

**BOSTON PUBLIC SCHOOLS
PROCEDURES FOR DETERMINING CANDIDACY FOR ADMISSION TO BOSTON
LATIN ACADEMY, BOSTON LATIN SCHOOL AND JOHN D. O'BRYANT SCHOOL
OF MATHEMATICS AND SCIENCE (2011-2012)**

TEST DATE: SATURDAY, NOVEMBER 6, 2010

The Boston School Committee requires candidates to take the Independent School Entrance Examination (ISEE) for admission to the entry grades at the examination schools: Boston Latin Academy, Boston Latin School and John D. O'Bryant School of Mathematics and Science. Students can enter grades 7 and 9 at all three schools, as well as grade 10 at John D. O'Bryant School of Mathematics and Science. The ISEE is administered at special test centers within the Boston Public Schools.

The ISEE consists of five sections which measure the candidate's ability to solve arithmetic problems, use words correctly, and understand selected reading passages. The Educational Records Bureau administers the ISEE. The Boston Public Schools test administration does not include an essay portion.

***Please Note:** The Boston Public Schools will not retest a student under any circumstances after November 20, 2010. Any circumstances or events that might affect a child's performance must be addressed before the make-up test date. No new or additional information will be considered as grounds for re-testing after the make-up test date.*

*Invitations issued in the spring of 2011 will be **Final**. Please carefully review the enclosed Note to Parents/Guardians.*

Important: New Residency Policy!

In June 2010, the Boston School Committee revised the residency policy for students seeking admission to the examination schools. The new policy requires that students live in the City of Boston on or before the first Friday in November to apply for exam school admission.

The residency policy applies to applicants currently attending private, parochial, METCO, and charter schools (please note that charter schools are not part of the Boston Public Schools). Parents of such applicants must present residency proofs and photo identification at a Boston Public Schools Family Resource Center beginning October 1st, but no later than November 5, 2010. Please be advised that only students who are residents of the City of Boston as of the November deadline will be considered and/or invited for admission to the exam schools.

Further information regarding the residency verification process will be available on our website and mailed to schools in September.

Please pay close attention to the requirement and dates noted above as there are no exceptions to the residency policy.

I. Eligibility for the ISEE

To be eligible to take the ISEE for consideration for the Boston examination schools, a candidate must officially be in:

- Grade 6 for SY 2010-2011 to take the test for grade 7 for SY 2011-2012
- Grade 8 for SY 2010-2011 to take the test for grade 9 for SY 2011-2012
- Grade 9 for SY 2010-2011 to take the test for grade 10 for SY 2011-2012 (John D. O'Bryant School of Mathematics and Science only)

NOTE: Students presently attending Grade 8 in Boston Latin School, Boston Latin Academy or John D. O'Bryant School of Mathematics and Science must take the Independent School Entrance Exam on November 6, 2010 to be considered for Grade 9 at another examination school.

II. ISEE Test Date

The Boston ISEE will be administered on **Saturday, November 6, 2010** at twelve special test centers within Boston Public Schools. These test centers are listed in the *2010-2011 ISEE Bulletin of Information*.

III. Registration for the ISEE

- The parents of the eligible candidate must complete and sign the ISEE registration form.
Note: Individuals should not knowingly falsify information and should understand that registration forms are signed under the pains and penalties of perjury.
- The registration form must be returned to the Principal/Headmaster of the candidate's present school no later than September 29, 2010.
- All current Boston Public School students who wish to be considered for an examination school for the 2011-2012 school year must take the ISEE on November 6, 2010.
- All private, parochial, charter and out of state eligible students must also take the ISEE at this time.

Families have the opportunity to register for a national test administration on an alternative date with the Education Records Bureau. However, the Boston Public Schools will only accept one set of scores. The deadline to take the ISEE to apply to a Boston exam school is December 31, 2010. There are no exceptions to this policy.

Students applying to multiple school options including the exam schools may want to consider taking the ISEE at a national test site. A national test administration will allow scores to be sent to the Boston Exam Schools and an additional five schools. The school code for the Boston Exam Schools is 888888. It is the parent/guardian's responsibility to ensure that the ISEE scores from a national test administration are forwarded to Enrollment Planning & Support by Friday, January 28, 2011.

IV. Admission to the Test Center

The Principal/Headmaster of the candidate's present school shall issue admission tickets the week of November 1st. Each candidate must present his/her admission ticket at the test center on November 6, 2010. Each candidate also is required to bring some personal identification to the test center on that date. His/her teacher or principal should assist in obtaining appropriate personal identification.

