

# EXAMINATION

CASS TECH CMA  
SOUTHEASTERN RENAISSANCE  
CMA KING  
KING CASS TECH  
THE SCHOOL AT MARYGROVE  
RENAISSANCE SOUTHEASTERN

# HIGH SCHOOL

2022

Application and Admission

THE SCHOOL AT MARYGROVE  
CMA RENAISSANCE



RISE UP  
*with* DPSCD

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## CONTACT US:

APPLY: VISIT [DETROITK12.ORG/EXAMSCHOOLS](https://DETROITK12.ORG/EXAMSCHOOLS)

EMAIL: [EXAM.SCHOOLS@DETROITK12.ORG](mailto:EXAM.SCHOOLS@DETROITK12.ORG)

CALL: (313) 873-6345

# ADMISSION OVERVIEW

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Welcome to the Examination High Schools Admissions Guide for 2022!

This guide will provide you with an introduction to Detroit Public Schools Community District's premier high schools and guide you through the admissions process.

We invite you to learn about the admissions requirements, application support available to you, the Petition process (if applicable), key dates and much more. More information and resources can be found on our website, [detroitk12.org/examschools](http://detroitk12.org/examschools).

Our six examination high schools offer rigorous college and career preparation, competitive athletics and inspiring arts programs. The schools are located across the City of Detroit and vary in size and program offerings.

All applicants are required to take an examination and apply online for admission consideration. Applicants are limited to one application and one exam for admission in 2022.

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**ROUND 1**  
**12 p.m. Monday Oct. 4 - 11:59 p.m. Sunday Nov. 21 (9th grade)**  
**12 p.m. Monday Oct. 4 - 11:59 p.m. Sunday Nov. 28 (Transfer students)**

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**ROUND 2**  
**12 p.m. Monday April 4 - 11:59 p.m. Friday Jun. 24**  
**(All applicants)**

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## APPLICATION BASICS

Applications are accepted electronically only. Each applicant is required to set up an account on **Submittable.com**. This account will be used to manage the application.

All communications will be sent to the email address associated with the Submittable account. Parents/guardians should have access to the Submittable account and will be required to electronically sign the application before it is submitted.

No additional software is required for signing or submitting the application.

### WHO MAY APPLY

**9<sup>th</sup> Grade** -- Eighth-grade students (public, non-public and home-schooled) are eligible to apply for admission to 9th grade for fall 2022.

**10<sup>th</sup>-12<sup>th</sup> Grades** -- Current high school students (transfer students) may apply for limited openings in grades 10-12 for fall 2022, and grades 9-12 for February 2022 (mid-year transfer).

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Current exam high school students who have attended an exam school for at least 1 year may apply to transfer to another exam high school for January 2022 or Fall 2022. 9th grade students are not eligible to transfer and should use the application for Current High School Students.

# EXAM SCHOOL LOCATIONS

## **Cass Technical High School**

2501 Second Avenue  
Detroit, MI 48201  
Call (313) 263-2000  
Enrollment: 2,500 students  
[detroitk12.org/casstech](http://detroitk12.org/casstech)

## **Renaissance High School**

6565 W. Outer Drive  
Detroit, MI 48235  
Call (313) 416-4600  
Enrollment: 1,100 students  
[detroitk12.org/renaissance](http://detroitk12.org/renaissance)

## **Communication and Media Arts High School**

19501 Berg Road  
Detroit, MI 48219  
Call (313) 866-9300  
Enrollment: 300 students  
[detroitk12.org/cma](http://detroitk12.org/cma)

