

## 2017-2018 High School Admissions Dates

### Timeline for School Counselors

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Below is a timeline to help you keep track of all important due dates for the upcoming High School Admissions process. Remember that all student applications and decisions must be entered into SEMS. All dates are subject to change. Monitor SEMS and check your email regularly for updates or changes and fill in the dates as they are announced.

#### September

- Make sure you have an active SEMS account
- Register for a Fall School Counselor Workshop:  
<http://www.surveygizmo.com/s3/3764459/2017-High-School-Admissions-School-Counselor-Training-Registration>
- September 7:** Specialized Candidate List (SCL) opens in SEMS to begin entering registration for the Specialized High Schools Admissions Test (SHSAT) and/or LaGuardia High School Auditions
- September 7:** Applicant Submission List (ASL) opens in SEMS to begin entering pre-registration for select audition programs
- Distribute Audition Program Pre-Registration and Specialized High School Registration surveys to 8th graders
- Write to all families using email/letter templates; use the presentation to introduce families to the process
- Encourage students to attend the Citywide High School Fair on September 16 and September 17; meet with students to review the Fair Plan Ahead Guide
- Ensure that students are attending auditions and/or interviews for programs as necessary
- Start meeting with students to discuss high school choices
- Review accommodations for Specialized High School testing or audition for students who are English Language Learners, or students with disabilities who have Individualized Education Programs (IEP) or approved 504 Plans

#### October

- October 12:** Deadline to complete registration for the SHSAT and LaGuardia High School Auditions in SEMS on the SCL (or each student's RFT tab), and audition pre-registration for select Audition programs on the ASL
- October \_\_\_\*:** Pick up Round 1 High School Applications at your designated pick-up location or print applications in SEMS and distribute to students
- Encourage students to attend the Borough High School Fair(s) on October 14 and October 15
- October 18:** SHSAT Test Tickets and LaGuardia High School Audition Tickets available for distribution in SEMS.
- October 21 & 22:** SHSAT 8th grade testing weekend
- Encourage students to visit schools, attend open houses and auditions/interviews for programs as necessary
- Continue to meet with students to discuss high school choices
- Follow up with families of students requiring accommodations for Specialized High School testing or audition(s)
- October 25:** Make-up test requests and required documentation submission deadline for the October 29 SHSAT.
- October 29:** 9th grade testing weekend and for students who are English Language Learners, or students with disabilities who have Individualized Education Programs (IEP) or 504 Plans. Students requiring make-up tests will test on this day or November 5.

#### November

- Continue to encourage students to visit schools, attend open houses and auditions/interviews for programs as necessary
- November 1:** Make-up test requests and required documentation submission deadline for the November 4 SHSAT

\*Fill in the dates as they are announced. All dates subject to change. Please continue to check SEMS for updates.

- November 4:** 9th grade testing weekend and for students who are English Language Learners, or students with disabilities who have Individualized Education Programs (IEP) or 504 Plans. Students requiring make-up tests will test one this day.
- Late November:** Follow up with students who have not submitted Round 1 High School Application

## December

- December 1:** All completed and signed Round 1 High School Applications due to counselors
- Review all applications and meet with any student(s) necessary to discuss choices
- Follow up with any student(s) who have not submitted an application and students with fewer than 12 choices
- Enter Round 1 Application choices into SEMS

## January

- Make sure students visit schools, attend open houses, audition, and interview for programs as necessary
- January \_\_\_\_\_\*:** Deadline to enter Round 1 Application choices into SEMS

## March

- March \_\_\_\_\_\*:** Pick up Round 1 High School result letters at your designated pick-up location or print letters in SEMS and distribute to students
- March \_\_\_\_\_\*:** Distribute Round 2 High School Applications to all students who require one or those who are interested in participating
- Meet with students applying during Round 2 to discuss high school choices. Learn more about new schools or programs opening in September 2018, if applicable.
- Encourage students to attend Round 2 Fair on March 17 and March 18; flyers will be made available in SEMS and the High School Enrollment website for distribution to students
- March \_\_\_\_\_\*:** Collect Round 1 Application Responses; enter into SEMS
- March \_\_\_\_\_\*:** Collect all completed and signed Round 2 High School Applications; enter into SEMS
- Make sure students are attending auditions for any audition programs available in Round 2

## May

- May \_\_\_\_\_\*:** Pick up Round 2 High School result letters at your designated pick-up location or print letters in SEMS and distribute to students
- May \_\_\_\_\_\*:** Distribute Appeal Forms to all students who are interested
- May \_\_\_\_\_\*:** Completed and signed Appeal forms due back to counselor
- Meet with families interested in submitting appeals
- Review Appeals Guidelines for counselors
- May \_\_\_\_\_\*:** Deadline to enter Appeals in SEMS

## June

- June \_\_\_\_\_\*:** Pick up Appeal result letters at your designated pick-up location or print letters in SEMS and distribute to students
- Download final ASL in excel and save somewhere locally. Offers listed on the ASL are final and will be reflected in ATS only after the final List Notice in late June or early July.
- Distribute 2019 NYC High School Directory and the 2018-2019 Specialized High Schools Student Handbook to rising 8<sup>th</sup> grade students.

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