

Examination High School Application Step by Step Directions

Step 1: Setting Up a Submittable Account

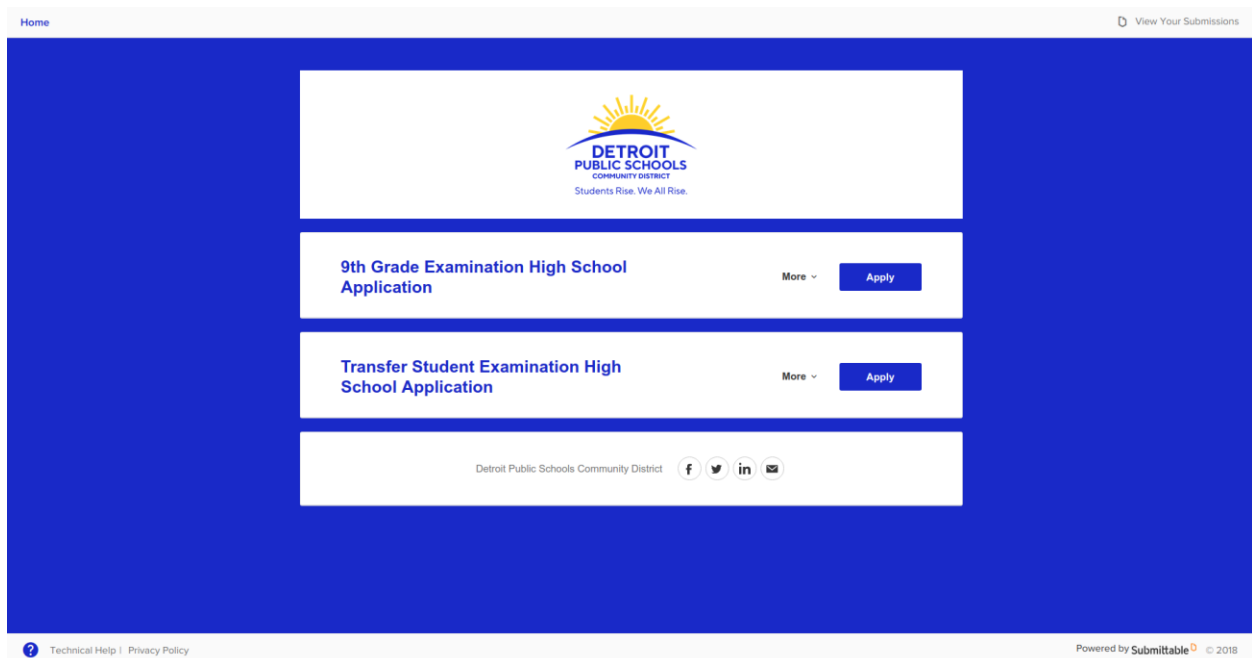
Parents and students wishing to apply for admissions to exam high schools should click “Sign Up”. Employees conducting school business regarding exam applications should use “Use DPSCD Login”.



The screenshot shows a login and registration interface on a blue background. At the top center is the Detroit Public Schools Community District logo with the tagline "Students Rise. We All Rise." Below the logo are two tabs: "Sign Up" (selected) and "Sign In". The "Sign Up" form includes fields for "Email", "Password", "First name", and "Last name". Below these fields are two buttons: "Sign Up" and "Use DPSCD Login". At the bottom of the form area, it says "Powered by Submittable".

Step 2: Selecting an Application

There are two application options: current 8th graders and current high school students. Students must select the appropriate choice.