## **Southeastern High School**

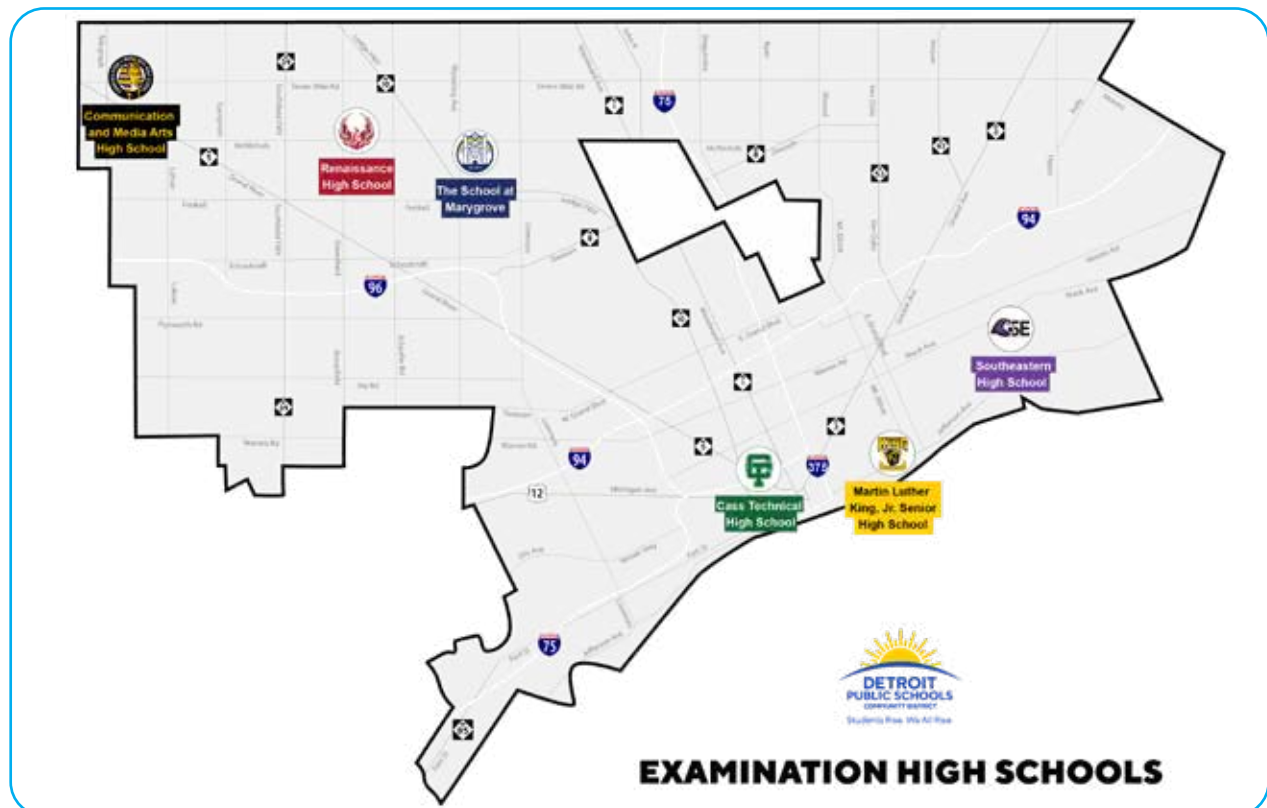
3030 Fairview Street  
Detroit, MI 48214  
Call (313) 866-4500  
Enrollment: 600 students  
[detroitk12.org/southeastern](http://detroitk12.org/southeastern)

## **Martin Luther King, Jr. Senior High School**

3200 E. Lafayette Street  
Detroit, MI 48207  
Call (313) 494-7373  
Enrollment: 850 students  
[detroitk12.org/king](http://detroitk12.org/king)

## **The School at Marygrove**

8425 W. McNichols  
Detroit, MI 48221  
Call (313) 335-1330  
Enrollment: 300 students  
[detroitk12.org/marygrove](http://detroitk12.org/marygrove)



# SELECTING THE RIGHT APPLICATION

Students may apply using one of three applications. Please select the appropriate application. Each applicant may submit only one application for Fall 2022 admission.

**9TH GRADE** Current 8th grade students may apply for Fall 2022 admission.

**EXTERNAL TRANSFER** Current 9th through 11th grade students who do not currently attend an exam high school may apply to attend starting in January 2022 or Fall 2022. Current Ninth graders who did not apply in the 2020-21 cycle may apply during Round 1.

Students who applied and took the exam during the 2020-2021 cycle may apply during Round 2 for Fall 2022 admission only. Students who previously attended an exam high school and are seeking to return may use this application.

**INTERNAL TRANSFER** Current exam high school students who have attended for at least 1 year may apply to transfer to another exam high school for January 2022 or Fall 2022.



## Interested in the Arts?

Detroit School of Arts (DSA), an academic and fine and performing arts school, will accept applications during the same window as exam high schools.