Students will be required to provide identification prior to taking the test. Such proof may be a photo-bearing card, document, or a letter describing the student physically (e.g., height, weight, hair color) written by a school staff member or Principal/Headmaster. Examples of acceptable photo identification include a passport, green card, or school ID badge. All identification documents will be examined by personnel at the Test Center.

V. Walk-in Registration

For students who missed the registration deadline, there will be limited opportunity for walk-in registration at the make-up test on November 20, 2010. It is important to understand that walk-in registration is NOT guaranteed due to limits on test materials, space, and staff. The make-up test administration will be held on Saturday, November 20, 2010 at Boston Latin School only. Registration will be on a first-come, first-serve basis after preregistered candidates have been accommodated. Please note that walk-in registration will not be available on November 6th.

VI. The Grade Point Average (GPA)

In addition to the ISEE, the Boston Public Schools require a Grade Point Average for each candidate. **Candidates cannot be ranked and considered for an examination school without a complete GPA form.** The GPA will be based on grades in English Language Arts and Mathematics for the final marks for Grade 5 or 7 and for the first half of the current school year, for grades 6, 8, or 9.

The GPA must correlate directly with the candidate's grades designated on the official report card for the final marks for grade 5 or 7 and for the maximum number of completed marking periods administered between September 1, 2010 and January 29, 2011 at the candidate's present school. Grade submissions must be in letter format only (e.g. A+, A, A-, B+, etc.).

NO SUBSEQUENT CHANGES IN THE TRANSCRIPTION OR COMPUTATION OF THE GPA SHALL BE PROCESSED AFTER FEBRUARY, 25, 2011. PLEASE ENSURE THAT ALL ISSUES INVOLVING CHANGES IN GRADES ARE RESOLVED PRIOR TO SUBMISSION OF THE GRADE POINT AVERAGE.

The Principal/Headmaster of the candidate's current school of assignment must submit a GPA for each candidate. Grade Point Average forms will be sent to all schools at a later date with a list of applicants who sat for the examination.

The parent and Principal/Headmaster of the candidate's school for 2010-2011 must ensure that the directions for recording the GPA on the Grade Point Average form are followed precisely. The candidate's present school must submit Grade Point Average forms. **The Boston Public Schools will not accept Grade Point Average forms submitted by parents and/or guardians.**

Candidates apply to specific examination schools by making choices on the Grade Point Average form. This form will be available through the candidate's present school in January. Eligible candidates will be invited according to the order of their choice(s) and student rank. Candidates will be ranked and considered *only* for schools chosen.

Parents are advised to be *very careful* when making school choices. Once invitations are issued and seats filled, it may be impossible to grant a change in school choice or to add a choice. If parents have questions regarding the order of choices, they may contact Enrollment Planning & Support at 617-635-9512 before submitting the form.

GPA forms are due on February 4, 2011, but will not, under any circumstances, be accepted after February 25, 2011. Candidates cannot be considered for an examination school without a completed GPA form and it is the parent's responsibility to ensure that the candidate's school submits the GPA on time. It is also important to note that changes in marks will not be accepted after February 25, 2011.

All assignments to Boston Latin Academy, Boston Latin School and John D. O'Bryant School of Mathematics/Science are made in accordance with the policy of the School Committee of the City of Boston.

VII. Accommodations

The Boston Public Schools is able to make arrangements for students with documented disabilities to take the test with special accommodations. To be eligible, the student must have a disability that necessitates testing with accommodations and appropriate documentation that establishes a current need.

To request a special accommodation please forward the Principal/Headmaster Statement form and copy of your child's Individualized Education Plan, 504 Plan, or physician's letter to:

Maria Vieira
Enrollment Planning & Support
26 Court Street, 4th Floor
Boston, MA 02108

The Principal/Headmaster Statement is available online at www.bostonpublicschools.org/exam.

All requests for special accommodation testing must be submitted on or before October 8, 2010 in order to make arrangements for the November 6th test date. During the first week in November, you will receive a verification letter confirming the test site and approved accommodations. This letter should be taken to the test site along with your admission ticket and student identification.

Please be advised that special accommodations are not granted without pre-approval from Enrollment Planning & Support. All late requests will be processed for the make-up test date on November 20th.

VIII. Transcript Service

If a parent wishes a score report to be sent from the Independent School Entrance Exam (ISEE) to a private or other public school, he/she may request such transcript service directly from Educational Records Bureau, subject to the conditions and fees of that company. **Please refer to the back page of the ISEE Bulletin for more information about score reports. The Boston Public Schools cannot release scores before invitations are issued in mid-March.**

Please note: These scores alone will not determine eligibility for the Boston Public Schools' Examination Schools and the validity of these scores may not have been verified by Boston Public Schools.

