

BEN FRANKLIN HIGH SCHOOL ADMISSIONS POLICY

PROCEDURE

1. Complete applications with all required documents must be submitted to the Admissions Office.
 - You may print it from the website (www.benfranklinhighschool.org and click the Admissions tab), or pick one up from the school. An online application is in development; please check the website for information.
 - Applications are accepted during school hours beginning in October.
 - Applications may be submitted in person, by mail, email, fax, or online (when available). The timely application deadline will be in January and the date specified in the Admissions Calendar. We will continue to accept applications after that date as long as space is available.
2. If the student does not have Iowa test scores, they will be scheduled to test when the application is submitted.
3. Test scores are mailed to the applicant when they are available (approximately a month after testing).
4. Acceptance letters are sent beginning in February of the year of application when we determine that the applicant is qualified to enter Benjamin Franklin High School and will continue on a rolling basis.
5. The final admission letter is sent from the principal when all required documents have been submitted including final report cards and LEAP scores where applicable.

VISITS TO THE SCHOOL

- **Our Admissions Open House is held in the fall every year; check the Admissions Calendar and/or the website for the date and time.** Our students, teachers, and administrators will be here to provide tours of the school, explain our academic and extracurricular programs and to answer questions.
- Families may schedule tours of the school by calling or emailing the Admissions Office. We are happy to provide guided tours but we do not provide for student “shadow” days.

ADMISSIONS REQUIREMENTS

Applying for 9th grade:

1. Residency in Orleans Parish.
2. 88 points on the admissions matrix which come from the reading, language, and math portions of the Iowa Test of Basic Skills taken in 7th grade and the 1st trimester or mid-year report card from 8th grade.
3. Promotion by the current school to 9th grade with no failing grades.
4. Passing score on the LEAP exam if you reside in Louisiana.

Applying for 10th grade:

1. Residency in Orleans Parish.
2. 88 points on the admissions matrix from the reading, language, and math portions of the Iowa Test of Educational Development and the 1st trimester or mid-year report card from 9th grade.
3. Promotion by the current school to 10th grade with no failing grades.
4. One credit each in English, math, science, social studies, and foreign language from your 9th grade school.

Applying for 11th grade:

1. Residency in Orleans Parish.
2. 108 points on our matrix from the reading, language, and math portions of the Iowa Test of Educational Development and the student’s transcript showing all high school grades.
3. Promotion by the current school to the 11th grade with no failing grades.
4. Two credits each in English, math, science, social studies, and foreign language.

Applying for 12th grade:

Applications are not accepted for senior year.

NOTE: We do not accept students after the beginning of the school year.

TESTING

For applicants from a Louisiana public school:

The Iowa test is the NRT portion of the iLEAP which compares students test scores to a national sample. It is given in all Louisiana public schools in the 7th grade. The 7th grade scores are used for admission to 9th grade. All 10th and 11th grade applicants must take the Iowa test at Franklin on one of the dates listed on the Admissions calendar.

For applicants from non-public schools (who do not give the Iowa) and other states:

Students will be registered for testing at Franklin upon receipt of a complete application. See the website for the test dates. Students are to arrive at 8:00 with two #2 pencils for testing.

For applicants who currently live outside of Orleans Parish:

You cannot apply to Franklin if you do not live in Orleans Parish. You can, however, determine whether your child meets academic criteria for Franklin if you are considering moving into the parish. There is a charge for testing if you live outside the parish. Call or email the Admissions Office for information.

For applicants after the last scheduled admissions test (see the website for the date):

The applicant must provide a battery of standardized achievement tests approved by the Director of Admissions and the Principal/CEO.

LEAP Testing:

Students in the 8th grade are required to pass the English/Language Arts and Math portions of the LEAP test to enter the 9th grade in a Louisiana Public School. That test will be administered to all 8th graders in the applicant's public school in the Spring of the year of application. Non-public school students who wish to enter the 9th grade at Franklin will be held to the same requirement and will be tested at Franklin during the year of application. Information about registration for LEAP testing will be sent to our applicants in January.

For applicants who wish to request a retest:

The public school Spring iLEAP is considered an initial test. Those students whose ITBS scores are not high enough to meet admissions requirements will be allowed to test *once* more at Franklin during the year of application. Students will be allowed to retest once with at least a three month waiting period between tests.

APPLICATIONS MUST INCLUDE COPIES OF:

- Student's birth certificate
- Student's social security card
- Immunization record
- Three (3) current proofs of residence in Orleans Parish from the following list:
 - >AFDC card
 - >Homestead Exemption form
 - >Cable or internet service bill
 - >LA State ID card
 - >Driver's license (front & back)
 - >Property tax bill
 - >Telephone bill
 - >Current lease or mortgage payment
 - >Official letter from Family Services
 - >Sewerage & Water Board bill
 - >Payroll check stub with home address
 - >Energy bill
- Current Individualized Education Plan (IEP), if applicable
- Most recent IOWA or iLEAP Norm Referenced Test (NRT) test scores, as applicable
- Current Individualized Accommodation Plan (IAP/504 Plan) documentation, if applicable

Midyear or 1st trimester report cards must be sent to the Admissions Office as soon as they are available in order to allow computation of matrix points and determination eligibility.