

Using Explore

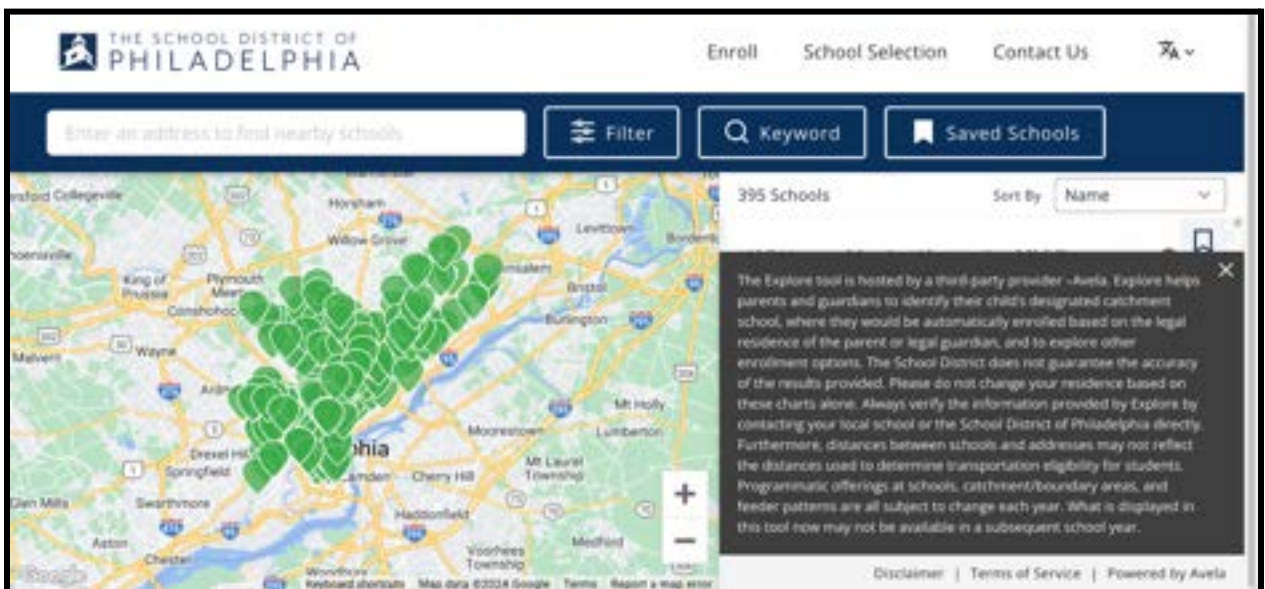
The School District of Philadelphia has launched a new tool, Explore. Explore helps parents and guardians identify their child’s catchment school, which is the school where the child would be automatically enrolled, based on the child’s primary residence. Explore can also be used to learn more about School District of Philadelphia schools beyond the student’s catchment school, which can support families who are interested in participating in the School District of Philadelphia’s School Selection Process.

The Explore tool includes several interactive, user-friendly features that are designed to help parents and guardians access key information about School District of Philadelphia schools.

To access **Explore**, visit the School District of Philadelphia’s website (www.philasd.org). Click **Schools** in the top navigation bar, then click **Find My School**.



The **Explore** page will load. Read the disclaimer in the bottom right corner of the screen. After reading the disclaimer, click the X to close the disclaimer.