Scores from the ISEE and each candidate's rank, based on the rank order list of eligibility, are issued to parents by the Boston Public Schools at the time invitations are issued. ***Transcripts and transcript service are not provided by the Boston Public Schools.***

SCHEDULE OF DATES FOR THE ADMINISTRATION OF THE ISEE

September 13, 2010	Issue to candidate's parent by Principal/Headmaster: <ol style="list-style-type: none">1. ISEE Bulletin of Information & Registration form2. Procedures for Candidacy for Admission to the Examination Schools
September 29, 2010	Candidate's registration form returned to Principal/Headmaster of present school
Oct 1-Nov 5, 2010	Residency verification period for students currently attending private, parochial or charter schools
November 5, 2010	Deadline for non-Boston Public School applicants to submit in person three (3) proofs showing residency in the City of Boston *
November 6, 2010	ISEE test date
November 7, 2010	Sunday test administration
November 20, 2010	Make-up test date for the ISEE in the case of inclement weather or other event on November 6, 2010
December 31, 2010	Deadline to take the ISEE independently to apply for BPS exam schools
January 28, 2011	Deadline for the receipt of test scores for students testing on alternate administration
February 4, 2011	Student GPA forms due to Enrollment Planning and Support
Mid-March 2011	<i>Approximate</i> date of invitations to examination schools for school year 2011-2012

NOTE: GPA forms or changes in marks will not be accepted after February 25th.

*** Students who do not prove residency in person by November 5, 2010 will not be considered for and/or invited to an exam school.**

NOTE TO PARENTS/GUARDIANS

PLEASE READ THIS STATEMENT CONCERNING THE MAKE-UP TEST CAREFULLY AS IT WILL BE STRICTLY ENFORCED.

**THE MAKE-UP TEST FOR THE ISEE WILL BE ON
SATURDAY, NOVEMBER 20, 2010**

Parents/guardians or school personnel must report any unusual circumstances that might affect a student's performance on the test **before** Friday, November 12, 2010. Such circumstances include:

- Serious family illness or death
- Student illness or injury
- Unusual circumstances such as broken glasses

If such a situation arises, please consider carefully whether you should send your child to the test center. With proper documentation, a make-up test may be scheduled as appropriate, provided that the first set of scores is cancelled, if applicable. Boston Public Schools will only accept one set of scores. You must contact Maria Vieira in Enrollment Planning & Support at 617-635-9512, no later than Friday, November 12, 2010 to arrange for a make-up test.

No requests for additional testing will be considered after the make-up test date of Saturday, November 20, 2010. Any circumstances or event that might affect a child's performance *must* be addressed *before* the make-up test date.

The Boston Public Schools will **not** retest a student **under any circumstances** after November 20, 2010. No new or additional information will be considered as grounds for retesting after the make-up test date.

Please also be advised that there are no waiting lists for the examination schools.

Contact Maria Vieira in Enrollment Planning & Support at 617-635-9512, if you have any questions regarding the make-up test.

BOSTON PUBLIC SCHOOLS



September 2010

Dear Parent/Guardian,

As your child begins the application process for admission to one of the exam schools – Boston Latin Academy, Boston Latin School, and the John D. O’Bryant School of Mathematics and Science – we want you to be aware of some important information regarding the Boston Public Schools Residency Policy.

If your child IS NOT enrolled in a Boston Public School at the time of the ISEE exam, you must provide, *in person*, the required proofs of Boston residency beginning October 1st, but no later than Friday, November 5, 2010. Please see the attached flier for a list of acceptable proofs.

Please note:

- *All documents must be pre-printed with the same Boston address.*
- *All documentation must be complete, and you must submit all of the required proofs. We are unable to accept incomplete documentation.*
- *Parents will be required to present photo identification.*
- *Applicants who have siblings in the exam schools or other Boston Public Schools must still submit residency documents.*
- *Any applicant who does not submit the required proofs of residency by Friday, November 5th **WILL NOT** be considered for invitation to the exam schools.*
- *There will be **NO** exceptions to this policy.*

If your child is enrolled in a Boston Public School at the time of the ISEE exam, you are not required to submit proofs of residency.

If you move after your child takes the ISEE exam, regardless of where your child attends school, please notify us of your new Boston address. Please call **617-635-9512** or e-mail mvieira@boston.k12.ma.us for instructions on providing the necessary documentation.

If you have any questions about this policy, please visit
www.bostonpublicschools.org/residency.

Thank you for your interest in the Boston Public Schools, and best of luck as your child continues the exam school application process.

Sincerely,

A handwritten signature in black ink, appearing to read "Jerry Burrell".

Jerry Burrell
Director of Enrollment Planning & Support