

**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 (2012-2013)**

TEST DATE: SATURDAY, NOVEMBER 5, 2011

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 four sections which measure the candidate's ability to solve arithmetic problems, use words correctly, and understand selected reading passages. The Boston Public Schools test administration does not include an essay portion.

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 2011-2012 to take the test for grade 7 for SY 2012-2013
- Grade 8 for SY 2011-2012 to take the test for grade 9 for SY 2012-2013
- Grade 9 for SY 2011-2012 to take the test for grade 10 for SY 2012-2013
(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 5, 2011 to be considered for Grade 9 at another examination school.

II. ISEE Test Date

The Boston ISEE will be administered on **Saturday, November 5, 2011** at twelve special test centers within Boston Public Schools.

III. Registration for the ISEE

- Registration materials will be distributed at all eligible Boston Public Schools and many Private, Parochial, and Charter Schools in the Boston area. Materials may also be picked up at any local branch of the Boston Public Library.
- Parents must complete the ISEE registration form and return to the Principal/Headmaster of the child's current school no later than September 30, 2011.
- If your child's school does not accept ISEE registration forms, please deliver to Enrollment Planning & Support, 26 Court Street, 4th floor Boston, MA 02108.
- The exam is free of charge to eligible students who currently reside in the City of Boston

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 November 19, 2011. 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 December 16, 2011. To register for a national test administration parents may contact the Educational Records Bureau directly at 1-800-446-0320.

IV. 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, home schooled, 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 3rd, but no later than November 4, 2011. 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.

V. Admission to the Test Center

The Principal/Headmaster of the candidate's present school will distribute test admission tickets the first week of November. Each candidate must present his/her admission ticket at the test center on November 5, 2011. Each candidate also is required to bring personal identification to the test center.

Acceptable student identification includes a passport, green card, or school ID with photo. The Student Identification Letter template detailing the student physically (e.g., height, weight, hair color) may also be completed by a school staff member or Principal/Headmaster. Parents are not allowed to write physical description letters. All student identification documents will be examined by personnel at the test center.

VI. 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 19, 2011. 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 19th 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 5th.

VII. 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 Candidate Release Form.** The GPA will be based on grades in English Language Arts and Mathematics for Grade 5 or 7 and 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 grade 5 or 7 and the maximum number of completed marking periods administered between September 1, 2011 and January 31, 2012 at the candidate's present school. Grade submissions must be in letter format only (e.g. A+, A, A-, B+, etc.).

For candidates with fifth grade academic records from the Boston Public Schools, only the Spring term marks in Reading, Writing and Math will be considered. The 1-4 scale will be converted into a letter grade system for the purposes of the GPA process.

NO SUBSEQUENT CHANGES IN THE TRANSCRIPTION OR COMPUTATION OF THE GPA SHALL BE PROCESSED AFTER FEBRUARY, 24, 2012. 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 must submit a GPA for each candidate. Candidate Release Forms will be sent to all schools in January 2012 with a list of applicants who sat for the examination. **The Boston Public Schools will not accept forms submitted by parents and/or guardians.**

Candidates apply to specific examination schools by making choices on the Candidate Release Form. 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. Candidate Release Forms are due on February 3, 2012 and it is the parent's responsibility to ensure the candidate's school submits the information on time.

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.

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.

VIII. Special accommodations for students with disabilities

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 current 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 7, 2011 in order to make arrangements for the November 5th 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 19th.

IX. 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. **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.

SCHEDULE OF DATES FOR THE ADMINISTRATION OF THE ISEE

September 8-9, 2011	ISEE Bulletins and Registration Forms delivered to schools
September 12, 2011	Principal/Headmaster distribute ISEE Registration materials
September 30, 2011	Deadline: Registration forms returned to Principal/Headmaster
Oct 3-Nov 4, 2011	Residency verification period for students currently attending private, parochial, METCO, charter schools, home schooled, and schools outside of Boston
October 7, 2011	Deadline for special accommodation requests
First week of Nov	Test admission tickets mailed to schools for distribution
November 4, 2011	Deadline for non-Boston Public School applicants to submit in person residency proofs *
November 5, 2011	ISEE test date
November 6, 2011	Sunday test administration for students with religious obligations
November 19, 2011	Make-up test date & Walk-in Registration
November 19, 2011	Deadline to take a national test administration to apply for exam schools
December 16, 2011	Deadline for the receipt of test scores for students taking a national test administration
February 3, 2012	Candidate Release Forms due to Enrollment Planning and Support
Mid-March 2012	Invitations to examination schools for school year 2012-2013

* Students who do not prove residency in person by November 4, 2011 will not be considered for and/or invited to an exam school.

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 19, 2011

Parents/Guardians or school personnel must report any serious illness/injury, family crisis, or other unusual circumstances that might affect a student's test performance before the test administration on November 5, 2011.

If such a situation arises, please consider carefully whether you should send your child to the test center. Please contact Enrollment Planning & Support at 617-635-9512 to discuss any circumstances or events that may affect your child's performance to determine if a make-up test is needed. If the student attends the test administration despite any circumstances or event that might affect a child's performance, a make-up test will not be an option.

The make-up test for the ISEE will be on Saturday, November 19, 2011 at Boston Latin School, 78 Avenue Louis Pasteur, Boston, MA 02115.

The Boston Public Schools will not retest a student under any circumstances after November 19th. No new or additional information will be considered.

BOSTON PUBLIC SCHOOLS



September 2011

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 3rd, but no later than Friday, November 4, 2011. **To view a list of acceptable documents please visit www.bostonpublicschools.org/exam.**

Please note:

- *All residency documentation must be submitted in person.*
- *Parents will receive a confirmation receipt.*
- *All documents must be pre-printed with the same Boston address.*
- *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 4th **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.

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

Sincerely,


Jerry Burrell

Director of Enrollment Planning & Support