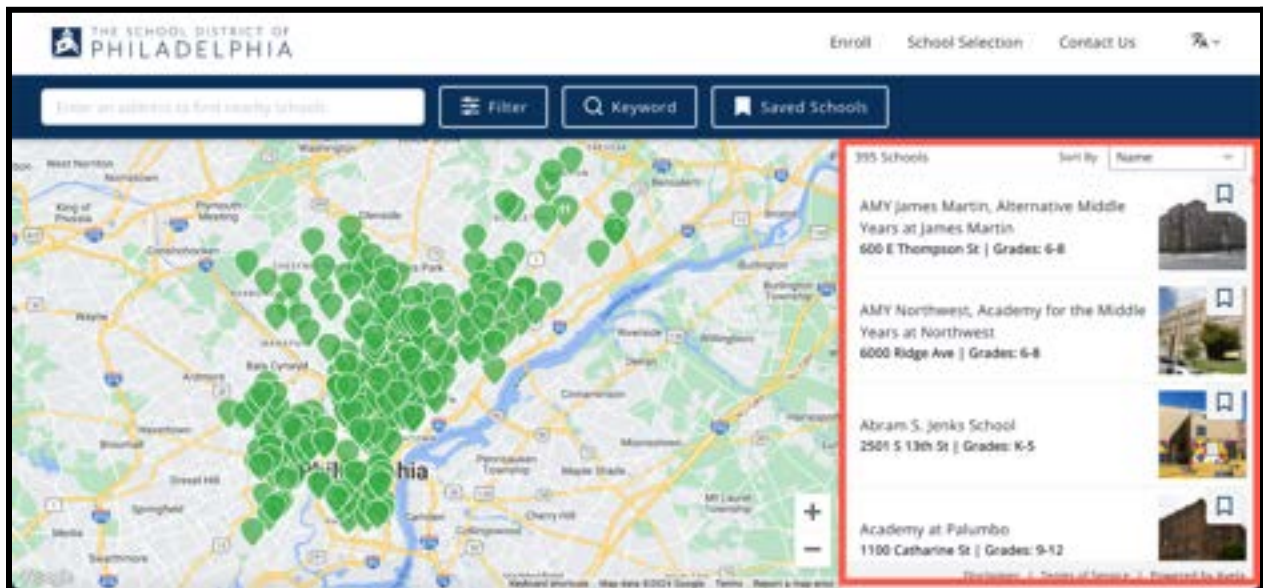


General Navigation

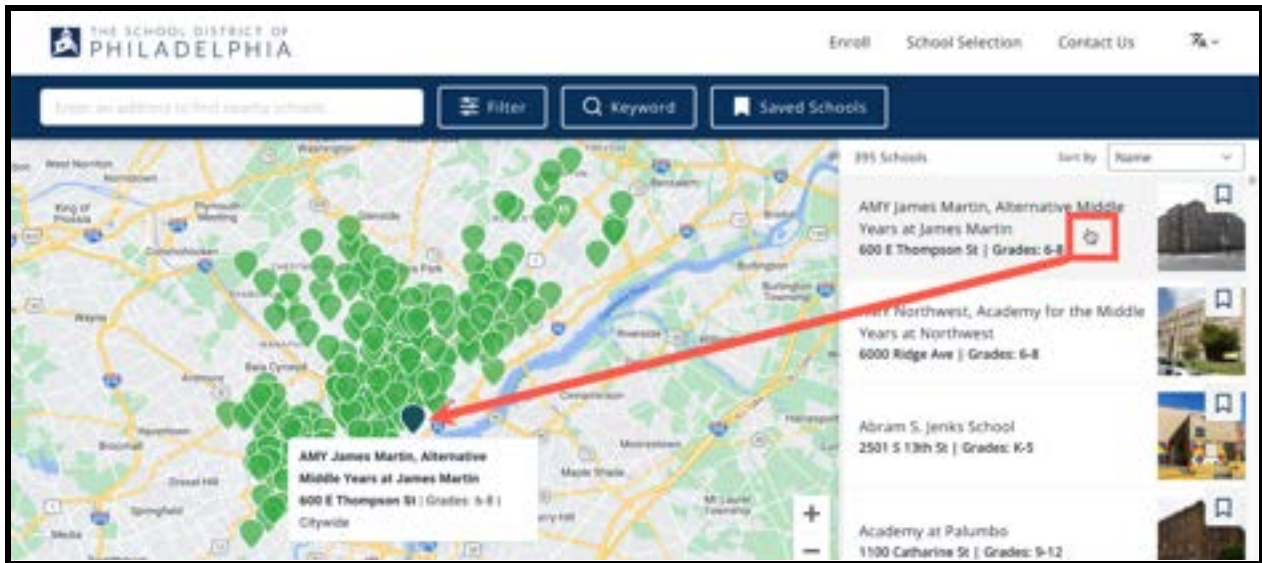
Explore contains several features, including an interactive map, an address search bar, quick access to filters and keyword search features, and easy access to view any schools you may have saved.



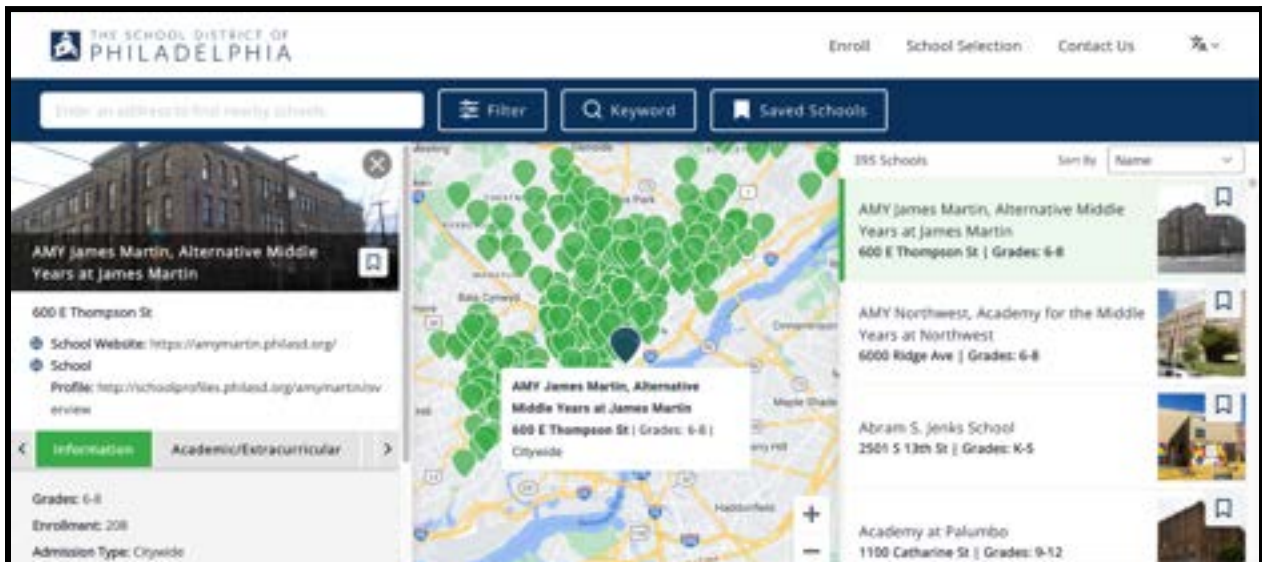
A listing of District schools and academic programs displays on the right side of the screen. This list of schools will default to display schools in alphabetical order, but can be sorted by distance and catchment **after** an address is entered in the address search field.



