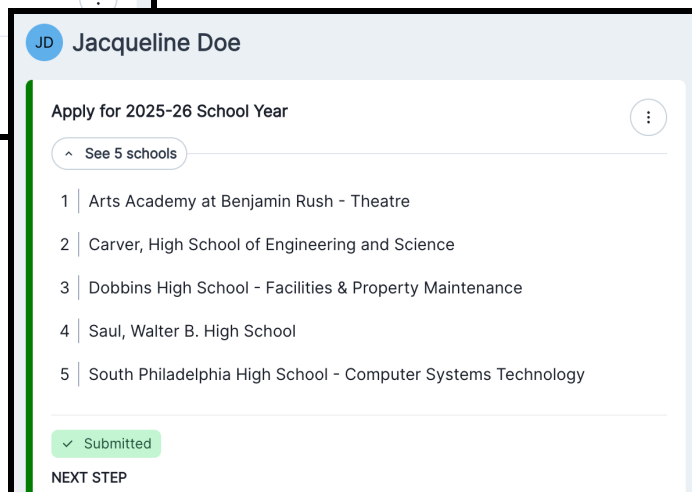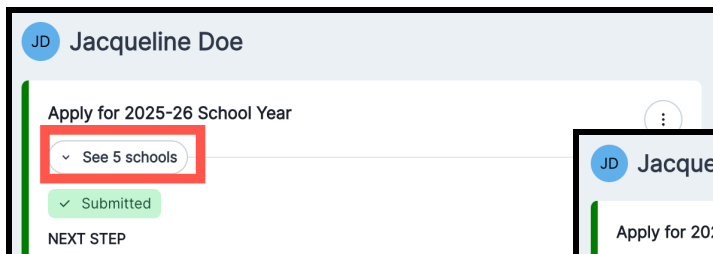
View and edit submitted applications

1. Click on the ellipses to the right, beneath your student's name.
   a. Click *View form* to view your application
   b. Click *Edit form* to open your application for editing
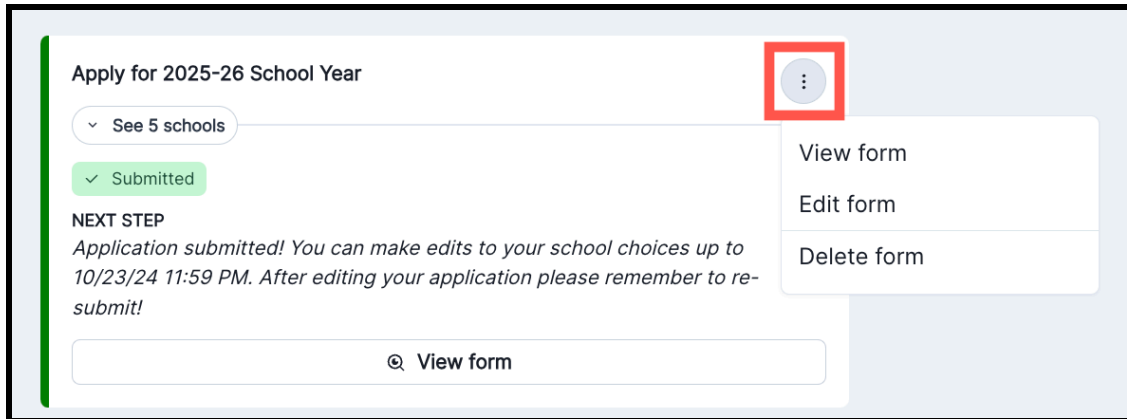
Re-Submit an Application

IF YOU OPEN YOUR APPLICATION FOR EDITING, YOU MUST RE-SUBMIT THE APPLICATION AGAIN AFTER YOUR EDITS ARE COMPLETE. ONLY APPLICATIONS WITH A SUBMITTED STATUS WILL MOVE FORWARD IN THE SCHOOL SELECTION PROCESS.

If you open a submitted application for editing, the status of that application changes from *Submitted* to *In Progress*.