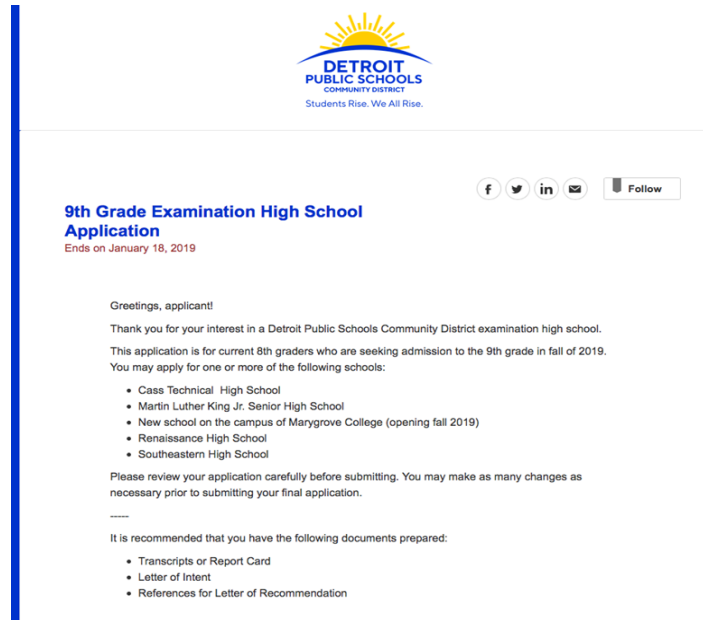
The screenshot shows the application selection page. At the top left is a "Home" link and at the top right is a "View Your Submissions" link. The main content area features the Detroit Public Schools Community District logo and tagline. Below the logo are two application options, each with a "More" dropdown and an "Apply" button:

- 9th Grade Examination High School Application
- Transfer Student Examination High School Application

At the bottom of the content area, there is a footer for "Detroit Public Schools Community District" with social media icons for Facebook, Twitter, LinkedIn, and Email. The page footer includes "Technical Help | Privacy Policy" on the left and "Powered by Submittable © 2018" on the right.

Step 3: Logging in

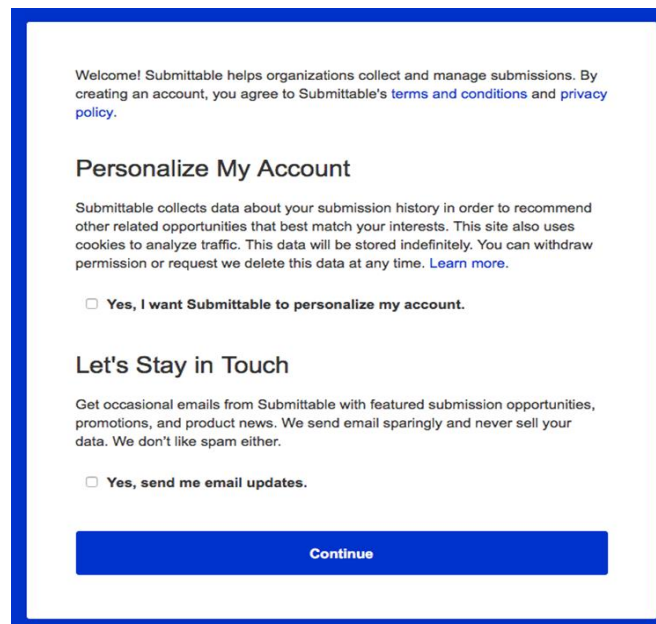
First-time users will create an account. Returning users will sign in. Note: Applicants may save applications in progress and return to them as needed.



The screenshot shows the Detroit Public Schools Community District logo at the top center, with the tagline "Students Rise. We All Rise." Below the logo is a navigation bar with social media icons for Facebook, Twitter, LinkedIn, and Email, and a "Follow" button. The main heading is "9th Grade Examination High School Application" with a sub-heading "Ends on January 18, 2019". The content includes a greeting to the applicant, a thank you message, and information about the application process. It lists five schools: Cass Technical High School, Martin Luther King Jr. Senior High School, a new school on the campus of Marygrove College (opening fall 2019), Renaissance High School, and Southeastern High School. It also provides instructions to review the application carefully and lists recommended documents: Transcripts or Report Card, Letter of Intent, and References for Letter of Recommendation.