Programs: Dance, Visual Art, Vocal Music, Instrumental Music, Drama/Theater, Multimedia Production and Literary Art. Applicants may apply to both DSA and Exam Schools at the same time.

**Requirements:** An audition and minimum GPA of 2.5

**Learn more:** Visit [detroitk12.org/dsapathways](http://detroitk12.org/dsapathways)

# KEY ADMISSIONS DATES: ROUND 1

## Round 1 – 9th Grade Applicants

9th Grade Application Window	12 p.m. Oct. 4 - 11:59 p.m. Nov. 21
DPSCD 8th Grade Students Take Admissions Exam	Nov. 1 - Nov. 19
Early Bird Admissions Exam – Non-DPSCD Applicants	Nov. 13 (Application due by Nov. 7)
Admissions Exam Dates – Non-DPSCD Applicants	Dec. 4, 9 and 11
Admission Decision – 9th Grade	Jan. 14, 2022
Round 1 9th Grade Petition Window	Jan. 14 - 11:59 Feb. 18
Round 1 9th Grade Petition Decision	6 p.m. Mar. 11
Fall 2022 Enrollment Deadline for Accepted Students	Apr. 29

## Round 1 – Current High School Students

10th-12th Grade Application Window	12 p.m. Oct. 4 - 11:59 p.m. Nov. 28
Internal Transfer Application Window (10th-12th only)	12 p.m. Oct. 4 - 11:59 p.m. Aug. 30, 2022
Admission Decision – 10th-12th Grade	Jan. 21
Enrollment Deadline for Mid-Year Transfers	Jan. 26
First Day of School for Mid-Year Transfers	Jan. 31
Enrollment Deadline for Fall 2022 Accepted Students	Apr. 29

## Round 2 – All Students, April 4-June 24, 2022

Application Window	12 p.m. Apr. 4 - 11:59 p.m. Jun. 24
Admissions Exam Dates – Spring*	Apr. 23, May 7
Admission Exam Dates – Summer**	Jul. 8, 11, 12, 13
Round 2 Admission Decision – 9th Grade	Jul. 29
Round 2 9th Grade Petition Window	Jul. 29 -- 11:59 p.m. Aug. 7
Round 2 9th Grade Petition Decision	Aug. 19
Fall 2022 Enrollment Deadline – No Petition / Petition	Aug. 15 / Aug. 31

\*Out-of-District students and DPSCD HS students. DPSCD 8th grade exam dates TBA.

\*\*All applicants who have not previously taken the exam

# APPLICATION SUPPORT

## Private One-on-One Application Assistance

Families may receive one-on-one assistance with their application by visiting [detroitk12.org/examschools](https://detroitk12.org/examschools) to schedule a 30-minute private phone or video appointment with a trained District staff member. This service is ideal for people who have personalized questions about the application requirements.

## 2021-22 Support Schedule

Wednesdays	5 – 7 p.m.
Thursdays	8 – 10 a.m.
Fridays	5 – 7 p.m.

## Virtual Office Hours



New this admission cycle is the option to drop in for a virtual office visit with admissions staff. This service is ideal for applicants who have general or clarifying questions about the process.

Date	Time	Office Hour Link
Friday, October 15	4 – 5 p.m.	<a href="https://bit.ly/Officehours-Oct15">https://bit.ly/Officehours-Oct15</a>
Friday, October 22	4 – 5 pm.	<a href="https://bit.ly/Officehours-Oct22">https://bit.ly/Officehours-Oct22</a>
Friday, November 19	3:30 – 5 p.m.	<a href="https://bit.ly/Officehours-Nov19">https://bit.ly/Officehours-Nov19</a>

## 9th Grade Webinars

In this webinar, you'll hear from leaders of each school what makes their community unique, as well as how to apply for admission. This session is designed to meet the needs of current 8th grade students who are applying for admission to 9th grade for Fall 2022. Webinars will be hosted on Microsoft Teams Live. No account or special login required.