When editing an application that has previously been *Submitted*, and is currently *In Progress*, a blue warning message will appear at the top of the screen, reminding you to re-submit your application. The **Submit** button will also appear at the bottom of the screen, as you move through the application.

After you have made edits to your application, remember to click Submit so that your application will return to a *Submitted* status.

34
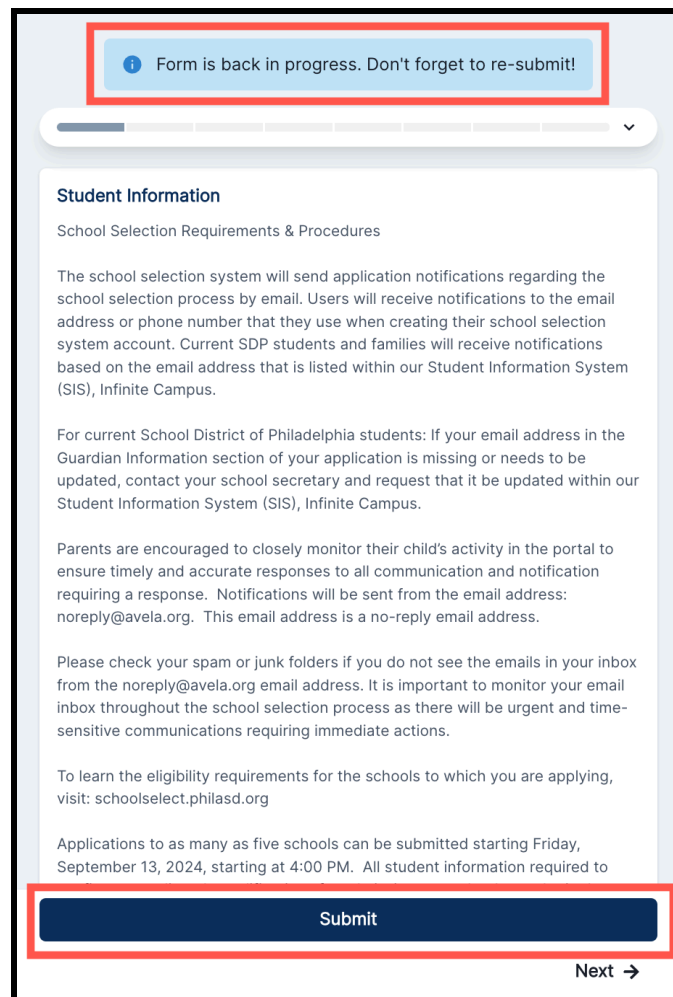
Return to an In-Progress Application

An application that has been created but not yet submitted will have the status of *In Progress*.
To return to an In Progress application, click ***Resume form***.

Create an Application for Another Current District Student

To create an application for another School District of Philadelphia student, click ***Start Form***.

Follow the steps outlined in the [Selecting a Student](#) section of this stepper to begin an application for another District student.

If you are the parent/guardian of a current District student and your student does **not** appear in your school selection application dashboard, please contact your child's school to ensure you are identified as the parent/guardian for your child in the District's Student Information System.

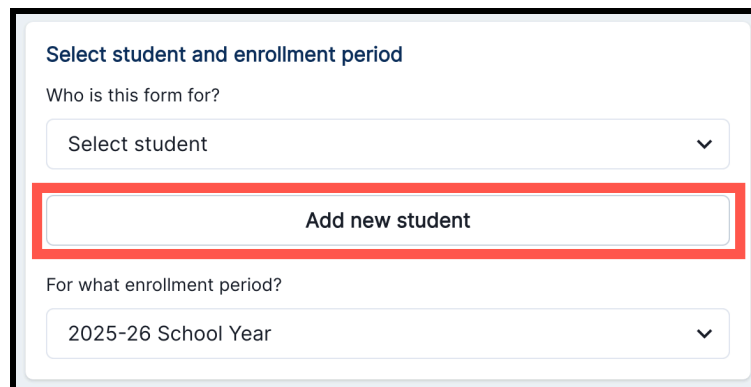## Starting a Brand New Application for An Out-of-District Student

If you are the parent/guardian of a current District student and are also a parent/guardian of a student who is not currently enrolled in the School District, but wishes to apply to a District school for the upcoming school year, you can add your non-District student to your account.