Hover over a school on the right side of the screen to see its location on the interactive map.



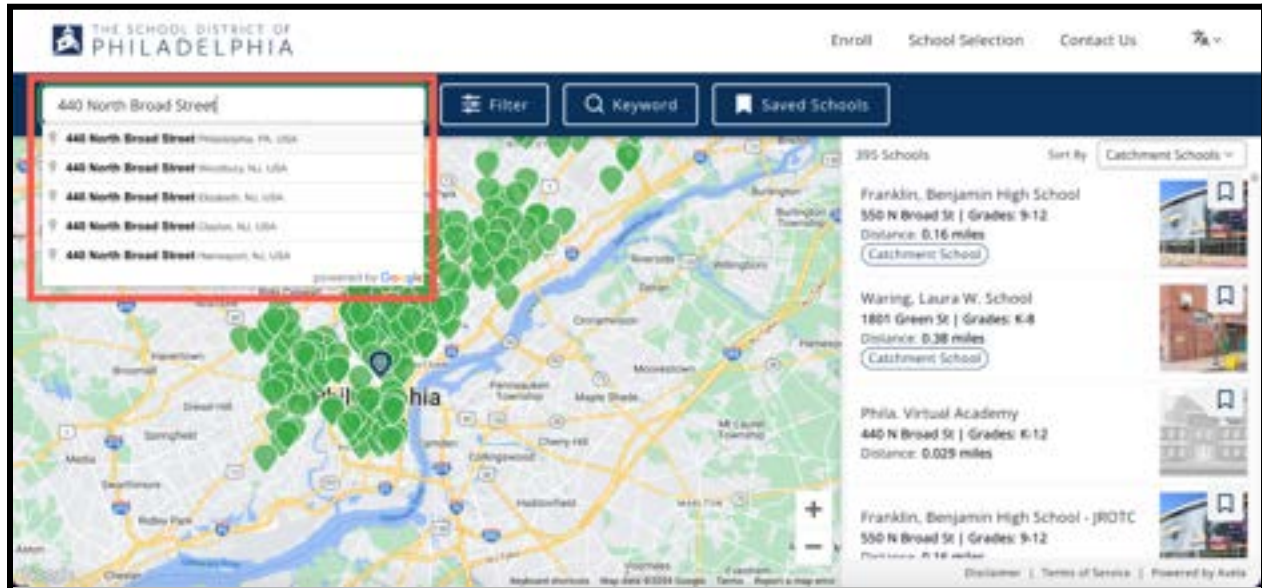
Click on a school (in the listing or on the map) to open a panel on the left, which displays the selected school's profile. The school profile highlights important information about the school and includes the following tabs:



- *Information* - contains general information about the school, including grades, enrollment size, admission type, phone number, Principal name, Learning Network, School Type, Uniform Information and Fax Number
- *Academic/Extracurricular* - contains information related to academic programming and extracurricular activities
- *Septa Trip Planner* - contains a link to Septa's website to assist families utilizing public transportation
- *Eligibility Criteria* - contains grades, assessment, attendance and any additional eligibility criteria (**this tab displays for criteria-based schools only**).

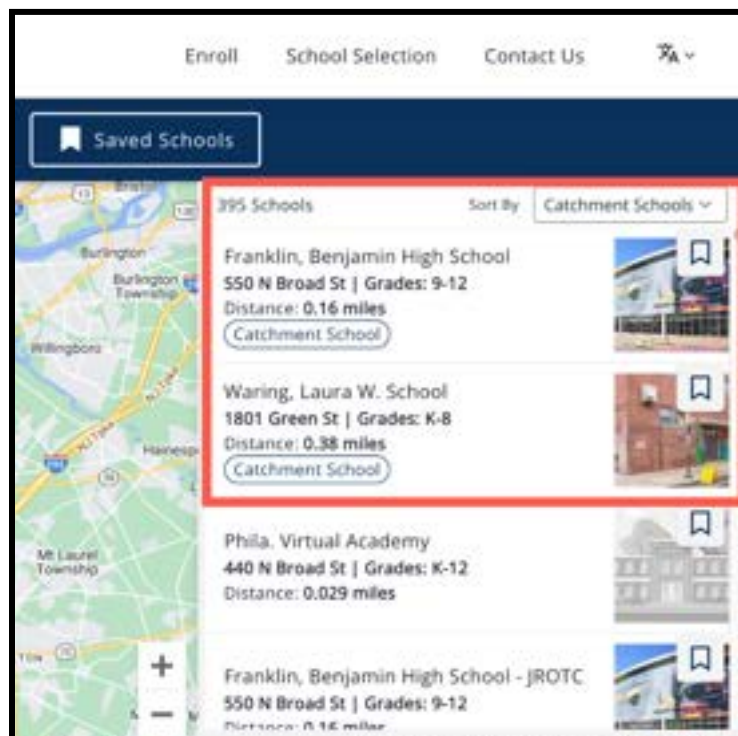
Searching for Your Catchment School

Type your address in the address search field, and select your address from the list of possible matches that appear in the drop down menu.



