



Specialty Schools Online Application Guide for Prospective Students

(Students **NOT** Currently Enrolled in RPS)

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. Please see the requirements for each specialty school below.

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



Specialty Schools Online Application Guide for Prospective Students (Students **NOT** Currently Enrolled in RPS)

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

- Click the **START** button to begin the application process for students not currently enrolled in RPS

- Check the **I'm ready to begin** box
- Press **save and next**

- On the Create or Edit my account screen complete all fields with a **RED asterisk**
- **PLEASE ENTER A VALID E-MAIL ADDRESS. This address is used for notification purposes and password resets.**

Richmond Public Schools
Richmond School Choice New Student

RPS

Create or Edit My Account

Apply

Logout

Create or Edit My Account * = required field

Username*
JoeParent

Email address (needed if you forget your password)
youremail@email.com

Password*

Confirm Password*

Challenge Question (in case you forget password)*
What is your favorite movie?

Challenge Answer (ANSWER IS CASE SENSITIVE)*
Lean On Me

Save and Next

Registration Gateway
by SRC Solutions, Inc.

Copyright © 2015 SRC Solutions

- If you live outside the City of Richmond, type in your current address. Please note, you will need to provide proof of residence within the City of Richmond prior to your child being awarded a seat via open enrollment/specialty school application
- Press **save and next**

Richmond Public Schools
Richmond School Choice New Student

RPS

Create or Edit My Account

Apply

Logout

Start → Continue → Review → Done

Primary Contact

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

* 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?
 Yes No

* City
Richmond

* State
VA

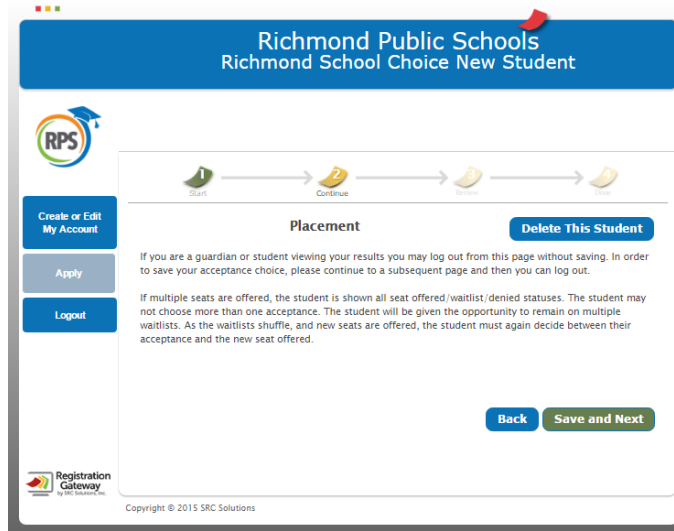
* Zip code
23225

Back Save and Next

Registration Gateway
by SRC Solutions, Inc.

Copyright © 2015 SRC Solutions

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



- On **student page** shown below, please indicate student's **current grade at the time of application and expected grade for the next school year.**
- After completion, press **save and next**

- If you would like to add a second contact, click on yes. If not, choose no
- Press **save and next**

Richmond Public Schools
Richmond School Choice New Student

RPS

1 Start → 2 Continue → 3 Review → 4 Done

Contact 2 – John Parent **Delete This Student**

*** Would you like to provide information for another contact?**
 Yes No
** Required*

Back **Save and Next**

Registration Gateway by SRC Solutions, Inc.
Copyright © 2015 SRC Solutions

- If you do not wish to apply via open enrollment, select no.
- Press **save and next**

Richmond Public Schools
Richmond School Choice New Student

RPS

1 Start → 2 Continue → 3 Review → 4 Done

Open Enrollment – John Parent **Delete This Student**

To be eligible for sibling preference, the student's sibling must have attended the requested school for a minimum of one school year and the sibling must attend the requested school for the upcoming school year. Additionally, to be eligible for sibling preference, the student must live with the sibling. A sibling included in error will disqualify the student entirely.

Transportation for open enrollment is not provided by Richmond Public Schools, with the exception of Binford Middle School which utilizes a hub system.

*** Are you applying for an open enrollment school?**
 Yes No

Back **Save and Next**

Registration Gateway by SRC Solutions, Inc.
Copyright © 2015 SRC Solutions

- Please select **YES** for **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**



Create or Edit My Account

Apply

Logout

Specialty School – John Parent

Delete This Student

* Would you like to apply for a specialty school?
 Yes No

* Applying to Open High School?
 Yes No

* Applying to Maggie L. Walker Governor's School for Government and International Studies?
 Yes No

* Applying to Franklin Military Academy?
 Yes No

* Applying to Appomattox Regional Governor's School for the Arts and Technology?
 Yes No

* Applying to Richmond Community High School?
 Yes No

* Applying to International Baccalaureate Programme at Thomas Jefferson High School?
 Yes No

* Applying to International Baccalaureate Programme at Lucille Brown?
 Yes No



Back

Save and Next

- Please select all race/ethnicity options that apply.
- Press **save and next**



Create or Edit My Account

Apply

Logout

Student Race/Ethnicity – John Parent

Delete This Student

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

If at least one race is not selected, the registrar will select a primary race for the student.


- * 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 you are applying to and request assistance with attaching these documents to your child's application.
- Please click **save and next**



1 Start

2 Continue

3 Review

4 Save

Richmond Community High School – John Parent

[Delete This Student](#)

[Create or Edit My Account](#)

[Apply](#)

[Logout](#)

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
[Choose File](#) No file chosen


Upload proof of residency 2
[Choose File](#) No file chosen

Teacher Nomination
[Choose File](#) No file chosen

Community Leader Nomination
[Choose File](#) No file chosen

School Counselor Report
[Choose File](#) No file chosen

Report Card
[Choose File](#) 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
Richmond School Choice New Student

RPS

1 Start → 2 Continue → 3 Review → 4 Done

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.

JP

* 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.

Registration Gateway by SRC Solutions, Inc. [Back](#) [Save and Next](#)

Copyright © 2015 SRC Solutions

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

Richmond Public Schools
Richmond School Choice New Student

RPS

1 Start → 2 Continue → 3 Review → 4 Done

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](#) [2](#) [Open 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](#)


Registration Gateway by SRC Solutions, Inc. [Back](#) [Save and Next](#)


Copyright © 2015 SRC Solutions

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

Richmond Public Schools

Richmond School Choice New Student





[Create or Edit My Account](#)

[Apply](#)

[Logout](#)

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

Maqqie 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


Application completed successfully

Ok

Download PDF

Back

Continue



- 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
Richmond School Choice New Student

RPS

Your Students

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

First Name	Last Name	Status		
John	Parent	Complete	Edit	Delete Student

Checklist/Appointment

Registration Gateway
by SRC Solutions, Inc.

Copyright © 2015 SRC Solutions