

Examination High School Application Step by Step Directions

Step 1: Setting Up a Submittable Account

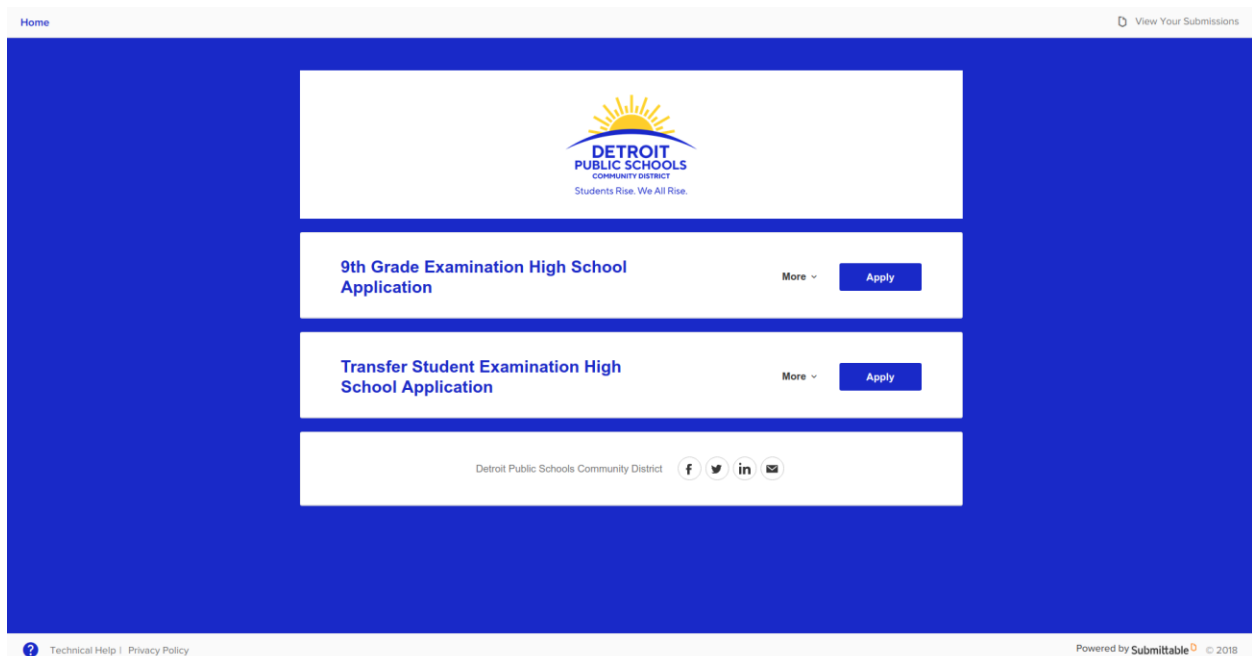
Parents and students wishing to apply for admissions to exam high schools should click “Sign Up”. Employees conducting school business regarding exam applications should use “Use DPSCD Login”.



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.



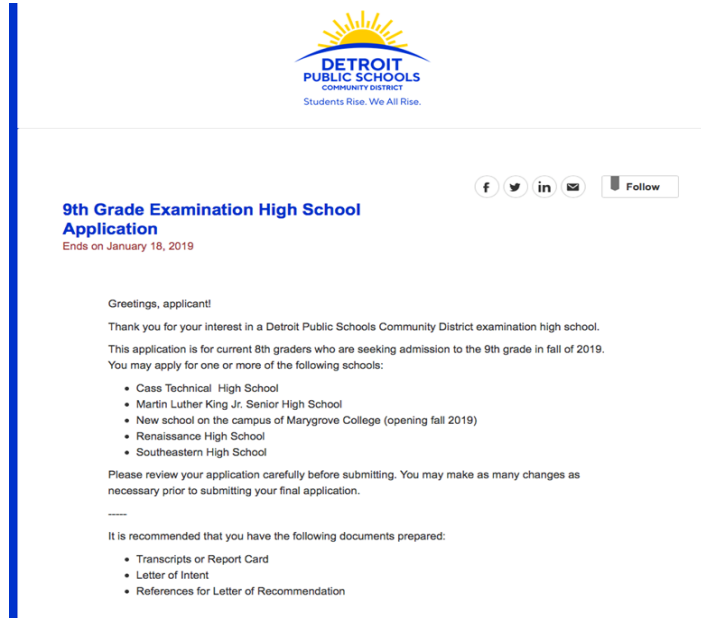
The screenshot shows the application selection page. At the top left is a "Home" link and at the top right is a "View Your Submissions" link. The main content area has a blue background with a white box containing the Detroit Public Schools Community District logo and tagline. Below the logo are two 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 white box, it says "Detroit Public Schools Community District" followed by social media icons for Facebook, Twitter, LinkedIn, and Email. At the bottom left of the page is a "Technical Help | Privacy Policy" link, and at the bottom right is "Powered by Submittable © 2018".