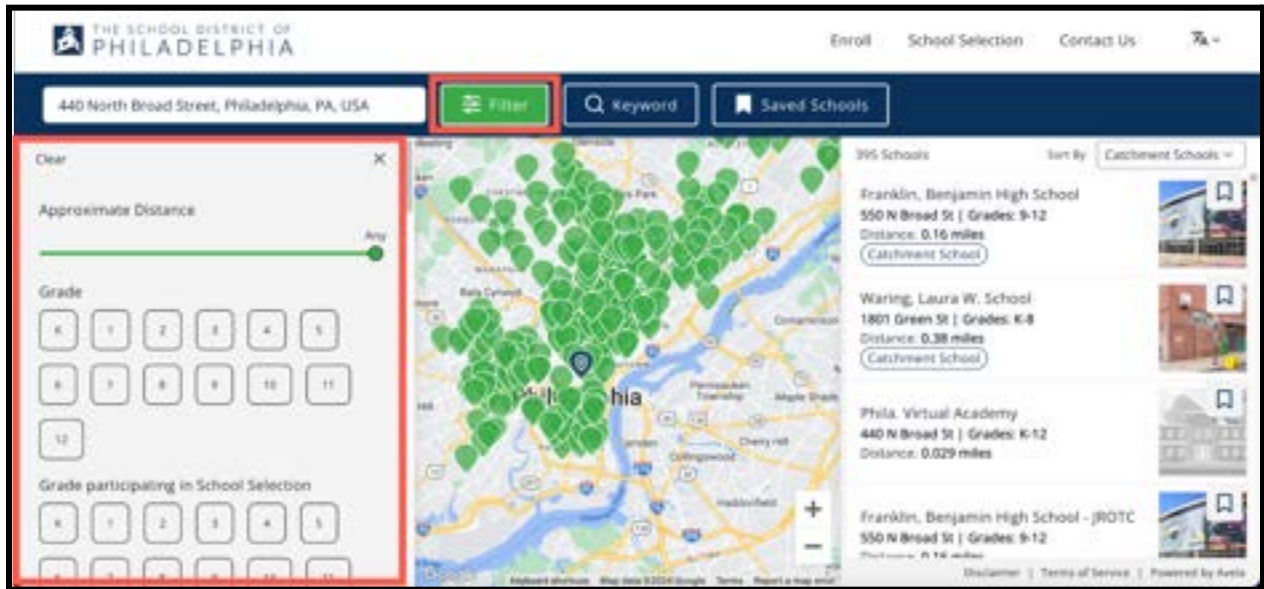
The school listing on the right side of the screen will update automatically to display the **Catchment Schools** associated with the address at the top of the list.

- Since more than one catchment school may be associated with an address, the listing will also include the grade levels offered at the catchment schools to assist families in understanding which schools offer which grades.



Filtering School Options

Click the **Filter** button to reveal available filter options, in a menu on the left side of the screen..

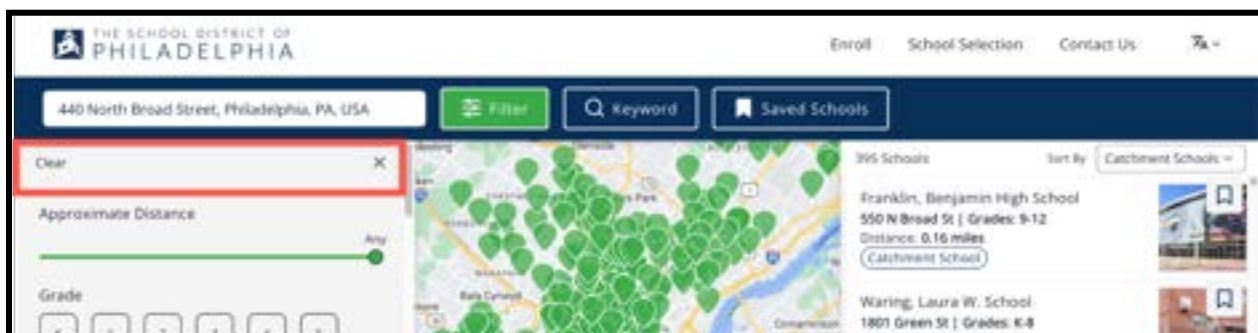


The following filter options are available:

- Approximate distance (*from the address entered in the address search field*)
- Grade
- Grade participating in school selection
- Eligibility criteria (*for criteria-based schools participating in School Selection*)
- Program and athletic filters (*Y/N indicators for Performance Based Programs, Career and Technical Education Programs, Advanced Placement Programs, International Baccalaureate Programs, Dual Language Programs, Athletics, Middle School Algebra 1 Course, After School Enrichment Programs, Extra-Curricular Activities*).
- School Admission Type
- Learning Network

