



Superintendent's Circular

School Year 2011-2012

NUMBER:
AMT-2

DATE:
January 1, 2012

GRADE POINT AVERAGE – EXAMINATION SCHOOL ADMISSION

The Independent School Entrance Examination (ISEE) will be administered on **Saturday, November 5, 2011**. This test is a prerequisite for admission to our examination schools.

The Grade Point Average (GPA) used to determine a student's composite score will be calculated based on the first two marking periods of the current school year (6th and 8th grades for admission to grades 7 and 9, respectively), as well as the marks of the previous school year (5th and 7th grades for admission to grades 7 and 9, respectively) in both English/Language Arts and Mathematics.

In early January, Principals will receive directives regarding the submission of marks in both English/Language Arts and Mathematics and Candidate Personal Data & Release of Grade Information Forms.

Candidate Personal Data & Release Forms for all exam school applicants must be signed by both the Principal/Headmaster and the parent/guardian. Forms may be submitted to Enrollment Planning & Support beginning **Monday, February 6th**, but must be received no later than **Friday, February 17, 2012**.

Please encourage your staff to make corrections and additions to first and second marking period grade reports and course numbers for grades 6 and 8 in a timely manner. Principals/Headmasters are expected to ensure that all grade changes and course numbers are processed before grade point averages are completed by the Office of Instructional & Informational Technology. Changes in the transcription or computation of grade point averages will not be accepted after exam school invitations have been issued in March 2012. The vast majority of our administrators have adhered faithfully to these guidelines, and it is imperative that we continue to function within these established procedures.

Summary of significant dates and deadlines:

Date	Activity
November 5, 2011	ISEE Test given
February 6-17, 2012	Candidate Release Forms for BPS students due to Enrollment Planning & Support
February 6-17, 2012	Candidate Release Forms for non-BPS students due to Enrollment Planning & Support

For more information about this circular, contact:

Name:	Maria Vieira, Assignment Specialist
Department:	Enrollment Planning & Support
Mailing Address:	26 Court Street, Boston, MA 02108
Phone:	617-635-9512
Fax:	617-635-9307
E-mail:	mvieira@boston.k12.ma.us

Carol R. Johnson, Superintendent