



**(Current RPS Students Only)**

Dear Parent/Guardian,

Welcome to the Richmond Public Schools District. If you are applying to a specialty school, please know that your application will not be complete until the required documentation is submitted to the school you are applying to. Below you will find the required documentation for each of our specialty schools.

## **Open High School**

Student Essay

Transcript

Standardized Test Scores

Attendance Information

Child Study/IEP/504 Plan, if relevant

School Counselor Document

## **Maggie L. Walker**

Suspension/Expulsion Letter, if relevant

Recommendation A

Recommendation B

Student Transcript Sheet (6-8)

Report Card

Proof of Residency

SOL Scores

## **Franklin Military Academy**

Math Teacher Recommendation

Discipline Report

English Teacher Recommendation

Essay

Transcript

First Semester Report Card

Attendance History

Standardized Test Data

IEP, 504 Plan, or other accommodations, if relevant

## **Appomattox Regional Governor's School**

Suspension/ Expulsion Letter, if relevant

Essay

Recommendation A

Recommendation B

Student Transcript Sheet (6-8)

Report Card

Proof of Residency

SOL Scores

**Richmond Community High School**

Teacher Nomination  
Community Leader Nomination  
Proof of Residency 1  
Proof of Residency 2  
School Counselor Report  
Cumulative Transcript  
Report Card  
SOL  
ADC  
Attendance/Tardiness Report

**International Baccalaureate Programme at Thomas Jefferson High School**

Report Card  
IEP/504, if relevant  
Adult Recommendation  
Teacher Recommendation  
Proof of Residency  
Student Conduct History  
Cumulative Transcript  
PSAT Scores  
SOL Scores

**International Baccalaureate Programme at Lucille Brown**

Report Card  
IEP/504, if relevant  
Adult Recommendation  
Teacher Recommendation  
Proof of Residency



Navigate to: <https://richmond-bts-schoolchoice.hosted.src-solutions.com/>

- Username will be the **student ID** prefaced with 2 zeros. EX: 001234567
- Password is the student **date of birth** in this format: **xx/xx/xxxx** (be sure to include the forward slashes)
- Press **Login**

Richmond Public Schools  
Richmond School Choice

RPS

### Student Application

You will require your login information to accept an offered seat. Already have a login?

Username

Password

[Login Help](#)

**Login**

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- The student name will appear.
- Press **edit** to begin the application.

Richmond Public Schools  
Richmond School Choice

RPS

### Your Students

This page displays information on all of the primary guardian's students.

First Name	Last Name	Status	
<input type="text"/>	<input type="text"/>	Saved	<input type="button" value="Edit"/> <input type="button" value="Delete Student"/>

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- This is the primary contact information page, please ensure that the information is correct.
- ***If any of the pre-populated information is incorrect, please contact your child's current school to have this information updated in the Aspen Student Information System!!***
- Press **save and next**

**RPS**

Start → Continue → Save → Done

### Primary Contact

Only a parent/legal guardian is allowed to submit an application on behalf of a student.

**If any of the pre-populated information is incorrect, please log out and contact your school to update before continuing the application.**

- Today's date: 10/18/2016
- Contact first name: [Redacted]
- Contact last name: [Redacted]
- Email address to be used for application notifications: you@email@email.com
- Home phone: [Redacted] 6
- Cell phone: [Redacted] 6
- Work phone: [Redacted]

**Physical Address**

Street number: [Redacted]

Street direction: E

Street name: [Redacted]

Street type: Street

Unit number: [Redacted]

City: Richmond

State: VA

Zip code: [Redacted]

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Back Save and Next

- Please read and pay attention to instructions regarding seats **offered, waitlists, and acceptance rules.**
- Press **save and next**

**Richmond Public Schools**  
Richmond School Choice

RPS

Start → Continue → Save → Done

### Placement -

If you are a guardian or student viewing your results you may log out from this page without saving. In order to save your acceptance choice, please continue to a subsequent page and then you can log out.

