

ATTACHMENT II

➤ **Application Review Process for 2009-2010**

The SEED School of Maryland

Summary:

1) How SEED Maryland will apply the eligibility criteria for disadvantaged and 2) how SEED will conduct the review of each application submitted prior to the admissions lottery.



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Application Review Process 2009-2010

The SEED School of Maryland's recruitment efforts will focus on communities with the greatest needs and children and families that can best be served by the SEED experience. By law in Maryland, there are qualifying factors that students must meet to be entered into the lottery. Information on the qualifying factors will be rigorously gathered through the application process.

The SEED School of Maryland has clearly defined how students applying for eligibility into the 2009 admissions lottery meet the disadvantaged and at-risk category established by Maryland Education Article 8. The criteria defining "disadvantaged" require qualitative judgment in the review process. Factors that will be taken into consideration will include, but are not limited to:

A disadvantaged student is defined by law as a child who:

- (1) *Because of environmental conditions is not achieving at a level that is scholastically up to his potential abilities;*
 - Parent education level
 - Total gross annual income (300% of the federal poverty guidelines)
 - Legal custodian
 - With whom the child lives
 - Incarcerated family member(s) (immediate family or member of the household)
- (2) *Has to compensate for his inability to profit from the normal education program;*
 - English language learner (ELL) student
 - Monthly gross income
 - Parent response to child's weaknesses and strengths
 - Receives extra academic support
- (3) *Is 3 years old or older and under 19 and has not graduated from high school;*
- (4) *Has the potential to successfully complete a regular educational program leading to graduation from a high school; and*
 - In a gifted and talented program
 - Report card
 - Student recommendation
 - Maryland School Assessment (MSA) scores In Reading and/or Math
- (5) *Because of home and community environment, is subject to language, cultural, and economic disadvantages that make his completion of the regular educational program leading to graduation unlikely without special efforts by school authorities to provide stimulation of his potential in addition to the efforts involved in providing the regular educational programs. [Md. Educ. Art. §8-101(b)(1).]*
 - Total gross annual income (300% of the federal poverty guidelines)
 - Parent education level
 - Legal custody



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- Incarcerated family member (immediate family or member of the child's household)
- Caseworker/Social Worker
- Student arrest record

Determining disadvantaged criteria on application

We have revised the application to group together the questions being used to determine disadvantaged (questions #27-39) for easier reference.

Application review plan

Due to the natural flow of incoming applications, the school will convene an application review committee. The committee will be broken up into three teams to review applications on a rolling basis. A leader will be assigned to each group to assist with scheduling and overseeing the thoroughness of the review process.

All members of the committee will participate in several training sessions beginning in December to cover the following aspects of reviewing applications for eligibility into the lottery:

1. Understanding the law (Education Article 8, Subtitle 7 of the Maryland Annotated Code) which established The SEED School of Maryland.
2. Ensuring the adherence to the eligibility criteria as approved by the Maryland State Board of Education (on December 12, 2007) and the questions in the application which will determine eligibility.
3. Overview of the required documents to accompany the application in order to be considered complete.
4. Outlining the process to follow up with families who are missing documents (pertains to applications returned to the school before the application deadline of May 1, 2009).

In the case where reviewers cannot make a determination on the disadvantaged status of a student, the "leadership*" group will convene to discuss and make a determination on the eligibility of the student.

**The leadership group will include the Acting Head of School and Interim Principal, the Admissions and Parent Relations Manager, a representative from MSDE, and the respective leaders of each review team.*

Student application process

1. A Request for Student Application (RSA) completed (available on SEED website, and distributed via print and email or over phone with SEED staff).
2. Student applicant file created and information is entered into SEED MD confidential database.



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3. Student application mailed or given directly to parent/guardian (coded to match with Request for Student Application) within one week of receipt of RSA.
4. Follow-up with families to assist with completing application.
5. Completed applications received by May 1, 2009.
6. All basic applicant data will be entered into tracking database.
7. Applications will be reviewed by May 15, 2009 to finalize lottery eligibility.
8. Applicants will be informed of their eligibility status.

Review of applications

1. SEED will convene a comprehensive team of representatives from various departments and MSDE to conduct thorough reviews of prospective applications.
2. First review each application for completeness (all questions answered and all necessary documentation provided).
3. Review applications for eligibility as applications are received.
 - a. Only completed applications will be reviewed (if an application received before the deadline is missing documents, a staff member will follow up with the family).
 - b. Each application will be reviewed by a panel to ensure eligibility criteria are met.
 - c. Application reviews are assigned to panels at weekly check-in meetings.
 - d. Review team for 2009 will include staff members from administration, academic, student life, and student support.
4. Notice of application acceptance and eligibility or non-eligibility sent to family.
5. Invitation to lottery. Lottery to be held on May 30, 2009.



The SEED School of Maryland

The SEED School of Maryland Application Review Committee		
Team A	Team B	Team C
Team Leader: Nedra Ross, Admissions and Parent Relations Manager	Team Leader: Michael McCarthy, School Counselor	Team Leader: Ryan Brown, School Psychologist
Tasheena Harris, Math Teacher	Jerry Kountz, Acting Head of School	Kim Worth, ELA Teacher
Patrick Downes, Student Life Counselor	Laurel Spruill, Student Life Assistant	Kira Lanier, Student Life Counselor
Rachel Kraus, School Counselor	Gary Caldwell, Special Education Teacher	Joann Robinson, Manager of Campus Operations
Chuck Buckler, MSDE	Jose Acevedo, Student Life Manager	Josephine Bunyasi, School Nurse
	John McGinnis, MSDE	TBD, MSDE