ROUND  
**1**

Monday, Oct. 18, 6-7:30 p.m.  [bit.ly/EHS-webinar-Oct-18](https://bit.ly/EHS-webinar-Oct-18)  
Thursday, Nov. 18, 6-7:30 p.m.  [bit.ly/EHS-webinar-Nov-18](https://bit.ly/EHS-webinar-Nov-18)

ROUND  
**2**

Thursday, April 21, 6-7:30 p.m.  [bit.ly/EHS-webinar-April-21](https://bit.ly/EHS-webinar-April-21)  
Thursday, June 16, 6-7:30 p.m.  [bit.ly/EHS-webinar-June-16](https://bit.ly/EHS-webinar-June-16)

## Webinars for Current High School Students

In this webinar, you'll hear from leaders of each school what makes their community unique as well as how to apply for admission, including January 2022 admission. This session is designed to meet the needs of current high school students, including those who are new and those who are returning to an exam high school they previously attended. Webinars will be hosted on Microsoft Teams. No account or special login required.

ROUND  
**1**

Wednesday, Nov. 10, 6-7:30 p.m.  [bit.ly/ExamHS-webinar-Nov-10](https://bit.ly/ExamHS-webinar-Nov-10)

ROUND  
**2**

Monday, May 16, 6-7:30 p.m.  [bit.ly/EHS-webinar-may-16](https://bit.ly/EHS-webinar-may-16)

# EXAMINATION HIGH SCHOOL APPLICATION PROCESS

Examination High Schools are selective schools that grant admission on a competitive basis. Follow these easy steps for admission consideration.

1



## Application

- An online application is required. An email address and password for Submittable are needed to set up an account.
- Applicants must submit an admissions essay, transcript (2 years of grades), references, and IEP (if applicable).

2



## Test

- The High School Placement Test is required for all applicants. Current District 8th grade students take the exam during school. Other students must select an exam date in the application.
- The exam covers Verbal Skills, Quantitative Skills, Reading Comprehension, Mathematics, English Language Arts and Science.

3



## Decision

- Applicants who took the exam are notified of their admission decision via email or a message that can be retrieved by logging into the Submittable account.
- Applicants may only be accepted into one school.

4



## Petition

- Applicants who did not receive their desired placement may petition for admission consideration.
- Schools make admissions decisions.
- Petition requirements are: Essay, 2 Letters of Recommendation and Third Letter or artifact.

5



## Enrollment

- Accepted students are required to enroll in their school to confirm their seat.
- Enrollment instructions will be included in the acceptance letter.
- Some schools require students to select courses by the enrollment deadline.

**Visit [detroitk12.org/examschools](https://detroitk12.org/examschools) to learn more and to access the application link.**



# ACADEMIC REQUIREMENTS

Please review the application requirements carefully. Each item is scored according to a rubric. Missing or late components will result in lost points, which could result in declined admission.

The Cumulative GPA is worth 35 percent of the total application score. Applicants who submit less than 2 full years of academic data or submit acceptable information after the deadline will not receive full points for their submission.

## Academic Records for Non-DPSCD Students

All applicants who are not currently enrolled in a Detroit Public Schools Community District school are required to submit documents that show their Cumulative Grade Point Average. This can be obtained by requesting a transcript from your current school. Some school report cards also list a Cumulative GPA (CUM GPA).

The GPA should represent at least the two most recent, full academic years (see table below). If a transcript is unavailable, or if the applicant has only attended their current school for 1 year, we require two or more full years of report cards, preferably year-end report cards that summarize the full year's performance. Progress reports will not be accepted, but we will accept quarterly or semester report cards.

DPSCD requires the most updated academic records available for the last two years. Please consider the following document submission guidelines for each round.

School Year	Round 1	Round 2
2019-20	Required	Optional if 2020-21 & 2021-22 are complete at time of application
2020-21	Required	Required
2021-22	Optional if 1st term is complete at time of application	Required

## Academic Requirements for Current DPSCD Students

Currently enrolled Detroit Public Schools Community District students who have maintained continuous District enrollment for the last two years will not be required to upload academic records. Students who have attended a non-District school at some point in the last two years will be required to upload transcripts or report cards for the period they were not enrolled. Failure to upload this information will result in fewer points being awarded on the Total Application Score, which could impact acceptance.

## Academic Requirements for Transferring to an Exam High School

Current high school students who are applying to transfer to an exam high school will be required to submit a transcript. No other document will be accepted as an indication of academic performance. The transcript should show ALL years the student has been enrolled in high school.

If the student is currently in 9th grade, they will be required to supply a transcript from the school where they attended 8th grade if that school was not in Detroit Public Schools Community District.

