

# THE SCHOOL DISTRICT OF PHILADELPHIA

## OFFICE OF STUDENT ENROLLMENT AND PLACEMENT

### 2016-2017 School Selection Process- Overview

The School District of Philadelphia will be accepting online applications for the School Selection Process from September 29<sup>th</sup> to November 14<sup>th</sup> at 5:00 PM. The School Selection Process is for students and families who wish to apply to a school outside of their neighborhood boundaries for admission into grades K-12 for September 2017. Please follow the steps below to submit an application.

**STEP 1- Go to [schoolselect.philasd.org](http://schoolselect.philasd.org)**

**STEP 2- Select the button that applies to the student: either Current District Student or Non-District Student.**



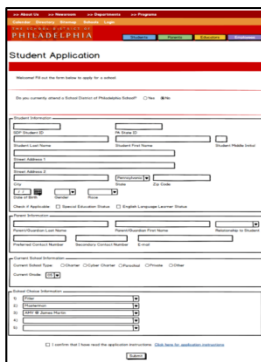
**STEP 3a- (CURRENT DISTRICT STUDENT)**

An application can be submitted in two ways.



1. Through the Student Portal - You will need the student's ID number and password.
2. Through the Parent & Family Portal - Parents will need to register for a portal account in order to be able to access the school selection application.
3. Students and families will be able to make changes to the application until 5:00 PM on November 14<sup>th</sup>.
4. **PLEASE NOTE:** The School District will use **the last** modification made to a student's application.
5. All notifications will be displayed through the Student and Parent Portals, including school determinations (Approval, Disapproval, and Waitlist statuses).

**STEP 3b- (CURRENT NON-DISTRICT STUDENT)**



1. Complete the application.
2. Once an application is submitted, **it cannot be modified**. Please be sure all information is correct and accurate before hitting the submit button.
3. **PLEASE NOTE:** If additional applications are submitted for the same student, the School District will use **the last** application submitted. **All** previous applications will be deleted.
4. All notifications will be sent to the email address provided including school determinations (Approval, Disapproval, and Waitlist statuses).

The School Selection website, [schoolselect.philasd.org](http://schoolselect.philasd.org), will also contain the following resources:

1. The School District's High School Directory
2. PSSA Conversion Chart
3. List of eligible neighborhood Elementary and Middle Schools

**??Questions??- (email) [schoolselect@philasd.org](mailto:schoolselect@philasd.org) or (telephone) 215-400-4290**