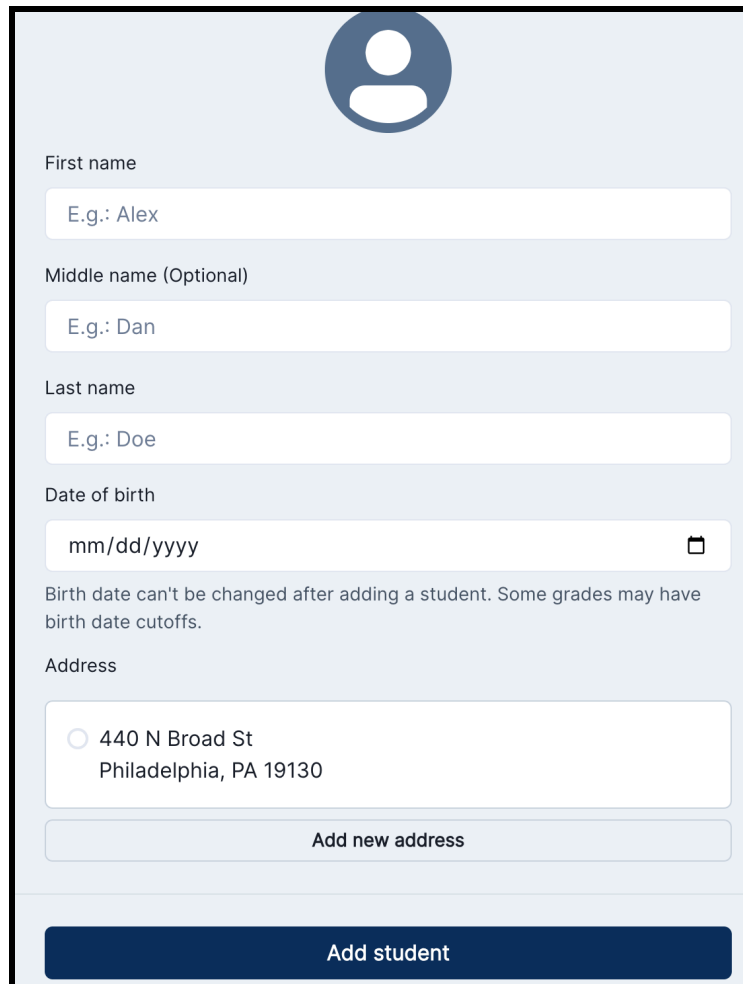To begin a brand new application for a different Non-District student, click **Start Form**.

JD Jacqueline Doe

Apply for 2025-26 School Year   ⋮

✓ See 5 schools

✓ Submitted

NEXT STEP
Application submitted! You can make edits to your school choices up to 10/23/24 11:59 PM. After editing your application please remember to re-submit!

🔍 View form

📋 Start form

Instead of selecting your current District student from the drop-down menu, click **Add new student.**

Select student and enrollment period

Who is this form for?

Select student   ⌄

Add new student

For what enrollment period?

2025-26 School Year   ⌄

Enter your student's information, then click **Add Student.**

First name

E.g.: Alex

Middle name (Optional)

E.g.: Dan

Last name

E.g.: Doe

Date of birth

mm/dd/yyyy

Birth date can't be changed after adding a student. Some grades may have birth date cutoffs.

Address

○ 440 N Broad St
   Philadelphia, PA 19130

Add new address

Add student

Refer to the Creating and Submitting an Application for Non-District Students for the 2024-2025 School Selection Process Stepper for additional information on how to complete the application for a non-District student.