Step 4: Terms and Conditions

Read through the terms and conditions for use of the Submittable website. Check yes in the below boxes if applicable. If not applicable, leave boxes unchecked. This does not affect your ability to receive exam application notifications. Click "Continue"



The screenshot shows the Submittable Terms and Conditions page. It starts with a welcome message: "Welcome! Submittable helps organizations collect and manage submissions. By creating an account, you agree to Submittable's terms and conditions and privacy policy." The section "Personalize My Account" explains that Submittable collects data about submission history to recommend opportunities and uses cookies for traffic analysis. It includes a checkbox: Yes, I want Submittable to personalize my account. The section "Let's Stay in Touch" explains that Submittable sends occasional emails about submission opportunities, promotions, and product news. It includes a checkbox: Yes, send me email updates. At the bottom, there is a blue "Continue" button.

Step 5: Contact information

Enter all requested identification and contact information.

City/Town	<input type="text" value="detroit"/>
State/Province	<input type="text" value="Michigan"/> <small>Within US & Canada</small>
State/Province/Region	<input type="text" value="MI"/> <small>Outside of US & Canada</small>
Zip/Postal Code	<input type="text" value="48202"/>
Country	<input type="text" value="United States"/>
Phone	<input type="text"/>

[Save Address and Continue](#)

Step 6: Student Information

Complete the student's information. There are two separate applications: current 8th graders and current 9th and 10th graders.

Student's Name *	<input type="text" value="Jane Doe"/>	Please enter the student's full name.
What grade will the student be entering? *	<input checked="" type="radio"/> 9 <input type="radio"/> 10 <input type="radio"/> 11 <input type="radio"/> 12	
Student's first name *	<input type="text" value="Jane"/>	
Student's middle name	<input type="text" value="Emily"/>	
Student's last name *	<input type="text" value="Doe"/>	
Student's date of birth *	<input type="text" value="02/14/2005"/>	MM/DD/YYYY (Date format: MM/DD/YYYY)

Step 7: Exam school selection and ranking

Students may express interest in one or more schools. Applicants will not be admitted to a school they did not express interest in. Applicants should keep all viable options open. Applicant enters their current school

Please select the Examination High Schools your student is interested in attending *

- Cass Technical High School
- Martin Luther King Jr. Senior High School
- New school on the Marygrove Campus
- Renaissance High School
- Southeastern High School

Students will be considered for schools that they are interested in attending. If you do not select a school as an option, the student will not be assigned there even if they qualify. Please note that selecting one or more options DOES NOT guarantee assignment to one of those schools.

First choice school *

Cass Technical High School

Please select your top choice school.

Second choice school

Martin Luther King Jr. Senior High School

Only list a school that you have expressed an interest in attending.

Third choice school

Southeastern High School

Only list a school that you have expressed an interest in attending.

Does the student currently attend a DPSCD school? *

Yes

No

Step 8: DPSCD Students

School selection is a dropdown menu. Applicants may find their school in one of two ways: select from the list provided or start typing the name, then hit “tab”.

Which DPSCD school does your child currently attend? *

Select...

Start typing in the school name until you see the correct school, then select it or press the "Tab" button.

What is your student's ID number? *

903849032409

The Student ID is a 10-digit number that can be found in the top right corner of the student's report card.

Please re-enter your student's ID number *

9099080890

The Student ID is a 10-digit number that can be found in the top right corner of the student's report card.

Does the student have an IEP? *

Yes

No

Student IEP

Acceptable file types: pdf, jpg, jpeg.

Choose Files

Please upload a copy of your student's IEP so that we can prepare the appropriate accommodations, if applicable, for the examination.

No files have been attached yet.

Step 9: Cont. DPSCD Students

Dropdown menu.

<p>Which DPSCD school does your child currently attend? *</p> <p>Select...</p> <ul style="list-style-type: none">Ann Arbor Trail, (Ann Arbor Trail Magnet School, 7635 Chatham)Golightly Education Center, (Golightly Education Center, 5536 St. Antoine Street)Bow, (Bow Elementary-Middle School, 19801 Prevost Street)Bunche, (Bunche Preparatory Academy, 2715 Macomb Street)Burns, (Burns Elementary-Middle School, 14350 Terry Street)	<p>Start typing in the school name until you see the correct school, then select it or press the "Tab" button.</p> <p>The Student ID is a 10-digit number that can be found in the top right corner of the student's report card.</p>
<p>Please re-enter your student's ID number *</p> <input type="text"/>	<p>The Student ID is a 10-digit number that can be found in the top right corner of the student's report card.</p>
<p>Does the student have an IEP? *</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	
<p>Entrance examination required</p> <p>All DPSCD 8th grade students who are in the Michigan Merit Curriculum are eligible to take the entrance examination between January 14, 2019 and January 25, 2019 at the school in which they are enrolled. The test will be administered during the regular school day.</p> <p><input checked="" type="checkbox"/> I understand that this application will only be considered complete upon the student's completion of the entrance examination *</p>	<p>Please review and agree to the statement when ready.</p>