# ESSAY AND MORE

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## STUDENT-AUTHORED ESSAY

The essay is the applicant’s opportunity to make a persuasive argument regarding their admission to their school(s) of choice. The essay is worth 20 percent of the total application score.

The essay is limited to 750 words and must be typed or pasted directly into the online application.

The following are guiding questions that should be answered in the essay:

- Which Examination High School(s) do you want to attend and why do you want to attend?
- What makes you an exceptional candidate for admission?
- Describe one or more qualities that make you stand out and provide examples to demonstrate those qualities to the admissions team.
- How will admittance help you achieve your goals for the future?



### SCAN ME

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#### Essay Scoring Rubric

Visit our web site to review the rubric for the admissions essay!

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## REFERENCES

Applicants are required to supply the names and contact information for three people who can serve as references. Parents/guardians and close relatives are prohibited from serving as references. Formal letters of recommendation are not required for the application, but are required as part of the Petition, if the applicant chooses to submit one.

## APPLICANT SCORE COMPONENTS

EXAMINATION SCORE	45 percent
GRADE POINT AVERAGE	35 percent
STUDENT-AUTHORED ESSAY	20 percent
<b>TOTAL</b>	<b>100 percent</b>
BONUS	+10 DPSCD current students*
MARYGROVE SCHOOL APPLICANTS	+10 Marygrove primary*
MARYGROVE SCHOOL APPLICANTS	+5 Marygrove secondary*

\*For more information on the Marygrove bonus points see the next page.

# APPLICATION SCORING FOR 9TH GRADE ADMISSION

The total application score is based on the student’s examination score, grade point average and essay score. The exam is scored independently by the test provider and each essay is scored by two or more independent reviewers. The average of the reviews serves as the student’s Essay Score.

If the report cards do not show the applicant’s Cumulative Grade Point Average, one will be calculated using the report cards submitted. The GPA calculation will be based on Math, ELA, Science and Social Studies grades only. Due to the impact of Covid-19, grades from spring 2020 will not be included in the calculation. The GPA is worth up to 30 points. Students applying to enter 11th or 12th grade must supply a transcript and/or report cards that show your entire high school academic record. Other standardized test scores may also be required.

## GRADE POINT AVERAGE POINT VALUES

GPA	POINTS	GPA	POINTS
4.0	30	3.4	24
3.9	29	3.3	23
3.8	28	3.2	22
3.7	27	3.1	21
3.6	26	3.0	20
3.5	25	2.9	19

## GRADE POINT AVERAGE POINT VALUES

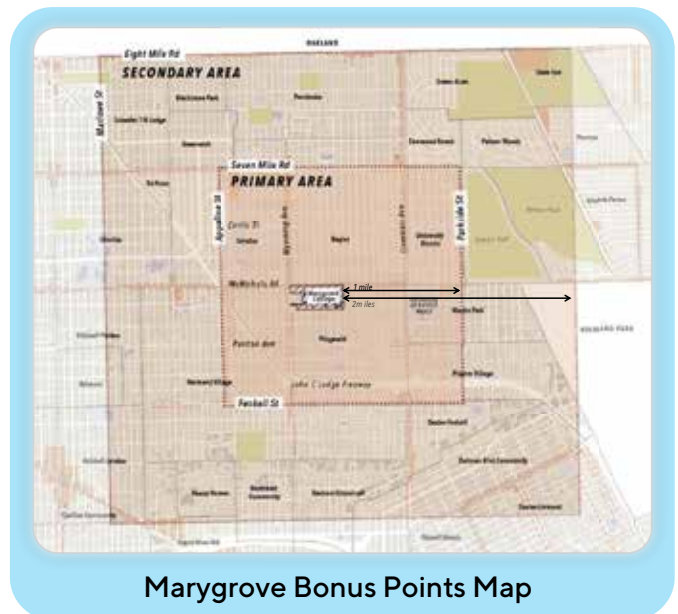
GPA	POINTS	GPA	POINTS
2.8	18	2.1	11
2.7	17	2.0	10
2.6	16	1.9	9
2.5	15	1.8	8
2.4	14	1.7	7
2.3	13	1.6	6
2.2	12	<1.5	5

## APPLICATION BONUS POINTS

**DPSCD Students** – Current Detroit Public Schools Community District students will receive 10 bonus points on their exam high school application.

