

**Albert M. Greenfield**  
**Class of 2020**  
**High School Application Process Overview**

**Online Application:**

Students will complete one (1) application **online** and identify up to **five (5) choices** of School District public high schools based on their **7<sup>th</sup> grade PSSA scores, grades, attendance and behavior**. (*Charter schools and private schools **DO NOT** go on this application; please consult these schools directly for their application process*). For students with an IEP, 504 plan, or ESOL services, this process varies slightly. **Online applications can be submitted beginning Friday, September 20, 2019 UNTIL Friday, November 1, 2019 at 5:00 pm.**

**Essay**

For Palumbo, Constitution, Bodine, Engineering and Science and Motivation, students are required to write an essay. Essays for other schools are optional. This is the student's opportunity to highlight his or her talents, strengths and interests, and let the high school learn more about them than just their transcripts and test scores. Students should have a rough draft of the essay that they completed last spring with Ms. Silvers. The essay should answer **ALL** of the following questions:

- 1) Who am I?
- 2) What do I want to get out of my High School Experience?
- 3) What can I contribute to the specific school? (**Please tailor this response to what you can contribute to EACH school you are applying to---do not use the same response for all schools!**)

\*All essays should be typed with the exception of those sent to Central, which must be handwritten. Palumbo has a different essay question.

\*Mr. Neary will accept essay rough drafts to provide feedback until **10/11/19**.

\*Printed out essays are due to Ms. Stern by **10/25/19**. She will deliver them to the schools.

**Letter of Recommendation**

Students should get **(1) letter of recommendation** for all schools **EXCEPT Bodine, which requires (2)**. A letter of recommendation can come from a past teacher, a coach, a member of the church or community that knows the student well, an employer, etc. Completed brag sheets must be given to the teacher/community member who is writing the letter of recommendation. **Students can ask Greenfield staff for recommendations until 10/11/19**. Teachers will give Ms. Stern their letters of recommendation and she will deliver them. Students must give Ms. Stern **PRINTED OUT and SIGNED** letters of recommendation from **community members by 10/25/19**.

### **Schedule a Shadow Day and attend the High School Fair:**

It is highly recommended that families schedule a shadow-day and attend open houses at schools they are interested in to guide them in the selection process. Please call the school directly to schedule these visits. **High School Fair:** Saturday, September 20 from 5-7 pm or Sunday, September 21st from 10-2:00 pm at the Pennsylvania Convention Center

### **Interviews:**

Some high schools will require an interview. In most cases, students will be notified **AFTER** they apply if they were granted an interview. Science Leadership Academy **REQUIRES** that students interview during the application window. Students will have to contact the school at 215-400-7830 for specific information about scheduling an interview. Students should dress appropriately for the interview and absolutely be on time. Also, students should be prepared to talk about their strengths, weaknesses, their interest in that school, any projects they have completed, their community involvement, etc. Please see the SLA interview memo for more information.

### **Portfolio:**

Students interested in a Fine Arts concentration (FLC or CAPA) should prepare an art portfolio that showcases their best work. **Students should begin working on this in seventh grade.**

### **Support Throughout the Process:**

*\*Back to School Night—Mr. Neary's room #310:* Ms. Stern will provide an informational packet that provides specific admission instructions and other resources.

*\*Counselor-Student Meetings--*Ms. Stern will meet with 8<sup>th</sup> graders as a class to review how to access their academic profile and research appropriate schools. **Final selections are made at home**, but counselor assistance (including parent meetings) is provided if needed.

*\*High School Presentations for students only--*Representatives from a variety of high schools will present information about admissions criteria and school highlights to students during the school day.

*\*List of High School Open Houses and continuous updates* via the Greenfield website, emails, e-folder and sent home with your child

*\*Great Philly Schools Guide---*Students receive a copy beginning in sixth grade. This guide, which includes descriptions of all high schools, can also be found online.

Please feel free to contact me at 215-400-7810 (option 1) or via e-mail at [jestern@philasd.org](mailto:jestern@philasd.org) if you require assistance with this process. I look forward to guiding you through this process!

Sincerely,

Ms. Jennifer Stern  
School Counselor