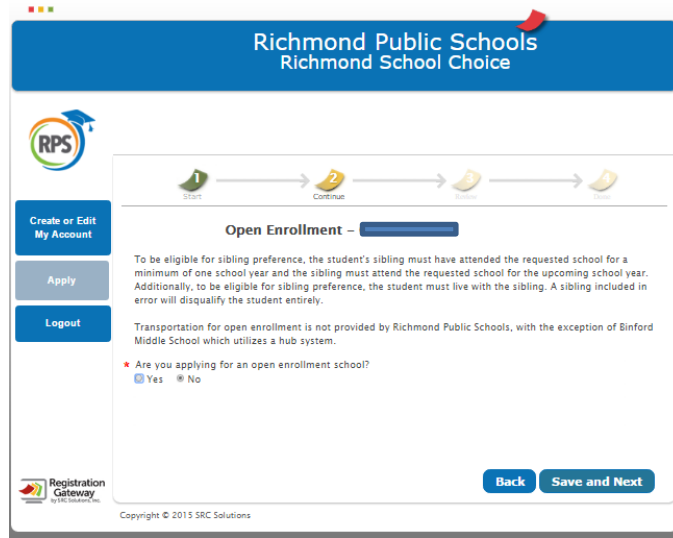
If multiple seats are offered, the student is shown all seat offered/waitlist/denied statuses. The student may not choose more than one acceptance. The student will be given the opportunity to remain on multiple waitlists. As the waitlists shuffle, and new seats are offered, the student must again decide between their acceptance and the new seat offered.

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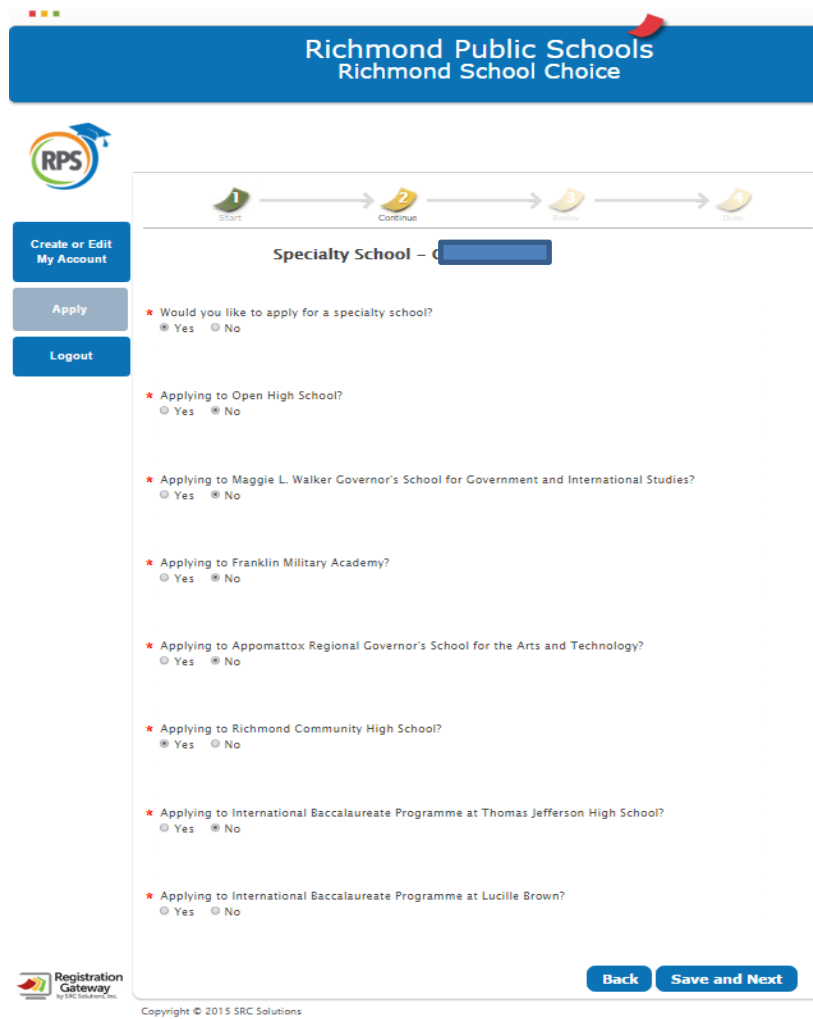
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Back Save and Next

- To apply for a specialty school, select **NO** to bypass open enrollment
- Press **save and next**





- Please select **YES** for the **specialty schools** you would like your child to apply to. Also, make sure that you select **NO** for the schools you **do not** wish to apply to.
- Press **save and next**