**The School at Marygrove** – Applicants who live within 1 mile of The School at Marygrove’s campus will receive 10 additional points on their application. Applicants who live between 1 and 2 miles from the campus will receive an additional 5 points on their application to The School at Marygrove.

**GPA On-Time Bonus** – The Cumulative GPA is worth a maximum of 30 points, with an additional 5 points for applications that meet all submission requirements and are submitted by the deadline. Documents submitted after the deadline will not receive the bonus 5 points.



Marygrove Bonus Points Map

## ABOUT THE EXAM

Applicants will take the **High School Placement Test (HSPT)**, which is a paper-pencil test that covers Verbal Skills, Quantitative Skills, Reading Comprehension, Mathematics, English Language Arts, and Science.

Test administration time is generally 3.5 hours. Current DPSCD 8th grade students will take the exam in the fall in school on a day between November 1 - 19 designated by their school. Out-of-district and high school students may take the exam on designated dates that must be selected in the application. Expect to spend about 4 hours at the test location.

The test may be taken once per application cycle. Students who take the test in November or December may not take it again in April, May or July.

### WHAT THE EXAM MEASURES

**Verbal Skills** — This test measures how well you perform reasoning tasks involving the use of words. Your ability in this area is related to your performance in language, reading and various areas within social studies.

**Quantitative Skills** — This test measures your ability to do reasoning problems involving numbers and quantities. This ability is related to performance in mathematics, sciences and other areas that deal with numbers.

**Reading** — This test measures your ability to remember important ideas and significant details, recognize central thought or purpose, make logical inferences and understand vocabulary in context. Since good reading habits and skills are essential to learning, thinking and problem solving, this score is usually related to your overall success in school.

**Mathematics** — This test not only measures your ability to perform arithmetic operations and apply math concepts to solve problems, but also your knowledge of important concepts and ability to reason. Your score on this test tells you how well you are prepared for high school mathematics.

**Language** — This test measures your knowledge of capitalization, punctuation, grammar, spelling, usage and composition.

**Science** — This is a 40-question test that measures science aptitude.

Source: Scholastic Testing Services

### STUDENT ACCOMMODATIONS

**Exceptional Students** — Non-DPSCD applicants who have an Individualized Education Plan (IEP), 504 Plan or Non-Public Service Plan (NPSP) are required to upload it in their application. The documents will be reviewed to determine what exam accommodations may be necessary. Not all students who have these plans will be eligible for accommodations.

**English Language Learners** — Some students may also be eligible for accommodations. WIDA test results and other information will be requested in the application to determine eligibility.



**Missed The Exam?**

Scan to Reschedule!

# EXAM DAY PROCEDURES

The following policies will be in effect for test administration for out-of-district students and high school transfer applicants. Current DPSCD 8th graders testing in school will follow school safety measures.

**Masks** – Masks are required. Students who do not have their own mask will be given one at the door.

**Sign in and sign out** – Sign-in and sign-out will be a paperless process. Students may sign themselves in but will not be allowed to leave the building unaccompanied after their exam without a consent form signed by a parent/guardian. Consent forms will be available at the test location, or downloaded from our [detroitk12.org/examschools](http://detroitk12.org/examschools), completed and brought in on the day of the exam.

**Pencil and scratch paper** – Pencils and scratch paper will be provided by the test administrator.

**Test duration** – The test is generally 4 hours long, including breaks and administrative time. Students should be well rested and eat a nutritious meal before arriving. Students may bring water and a snack.

**Electronic Devices** – Students may check in their cell phones or other electronic devices, and they will be securely stored during testing. They can retrieve the device(s) after completing the exam.

**Dismissal** – After the exam, all individuals who are picking up students will be required to complete a brief electronic survey providing the name of the student(s) they are collecting, the respondent's name and cell phone number. Upon receipt, students will be released from the building.

**Leaving Campus** – If the student leaves campus before completing a test section (for an appointment, illness, etc.), they will not be allowed to complete that test section.

**Illness or Emergency** – If there is a family emergency or if your student does not feel well on the day of the exam, it may be best to reschedule for the next test date provided by the district. Applicants may submit a request by completing our missed exam survey at [detroitk12.org/examschools](http://detroitk12.org/examschools) prior to the test date or within 72 hours of missing the exam.