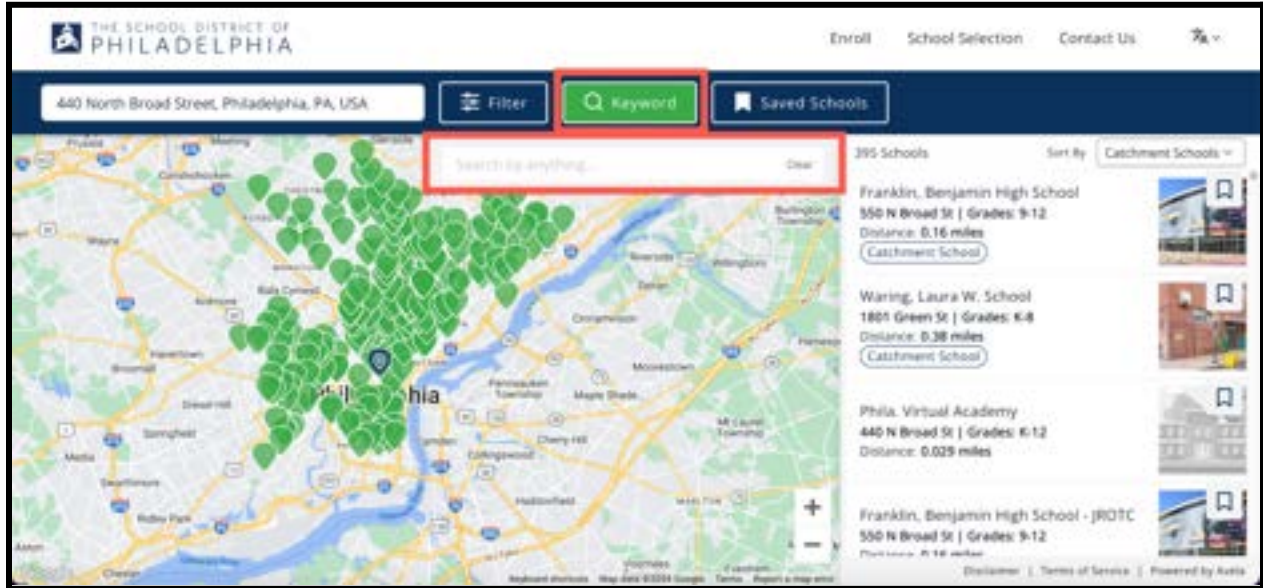
Multiple filters can be applied in order to narrow your school search results. When filters are selected, the interactive map and school listing will update to display schools that match your filter criteria.

To quickly clear selected filters, click **Clear** at the top of the **Filter** menu. To close the Filter menu, click the **Filter** button at the top of the screen.



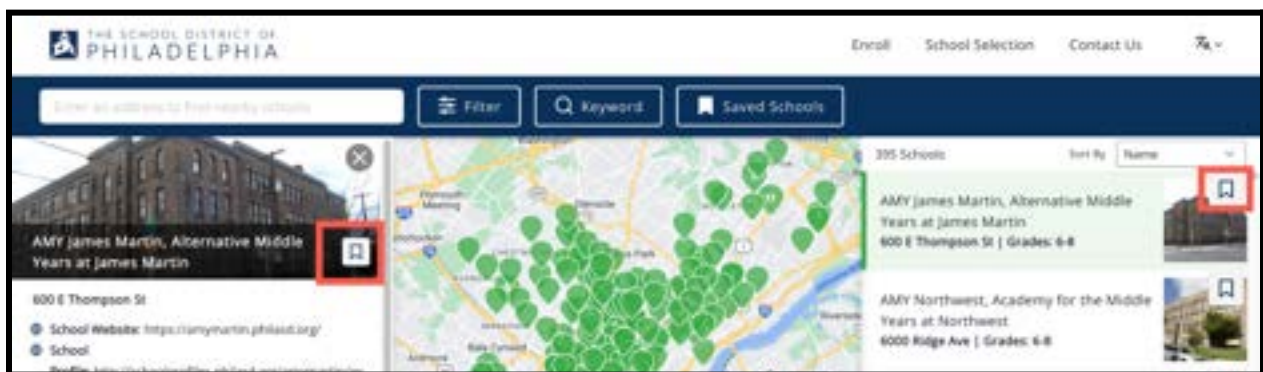
Search Using Key Terms

Click **Keyword** to open a keyword search field. The map and school listing will automatically update, based on the term entered. Keyword searches will display schools whose profiles include the term you've entered.