- Review the race and ethnicity data for your student
- Press **save and next**

## Richmond Public Schools Richmond School Choice





Create or Edit  
My Account

Apply

Logout

### Student Race/Ethnicity – [REDACTED]

**Below is what the district has for your student's ethnicity and race. If they are not correct, please contact the district to resolve.**

We collect and record ethnic identity of students in accordance with federal categories and definitions. The information is confidential in accordance with all state and federal student privacy laws and regulations and will be used to:

- Plan educational programs and make sure they are readily available to all students
- Analyze differences in academic performance, attendance and completion of school
- Report information to the state and federal education departments

**Ethnicity** – Hispanic, Latino, or of Spanish origin means a person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race

**American Indian or Alaska Native** – A person having origins in any of the original people of North American and who maintains cultural identification through tribal affiliation or community recognition. e.g. Cherokee, Mohawk, Inuit.

**Asian** – A person having origins in any of the original people of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine islands, Thailand, and Vietnam

**Native Hawaiian or other Pacific Islander** – A person having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands

**Black or African American** – A person having origins in any of the black racial groups of Africa

**White** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East

Is the student Hispanic or Latino?  
 Yes  No

American Indian or Alaska Native  
 Yes  No

Asian  
 Yes  No


Black or African American  
 Yes  No

Native Hawaiian or other Pacific Islander  
 Yes  No

White  
 Yes  No

Back

Save and Next



- Please complete all fields to the best of your ability.
- Where appropriate, please scan and upload requested documents. If you do not have access to a scanner, please bring the requested documents to the school your child is applying to and request assistance with attaching these documents to your child's application.
- Please click **save and next**



Create or Edit My Account

Apply

Logout



Richmond Community High School – John Parent

Delete This Student

Please download and complete the nominations by clicking the link below

[Richmond Community High School Application](#)

- \* Preferred name  
John Parent
- \* Student age  
16
- \* Number of children in household  
2
- \* Do you live in the city of Richmond?  
 Yes  No

All applicants must live in the city of Richmond, Virginia

\* Please discuss your hobbies, talents and activities in which you enjoy participating.

This verbiage has been entered as a placeholder.  
Please enter appropriate content as suggested.

\* Please discuss your special accomplishments of the past two academic years.

This verbiage has been entered as a placeholder.  
Please enter appropriate content as suggested.

\* I understand that I must have a minimum average of "B" in my middle school program to become a student of Richmond Community High School. I understand that I must maintain a C+ average to remain in the Richmond Community High School Program. I understand that in order to enroll in RCHS, I must attend the New Student Orientation Program.  
 Yes  No

**Parent Permission Form.**

Your child is applying for admission to Richmond Community High School, a rigorous college preparatory program of Richmond Public Schools. The RCHS mission, application process and selection process is described to you on a separate page of the RCHS Student Application, linked at the top of the page. This will require some testing as well as the review of your child's records. Because admission is strictly scored, there is no appeal process.

Your child will be scheduled to participate in a short interview and evaluation session. During this time, students will be given mathematics, reading and writing assessments. These tests provide valid and reliable indications of a student's ability to succeed in the RCHS program.

Please return this form, the requested proof of residency and the completed application package to your child's guidance counselor.

In order to be considered for admission, we must have written permission to assess your child.

We also must have documentation of your residency in the City of Richmond. Please provide us with copies of any two of the following items, noting that documents may not be more than 60 days old: \*Lease \*Utility Bill \*Mortgage Statement

We will not be able to accept a telephone bill or a driver's license.

**Initial below**

- \* I give permission for my son/daughter to be assessed as described in the RCHS Selection Process.
- \* Without parent/guardian consent, a student will not be considered for admission to RCHS.
- \* I understand that students must attend the mandatory New Student Orientation.
- \* I understand that I must attend a mandatory New Parent Orientation.

Please upload as many of the following documents as you can to expedite the application process. If you have already provided an identical document within this application, you do not need to provide it again (e.g. Proof of Residency).