## TESTING AND EXAM SAFETY

Due to COVID-19, the typical structure of an Exam High School Admissions test administration has been redesigned for the safety of everyone involved. Social distancing will be enforced at all phases of the testing process, including sign-in, the testing environment and departure. All DPSCD staff are COVID tested weekly. DPSCD students may contact their school directly for details on exam high school test dates and procedures.

<b>DPSCD 8th Grade Students Take Admissions Exam</b>	Nov. 1 – Nov. 19
<b>Early Bird Admissions Exam (Out-of-District)</b>	Nov. 13 (Apply by Nov. 7)
<b>Admissions Exam Dates (Out-of-District)</b>	Dec. 4, 9, 11
<b>Spring Exam Dates</b>	Apr. 23 and May 7, 2022
<b>Summer Exam Dates</b>	Jul. 8, 11, 12, 13

# ABOUT THE EXAM

## EXEMPTION FROM THE HIGH SCHOOL PLACEMENT TEST

**Previously Accepted:** Students who took the exam in Fall 2020 or Summer 2021 and were placed in their first-choice exam high school, but did not attend, may be exempted from taking the test pending a review of their previous application. An application is still required. Acceptance is subject to a review of current grades and the availability of seats at the grade level the student is seeking.

**Contact the Admissions Team at [exam.schools@detroitk12.org](mailto:exam.schools@detroitk12.org) to learn more.**

**Current Students:** Students who currently attend an exam high school, regardless of when they took the exam, may apply to transfer to another exam high school without taking the exam. Eligible students must have attended their school for 1 full school year. An application is still required and will be reviewed by the school to which the student wants to transfer. Some exam schools require a minimum GPA of 3.0 for transferring students. Please contact the school to which you're interested in transferring for details on their qualifications. The school's decision is final. Acceptance is subject to availability of seats at the grade level the student is seeking.

**Previous Students:** Students who previously attended an exam high school, regardless of when they took the exam, may apply for re-entry without taking the exam if there is evidence the student left the school in good standing. Students in good standing were not academically dismissed or in jeopardy of being academically dismissed, had a clean disciplinary record and would otherwise have maintained their enrollment if they had not left. The school to which they are seeking re-entry will determine whether the student left in good standing. Students who were academically or otherwise dismissed from an exam high school are required to apply and take the exam. Prior exam program acceptance will be verified.

## TRANSFERRING TO AN EXAM HIGH SCHOOL

### TRANSFERRING FROM A NON-EXAM HIGH SCHOOL

Exam high schools have a limited number of seats in grades 10–12 each year. Admission is offered in two cycles: **Mid-Year Transfer:** Students will enter in January 2022. Seats are very limited. **Fall Transfer:** Students will enter in Fall 2022.

There will be no formal petition process for transfer students. Students who do not have at least a 3.0 Cumulative GPA and score at least 25 on the HSPT will have their applications forwarded directly to their selected school(s) for review and a decision. School decisions are final. Applicants are encouraged to put their best foot forward in the application.

### TRANSFERRING FROM AN EXAM HIGH SCHOOL

Students who applied and were admitted to the exam high school program at their school may apply to transfer to another exam high school if they are in 10th grade and above. Transfer students are required to spend a full year in an exam school before transferring to another school. Students in 9th grade may apply using the application for Current High School Students.

### ENTERING CASS OR RENAISSANCE FOR 12TH GRADE

Current 11th graders (Entering 12th) will be considered for admission if at least one of the following is true at the time of their application:

- The applicant previously attended the desired the school for which they are seeking admission.
- The applicant's current school will be closed during the 2022–23 school year.
- The applicant can provide documentation that they recently moved to Detroit from another city that is not in the immediate vicinity of Detroit.

# AFTER THE ADMISSION DECISION

Students may gain acceptance to only one (1) exam high school. Placement is granted to the student's highest ranked school for which they qualified.

Final admittance is conditional upon satisfactory completion of the current school year and enrollment by the deadline. Students may also have an offer of admission rescinded if it is determined that they knowingly falsified information in the application, including the admission essay.