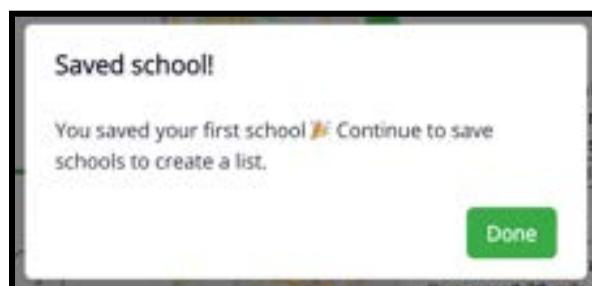


Saving a School

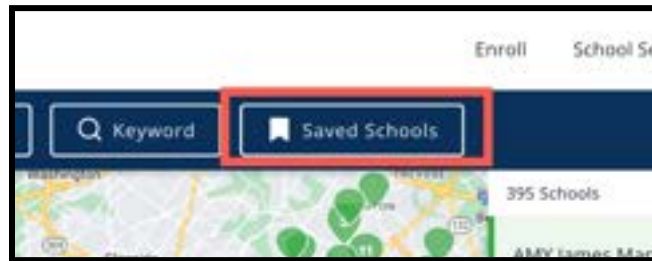
To save a school or program choice to your Saved Schools list, click the bookmark icon (available in both the school profile panel on the left side of the screen, and school listing on the right).



After saving your first school, a pop-up message will appear, letting you know you've saved your first school.

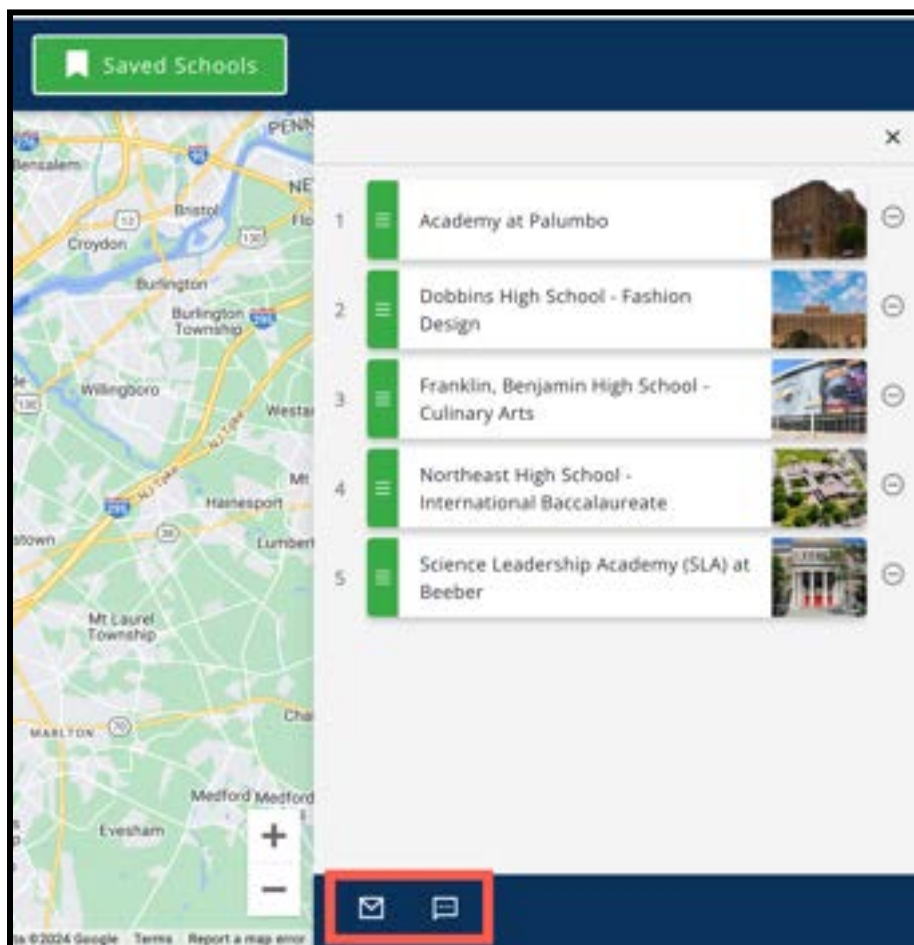


Continue to save schools. There is no limit to the number of schools you can save. To view your saved schools, click **Saved Schools**.



Your list of saved schools will display. You can text or email your list to share it with others by clicking the icons in the bottom left of the Saved Schools list.

- **Saved school lists will not save permanently.** You may lose your saved schools due to browser settings or internet connectivity issues. **We recommend sharing your saved schools if you want to make sure you do not lose your list of saved schools over time.**



Adding Saved Schools to Your Application

This functionality will be available on September 13th, 2024 at 4:00pm until October 23rd, 2024 at 11:59pm.

When the School Selection application phase is **open** for the 2025-2026 school year, applicants can import their saved schools directly into their **existing application**.

The steps below will only be available during the School Selection application phase.

If an applicant is **not** already signed in to their School Selection System account, they will need to sign in to their account in order to import their school options.

Important Reminders

- **Applications will only allow up to five school/program selections - even though families can add more than five schools/programs to their Saved Schools list in Explore.** This is because Explore is meant to help families learn about school options - and the application is where the top five are added and ranked, in order of preference.
 - If an applicant tried to import more than five saved schools, only the first five will be added to the application.
 - The order of schools can be adjusted in Explore by clicking and dragging school choices to reorder the list of saved schools.
- Users can only add schools/programs that offer the grade level the student is applying to when adding their Saved Schools list to their application. Any school that does not offer the grade level will not be added to an application.