Upload proof of residency 1  
 No file chosen

Upload proof of residency 2  
 No file chosen

Teacher Nomination  
 No file chosen

Community Leader Nomination  
 No file chosen

School Counselor Report  
 No file chosen

Report Card  
 No file chosen



Back Save and Next

- On this screen, your **electronic signature is required**
- Once signed, select yes, then press **save and next**

**Richmond Public Schools**

RPS

1 Start → 2 Continue → 3 Review → 4 Save

**Finishing Up – John Parent** **Delete This Student**

Signature indicates that all student application information is complete and accurate to the best of your knowledge.

\* Enter your name below. It is a legally binding electronic signature that will be added to district registration forms.

\* I have completed this student.  
 Yes

Next, you will review the information you have entered. Then you will view the checklist of items that may still need to be completed after you exit this portal. Finally, you will have an opportunity to schedule your appointment with the district. This will complete your on-line process.

**Back** **Save and Next**

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- Please review all the information that you entered for your child’s specialty school application
- Click **save and next**

**Richmond Public Schools**

RPS

1 Start → 2 Continue → 3 Review → 4 Save

**Create or Edit My Account**  
**Apply**  
**Logout**

Please be patient as this page loads.

Below, you can review your answers. To make a change, click on the answer you would like to edit, make your change(s), and click save to the right of the answer. When you are done reviewing, click "Save and Next". A window will pop up asking if you would like to add another student.

[Primary Contact](#)[Placement](#)[Student Contact](#)[20Open Enrollment](#)[Specialty School](#)[Student Race / Ethnicity](#)[Richmond Community High School](#)[Finishing Up](#)

**Primary Contact**

\* Contact first name  
Joe

\* Contact last name  
Parent

\* Email address to be used for application notifications  
youremail@email.com

\* Home phone  
(804)123-1234

Cell phone  
Work phone

**Physical Address**

\* Street number  
1234

\* Street name  
BROAD STREET RD

\* Do you live in an apartment/building/unit?  
No

**Back** **Save and Next**

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- This screen indicates you have completed the **specialty school application** process.
- **Press continue** then press **OK**.

**Richmond Public Schools**

**RPS**

1 Start → 2 Continue → 3 Review → 4 Done

### Final Checklist / Download PDF

Congratulations! You have completed the first step in the application process. Here's what you'll need for your application. To view or print a PDF of these instructions, scroll to the bottom of the page and click on the "Download PDF" button.

You need Adobe Reader installed on your computer in order to open a PDF file. If it is not installed, please install before clicking the "Download PDF" button.

Dear Parent/Guardian,  
Welcome to the Richmond School District. If you are applying to a specialty school, please know that your application will not be complete until the required documentation is submitted to the school you are applying to.

**Open High School**  
Student Essay  
Transcript  
Standardized Test Scores  
Attendance Information  
Child Study/IEP/504 Plan, if relevant  
School Counselor Document

**Maggie L. Walker**  
Suspension/Expulsion Letter, if relevant  
Recommendation A  
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Student Transcript Sheet (6-8)  
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SOL Scores

**Franklin Military Academy**  
Math Teacher Recommendation  
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**Appomattox Regional Governor's School**  
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**Richmond Community High School**  
Teacher Nomination  
Community Leader Nomination  
Proof of Residency 1  
Proof of Residency 2  
School Counselor Report  
Cumulative Transcript  
Report Card  
SOL  
ADC  
Attendance/Tardiness Report

**International Baccalaureate Programme at [unclear]**  
Report Card  
IEP/504, if relevant  
Adult Recommendation  
Teacher Recommendation  
Proof of Residency  
Student Conduct History  
Cumulative Transcript  
PSAT Scores  
SOL Scores

**International Baccalaureate Programme at Lucille Brown**  
Report Card  
IEP/504, if relevant  
Adult Recommendation  
Teacher Recommendation  
Proof of Residency

Application completed successfully

**Ok**

**Download PDF** **Back** **Continue**

Registration Gateway

- This screen indicates you have **completed** the specialty school online application process.
- If you wish to edit any of the information provided thus far, simply click the **edit** button to update information.

**Richmond Public Schools**

**RPS**

### Your Students

This page displays information on all of the primary guardian's students.

First Name	Last Name	Status		
John	Parent	Complete	<a href="#">Edit</a>	<a href="#">Delete Student</a>

[Checklist/Appointment](#)

[Create or Edit My Account](#)

[Apply](#)

[Logout](#)

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