

INSTRUCTIONS FOR COMPLETING CITYWIDE APPLICATIONS and WORKSHEETS

DEADLINE IS DECEMBER 16, 2004

Please Note: Late applications may not be accepted for programs that are fully subscribed.

Complete these forms only if you wish to apply for admission to specific citywide programs. In completing a citywide application, Items 1 through 11 must be completed for any student currently on roll in any Baltimore City public school. Any student who is not on roll in a Baltimore City public school will complete Items 1 through 9. The signature of a parent or legal guardian and the date the application is signed are required on all applications.

You may apply for one (1) or up to five (5) choices. Before writing the school and program choices on the application, refer to the *High School Choice Program Listing* for current program offerings as well as the correct names and spellings for the schools and programs you intend to request. After you are certain of your choices, indicate your preferences on the *High School Choice Program Listing* by placing the number 1 on the line in front of your first choice, the number 2 on the line in front of your second choice, etc., for up to a total of five (5) choices. Be sure to write your name in the space provided on the *High School Choice Program Listing*, have your parent sign and date it, then write your choice(s) on the application and staple the listing behind the pink application and white worksheet. Seating in these programs is limited and many applicants will have to accept placement in their third, fourth or fifth choice programs. Therefore you should not list any programs or schools that you would not like to attend.

Be sure to write the school name and number as well as the names of the requested programs clearly on the application. Processing will be delayed if the specific programs being requested are not legible, are not listed, or are not being offered. Applications with missing information cannot be processed until the required information is provided. Any delay in receiving the required information could result in you being placed on a waiting list even though your composite score may be higher than applicants who have already been processed and accepted.

The worksheet must be submitted with the application and must be completed, signed and dated by your counselor or other designated staff member of your current school who will then submit the application to the Office of Student Placement.

A student who is not currently on roll in a Baltimore City public school is required to submit a copy of his/her birth certificate and two (2) proofs of the parent/guardian's address with the application. The documentation must have the parent's or legal guardian's name imprinted. *The documentation must include at least two of the following: gas, electric, water, or telephone bill; verifiable lease agreement; rent receipt; or bank statement.* Anyone who cannot produce these items must contact the Office of Student Placement and discuss the proofs of address with the staff member who handles the school to which the student is applying.

INSTRUCTIONS FOR SCHOOL STAFF MEMBER

Please complete the student's name, current school and grade on the *Worksheet for Citywide School Programs*. Numerical grades are requested for the final quarter of the 2003-2004 school year and for the first quarter of the 2004-2005 school year. Numerical grades must be provided for the major

subject areas (English, Mathematics/Algebra, Science, Social Studies and, if available, World or Classical Languages.)

Missing grades will delay the processing of the application and could result in a student not receiving a citywide assignment. If a student did not take one or more of the above-mentioned subjects during the 2003-2004 and/or 2004-2005 school years, print **NA (Not Applicable)** in the appropriate space on the worksheet. You must explain why grades are not available in the "Additional Comments" section of the worksheet.

Test data must include recent national percentile scores on a standardized achievement test and may not be more than one year old. If fall 2004 test data is not available, percentile scores received on any standardized achievement test taken fall 2003 or later may be used. Test data for a test administered before fall 2003 **cannot** be used. In those few instances when test data is not available for a student, please contact the Office of Student Assessment, at (410) 396-8962/63 regarding appropriate testing and/or test scheduling. Arrangements for testing must be completed as soon as possible so that a student does not have an incomplete application. Applications without test scores must still be submitted by the December 16, 2004 deadline. A statement should be written in the additional comments section of the worksheet about the scheduled testing.

Please complete the "Attendance" section as requested on the worksheet. If there are some extenuating circumstances regarding attendance that you feel should be considered, note this information under "Additional Comments." The signature and telephone number of the staff person completing the worksheet is needed.

After the worksheet has been completed, please check to see that all required information has been completed on the application; that the choices on the application agree with the choices on the attached *High School Choice Program Listing* which has been signed by the parent/legal guardian. (Note: If the listing is attached and has been signed by a parent/legal guardian, the signature is not required on the application. However, if it is not attached, the parent/legal guardian must sign and date the application before it can be submitted to the Office of Student Placement.)

SUBMITTING YOUR MATERIALS

Please submit applications as they are completed rather than holding them and submitting them all at one time. It will be necessary to have the worksheet and the *High School Choice Program Listing* stapled behind the application. For students not currently on roll in a Baltimore City public school, the copy of the applicant's birth certificate and the parent/legal guardian's proof of address documentation must be stapled on the back of all materials.

In order to be considered for a citywide program assignment, the Office of Student Placement, 200 East North Avenue, Room 106A, Baltimore, Maryland 21202 must receive all materials by **December 16, 2004.**

Please feel free to direct any questions to our office at (410) 396-8600, 8601 or 8602.