Enrollment instructions will be included in the acceptance letter. The enrollment deadline included in the acceptance letter is final. Students who do not complete their enrollment by the deadline risk losing their seat. In addition to completing enrollment requirements, students accepted to Cass or Renaissance will also be required to complete course selection forms by the enrollment deadline. For more details, refer to your acceptance letter.

## ENROLLMENT DEADLINES FOR ADMISSION IN 2022

Mid-Year Transfer:	January 26, 2022
Round 1 for Fall 2022:	April 29, 2022
Round 2 for Fall 2022:	August 15 (No Petition)
Round 2 for Fall 2022:	August 31 (Petition)

## 9TH GRADE PETITION PROCESS

Students who applied to an examination high school for 9th grade and took the exam but did not receive their desired placement may petition for admission consideration. Formerly called appeals, the petition process allows students to apply for reconsideration of their school assignment or denial of admission. The petition is a form in Submittable that is applied to every student's account, regardless of their school placement. Applicants may submit one petition to seek admission for up to five schools, which the applicant must rank in order of desire to attend.

Each ranked school will review the admission and decide whether to admit the student. The school's decision is final. If they are accepted, students will receive one placement in the highest-ranked school that offers them admission.

### PETITION REQUIREMENTS

- Student-authored essay indicating why they should be accepted. This must not be the same essay submitted with the original application. See petition form for additional details after receiving your decision.
- Three letters of recommendation OR two references and a supporting artifact. One letter of recommendation must be from a teacher in a core academic subject area.
- Most recent transcript or report card.
- Additional details with specific instructions will be sent to applicants via Submittable.
- Because of the short timeline, Mid-Year Transfer applications that are declined will be sent to applicant's desired schools for review prior to the decision being released. The decision that is announced is final and reflects a detailed additional review of the application.

## 2022 PETITION WINDOWS

Round 1	Jan. 14-Feb. 18
Round 2	July 29-Aug. 7

## FREQUENTLY ASKED QUESTIONS: SUBMITTABLE

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### **How do I log into my Submittable account?**

Visit [dpscd.submittable.com/login](https://dpscd.submittable.com/login) and enter your email address and password. If you do not remember your password, click the “Forgot?” button. Once you’re logged in, click on “Submissions” in the upper left corner of the screen.

### **How can I communicate with the Admissions Team regarding my application?**

Before you apply: Email [exam.schools@detroitk12.org](mailto:exam.schools@detroitk12.org) or call (313) 873-6345.

After you apply: Log into Submittable, select your submission and use the messaging feature to communicate with staff.

### **How do I check the status of my application?**

Log into your Submittable account and select “Submissions.” Under the tab “All Submissions,” you will see the status of your application. Your application will be In Progress until decisions are sent.

### **How can I make a change to an application I have already submitted?**

Log into Submittable and locate your submission (application). Click the name of the submission to open it up. You will see an Edit link in the upper-right corner of the Details page (between “Download” and “Withdraw”). Click the Edit link to submit a request to edit your application. Your request will be reviewed 24 to 48 hours after submitted. Please monitor your email or log back in to follow up.

### **How can I change the email address on my Submittable account?**

Click on the blue circle with your initials at the top right of the page. Select “Settings.” On the left side of the page, under “User Profile” select “Update Profile Info” and scroll down until you see the text box for your email address. You may update your mailing address in the “Profile Settings” area by using the boxes provided for this information. When finished, scroll down to the bottom of the page and click “Update Your Profile” to save your account information.

### **How can I invite people to collaborate with me on a submission?**

Applicants can invite another person to work on the application with them. To this, click on Invite Collaborators . A Dialog box will appear, asking you to enter the email addresses of your collaborators. Enter those addresses, then click Invite. Invited collaborators will receive an email, letting them know you’re invited them to collaborate on a draft submission using Submittable. Please remember that the essay must be the student’s original work.

After you’re sent invitations to collaborate, you can click on the Invite Collaborators link again any time to see the status of your invitations.

### **I cannot find my submissions in my account. Where are they?**

If you are unable to find your submissions, you may have more than one Submittable account. Try logging in with another email address, if you have one. If that doesn’t work, contact Submittable tech support by clicking on the black/white question mark in the upper right corner of the page.

*For more answers to Frequently Asked Questions, visit [detroitk12.org/examschools](https://detroitk12.org/examschools).*





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