Step 10: File uploads

Notice of exam requirement. Student are required to provide an email address for their reference. Student's letter of interest must be uploaded.

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<p>Letter of Reference Documentation *</p> <input type="text"/>	<p>Enter the email address of your reference. Your reference will receive an email with a link to upload a reference document. Be let your referrer know they should receive an email from submitable.com or check their spam folder to ensure they receive your reference request.</p>
<p>File Upload *</p> <p>Acceptable file types: pdf, doc, docx, txt, rtf, jpg, jpeg, wpf, odt, wpd.</p> <p><input type="button" value="Choose Files"/></p>	<p>Please upload a Formal Letter of Student Interest wherein the student expresses the multiple reasons why they should be considered for admission to their school/s of choice.</p> <p>The letter should be authored by the student and should not exceed 500 words and be written in Times New Roman, double-spaced and 12 point font. The letter will be considered the student's official writing sample.</p> <p>No files have been attached yet.</p>

Step 11: Uploads, interests and electronic signatures

Upload student transcripts or report card. Student and parent/guardian are expected to electronically sign. Note: Admission may be rescinded if the application is not truthful.

<p>Student Transcripts or Report Card *</p> <p>Acceptable file types: pdf, jpg, jpeg.</p> <p>Choose Files</p>	<p>Please upload a copy of your student's transcript or report card that clearly shows the student's most recent Cumulative GPA from no earlier than the end of the 2017-18 school year.</p> <p>No files have been attached yet.</p>
<p>Additional Interests and Extracurricular Activities</p> <p><input type="checkbox"/> Athletics/Sports</p> <p><input type="checkbox"/> Fine and Performing Arts (music, dance, art, theater, etc.)</p> <p><input type="checkbox"/> STEM activities (Robotics, coding, etc.)</p> <p><input type="checkbox"/> Other</p>	<p>Please list activities the student has participated in and might be interested in continuing in high school.</p>
<p>Student Electronic Signature (Enter FIRST Name and LAST Name) *</p> <p>Jane Doe</p>	<p>I acknowledge that the information I have provided is accurate. By signing this form, I understand that knowingly providing false information may result in the revocation of an offer of admission.</p>
<p>Parent Electronic Signature (Enter FIRST Name and LAST Name) *</p> <p>John Doe</p>	<p>I acknowledge that the information I have provided is accurate. By signing this form, I understand that knowingly providing false information may result in the revocation of an offer of admission.</p>

Step 12: Submission Notification

All successful applicants will get a confirmation email.

Detroit Public Schools Community District
To: Carlyss Lewis
Reply-To: online.assessment@detroitk12.org
Resent-From: Carlyss Lewis
We have received your application for John Doe

Today at 12:33 PM

DP

Carlyss Lewis,

Thank you for submitting an application on behalf of **John Doe**. If you are applying from within the district your student will be tested in their school between January 14 and 25, 2019. If you are applying from outside the district, you will receive a follow-up email with further instructions based on the test date you selected in the application.

Please save this email for reference and as a reminder of the below dates and deadlines:

Important Dates for Applicants

- Saturday December 1 Application window for all applicants opens
- Friday January 18 deadline for all applicants (Application window closes),
- Friday March 15 All candidates notified of acceptance/denial,
- Friday March 15 Petition window opens for denied students,
- Friday April 5 Petition window closes for denied students,
- Friday April 19 Petitioning students given final decisions,
- Saturday April 27 Level Up Expo for all students still seeking a high school,
- Friday June 28 Application deadline for July 12 Testing (all students)