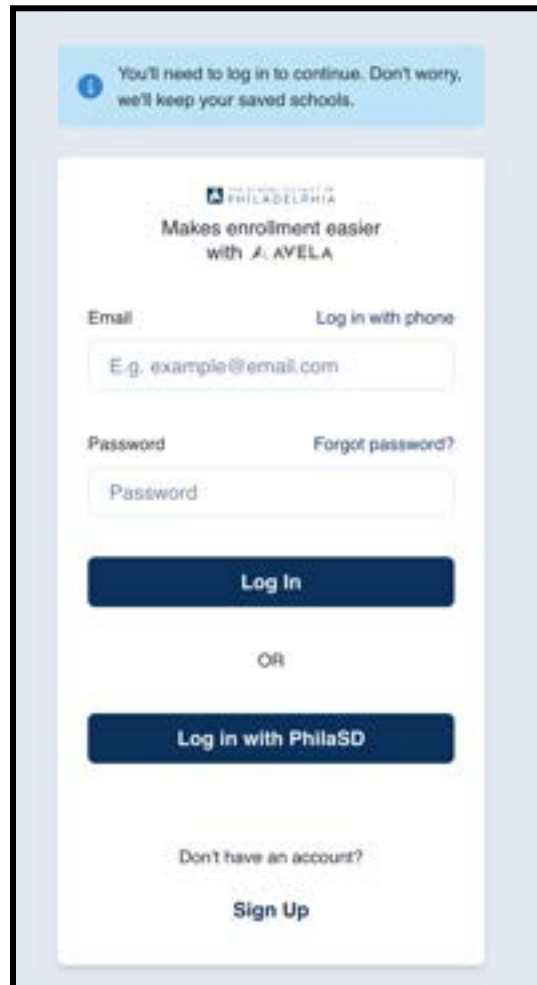
Importing Your School Choices

After saving your school/program choices in **Explore**, click **Saved Schools** to view your list of saved schools. Then, click **Apply Now**.

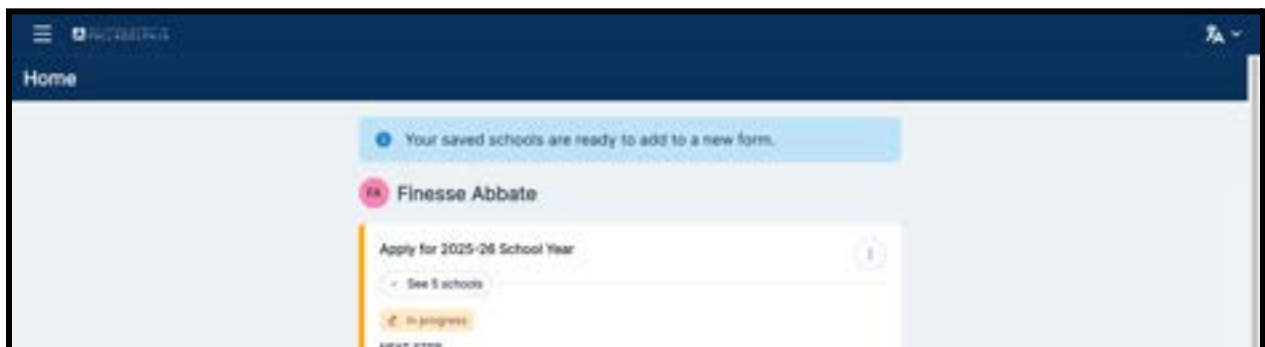


Users who are not logged in to their School Selection System account will need to log in.

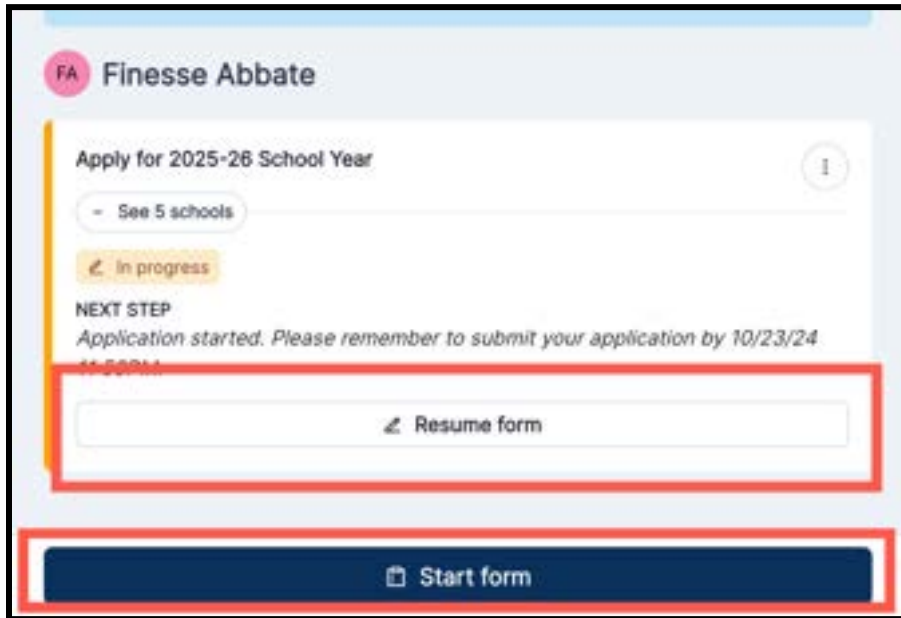
- Parents of current School District of Philadelphia students should click Log in with PhilaSD to be taken to the District’s single sign-on screen.
- Parents of non-District students should enter their email and password that was developed when they created their account



