THE SCHOOL DISTRICT OF PHILADELPHIA

Bache-Martin Elementary School

2201 Brown St.

Philadelphia, PA 19130

215-684-5074

Principal: Mr. Mark Vitvitsky

Hello Families of Bache-Martin!

The School Selection Process opens September 29th and closes November 14th. During that time frame, parents and students will be able to apply to schools for for 2017-2018 school year.

If you would like to meet with Ms. Cocca to discuss the Middle School or High School Selection Process and review the admissions criteria for City-Wide and/or Special Admission Middle Schools or High Schools, please contact Ms. Cocca at 215-684-5074 or [acocca@philasd.org](mailto:acocca@philasd.org). We will review your student’s grades, attendance, behavior and PSSAs scores from the previous year and discuss recommendations when applying for middle or high schools.

1. The School Selection Process happens **online** – information on how to apply online is outlined on the back of this sheet.  
   \*Please do not try to apply before September 29th.
2. The application opens September 29th and closes at 5pm on November 14th. During that time frame, parents and students will be able to apply to schools for for 2017-2018 school year using the **online** application.
3. Ms. Cocca, School Counselor, will send home appointment slips **to eighth grade parents** so that you can schedule a time to come in before or after school to discuss the School Selection Process and options for your student.   
   \*If you are a parent of a 4th grade student and are interested in applying to middle schools, please contact me directly.
4. If you have any questions about the School Selection Process you can contact Ms. Cocca at 215-684-5074 or [acocca@philasd.org](mailto:acocca@philasd.org).

We do not yet have a High School Directory, however you can access **last year’s directory** it on the School District’s website at: <http://webgui.phila.k12.pa.us/offices/t/translation/high-school-directory>   
OR visit my website at: [http://bachemartinschoolc.wixsite.com/mysite](http://bachemartinschoolc.wixsite.com/mysite" \t "_blank) and under “Resource” tab you will find a link to **last year’s directory.**

I look forward to meeting with you and talking about options for your student. For eighth grade students, I will send home appointment slips soon in order to schedule a date and time to meet together, during or after the school day. Appointments will begin after Septemeber 29th.

Best,

Ms. Ashley Cocca, MEd, MPhil  
Elementary School Counselor

Bache-Martin Elementary School  
2201 Brown Street  
Philadelphia PA 19130  
215-684-5074  
http://bachemartinschoolc.wixsite.com/mysite

Accessing the Online School Selection Application  
You will follow these steps when applying to schools online.

It is recommend that parents meet with Ms. Cocca prior to applying to schools.

Step 1 – Go to schoolselect.philasd.org

Step 2 – Select the button that applies to the student: either “Current District Student” or “Non-District Student”  
\*In most cases, you will choose “Current District Student”  
  
Step 3 – You can submit an application in one of two ways:

1. Through the Student Portal –   
   You will need the student’s ID & password  
   \*If you do not know your student’s ID and password, Ms Cocca can give you this information!
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.

If you have any difficulty accessing the Student Portal and/or Family Portal, please let Ms. Cocca know and I will assist however I can!