Step 3: Logging in

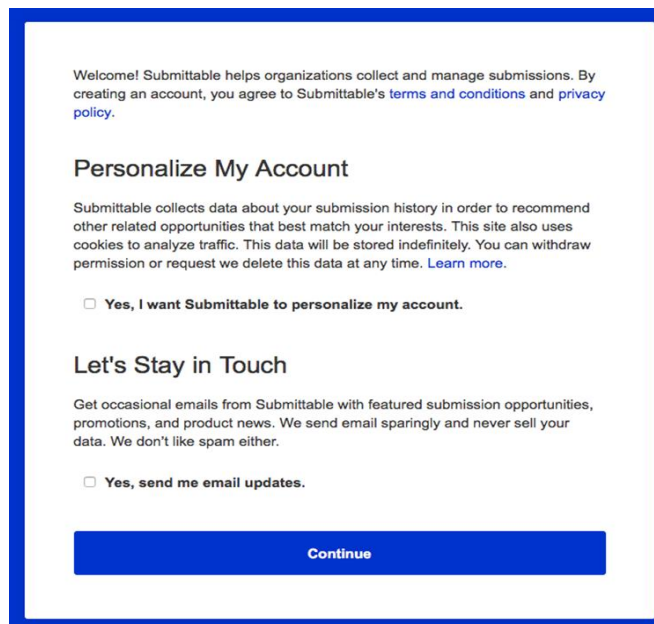
First-time users will create an account. Returning users will sign in. Note: Applicants may save applications in progress and return to them as needed.



The screenshot shows a web page for the Detroit Public Schools Community District. At the top center is the district's logo, which includes a sun icon and the text "DETROIT PUBLIC SCHOOLS community district" with the slogan "Students Rise. We All Rise." below it. To the right of the logo are social media icons for Facebook, Twitter, LinkedIn, and Email, along with a "Follow" button. The main heading is "9th Grade Examination High School Application" in blue, with a sub-heading "Ends on January 18, 2019" in red. The body of the page contains 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 three 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 a Submittable account setup page. It begins 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." Below this is the section "Personalize My Account", which explains that Submittable collects data to recommend opportunities and uses cookies for traffic analysis. A checkbox is provided: Yes, I want Submittable to personalize my account. The next section is "Let's Stay in Touch", which states that Submittable sends occasional emails about submission opportunities, promotions, and product news. A second checkbox is provided: Yes, send me email updates. At the bottom of the page is a large blue button labeled "Continue".

Step 5: Contact information

Enter all requested identification and contact information.

City/Town

State/Province

Within US & Canada

State/Province/Region

Outside of US & Canada

Zip/Postal Code

Country

Phone

[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 *
 Please enter the student's full name.

What grade will the student be entering? *

9
 10
 11
 12

Student's first name *

Student's middle name

Student's last name *

Student's date of birth *
 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 School your student is interested in attending *

- Cass Technical High School
- Martin Luther King Jr. Senior High School
- 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.

Step 8: Out of District 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".

Does the student currently attend a DPSCD school? *

- Yes
- No

Does your student currently attend a school in Southeast Michigan? *

- Yes
- No

Southeast Michigan includes: Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw and Wayne counties.

Which school does your child currently attend?

Start typing in the school name until you see the correct school, then select it or press the "Tab" button. If you are having trouble finding your school, try using full names like "Deer Creek Preparatory" instead of abbreviations like "DCPrep."

Step 9: Cont. Out of District Students

Dropdown menu.

<p>Does the student have an IEP? *</p> <p><input type="radio"/> Yes</p> <p><input checked="" 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 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>
<p>Reference Contact Email *</p> <p><input type="text" value="enrollment.growth@detroitk12.org"/></p>	<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 submittable.com or check their spam folder to ensure they receive your reference request.</p>

Step 10: File uploads and interest

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

<p>Letter of Student Interest *</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>
<p>Student Transcripts or Report Card *</p> <p>Acceptable file types: pdf, jpg, jpeg.</p> <p><input type="button" value="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 checked="" type="checkbox"/> Athletics/Sports</p> <p><input checked="" type="checkbox"/> Fine and Performing Arts (music, dance, art, theater, etc.)</p> <p><input type="checkbox"/> STEM activities (Robotics, coding, etc.)</p> <p><input checked="" type="checkbox"/> Other</p>	<p>Please list activities the student has participated in and might be interested in continuing in high school.</p>

Step 11: 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.

Student Electronic Signature (Enter FIRST Name and LAST Name) *

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.

Parent Electronic Signature (Enter FIRST Name and LAST Name) *

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.

Agree to Terms I agree with [Terms Of Use](#) *

You must check this box before you can submit.

Autosaved to **your drafts**

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)