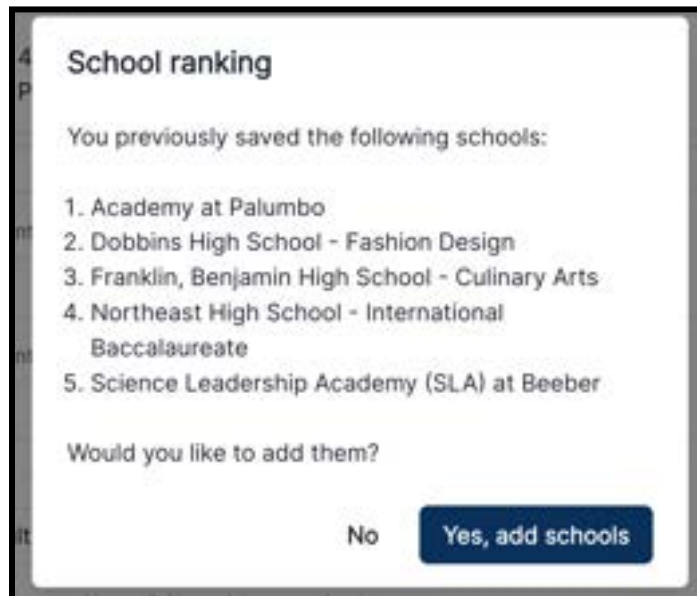
After signing in, they will be taken to their Home screen. A banner will appear at the top of the screen that says ***Your saved schools are ready to add to a new form.***



Click **Resume form** to add the saved choices to an *In Progress* application, or click **Start form** to create an application for a student.



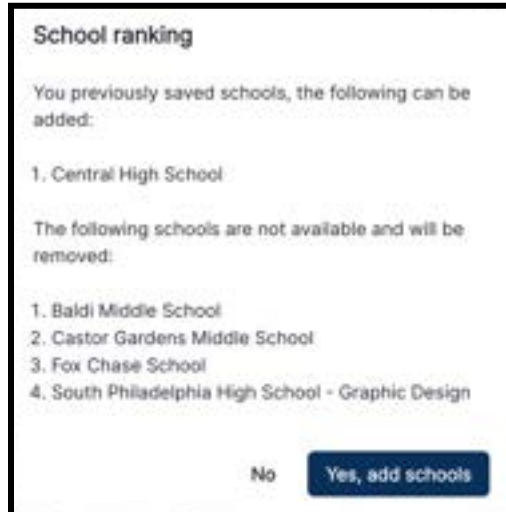
After completing the first section of the application (*Student Information*), a pop-up window will appear after you click **Next** to advance to the *School/Program Selection* section of the application. The pop-up window will alert you that your previously saved schools will be added to the application. To add the schools, click **Yes, add schools**.



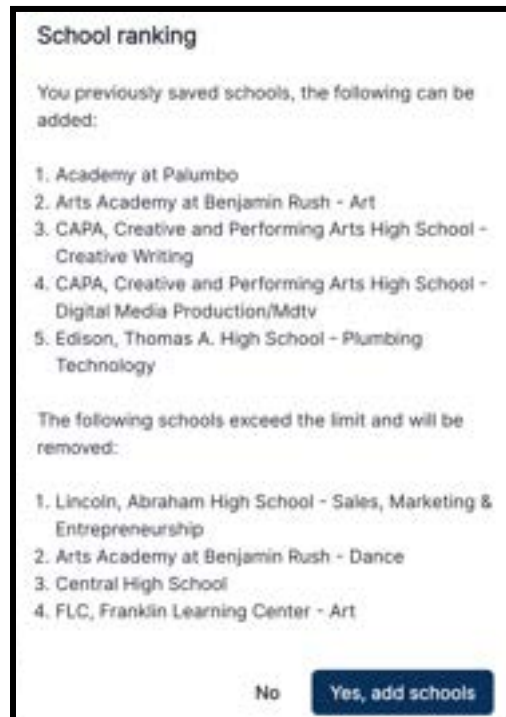
The schools will then appear on the application.

Error Messages

If you try to add a school/program that **does not offer the grade level the student is applying to**, a warning message will appear, stating that those schools will not be added to the application.



If you try to add more than five schools/programs, a warning message will appear, letting you know that only the first five schools/programs on your Saved Schools list will be added to your application.



Applicants can adjust their school choices within their application when the application is open. More guidance for creating and submitting applications can be found on the School Selection website (<https://www.philasd.org/studentplacement/school-selection/#approcess>) .