

ONLINE REFERRAL AND PLACEMENT

Training for METCO Directors



OUR SHARED GOALS

EQUITY

Online application
Lottery-based referral order

EFFICIENCY

Online referral
District-based waiting list

TRANSPARENCY

Published selection guidelines
Family communication

HQ

- System stops ineligible or incomplete applications from entering lottery
- Referrals are made in a consistent and transparent order

FAMILIES

- Referred to a maximum of one district
- Informed of which district that is
- Three defined statuses: offered a seat, declined, or placed on a district waiting list for a potential offer later
- May withdraw or cancel, but may not re-apply until next year

DISTRICTS

- May request up to twice the number of families as they anticipate slots
- Should expect to communicate with all referred families through Schoolmint software
- May use holistic criteria to offer enrollment
- Can decline students or place them on waiting list
- Must draw from the waiting list before requesting additional referrals

CHANGES FROM LAST YEAR



- Software that schools and districts use to manage student applications and lotteries.
- Used by 10,000 schools (nearly 1 out of 10 schools in the country) serving 4 million students and families.
- Highly customized for METCO's unique application and referral process, though there are some confusing labels.

WHAT IS SCHOOLMINT?

Translating from Schoolmint

What SchoolMint calls a “school” is the box an application is placed in.

- Students applied to a “school” called **The METCO Program**.
- You have access to two “schools”: **[District]** and **PENDING: [District]**.
- HQ will refer students from the **METCO Program “school”** to a “school” called **PENDING: [District.]**
- You will transfer accepted students from the **PENDING: [District] “school”** to the **[District] “school.”**

WHAT IS SCHOOLMINT?

- ✓ What is your role?
- Superintendent
- Chancellor
- Principal
- Associate Principal
- Office Manager
- Teacher
- Board of Directors
- Chief Executive Officer
- Chief Operations Officer
- Chief Technology Officer
- Director of Technology
- Academic Affairs
- Business Affairs
- Other Staff
- I don't work for this district

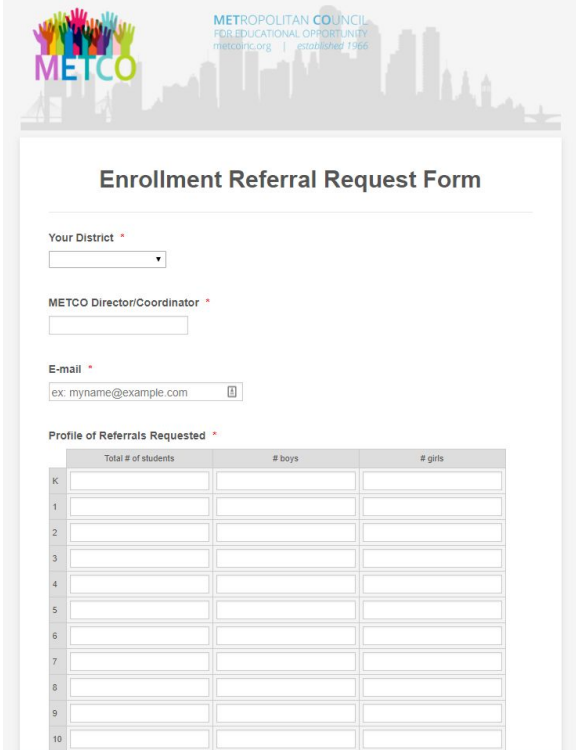
← A Note About This Question

WHAT IS SCHOOLMINT?

1. What is Schoolmint?
2. Requesting a referral
3. Receiving a referral
4. Engaging your cohort
5. Making offers/declining/placing on wait list

TODAY'S TRAINING

Just like last year,
but with a consistent guideline
for numbers
(up to 2x available seats)



The screenshot shows the METCO Enrollment Referral Request Form. At the top left is the METCO logo, and at the top right is the Metropolitan Council logo with the text 'METROPOLITAN COUNCIL FOR EDUCATIONAL OPPORTUNITY', 'metcouncil.org', and 'established 1965'. The form title is 'Enrollment Referral Request Form'. It contains several input fields: 'Your District' (a dropdown menu), 'METCO Director/Coordinator' (a text box), and 'E-mail' (a text box with a placeholder 'ex: myname@example.com' and a help icon). Below these is a table titled 'Profile of Referrals Requested' with three columns: 'Total # of students', '# boys', and '# girls'. The rows are labeled with grade levels from 'K' to '10'.

	Total # of students	# boys	# girls
K			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

REQUESTING A REFERRAL

Log In

Username

[Forgot Username?](#)

Password

[Forgot Password?](#)

Ready, Set, Go!

If you don't have an account
Please [Sign Up](#) first.

Open Schoolmint

For today, log in as ARLINGTON, CONCORD/CARLISLE, DOVER/SHERBORN, BRAINTREE

RECEIVING A REFERRAL



ONLINE APPLICATION

Verification Deadline: **DEC. 8, 2019**

Final Deadline: **JANUARY 3, 2020**

Wilmary Tejada
Admin



Help -

Dashboards -

Application Index

Reports -

Communications -

Admissions -

Settings

Student search



Go to Application Index

RECEIVING A REFERRAL



Application Index ?

+ Create Custom View

All Groups

None selected

All Statuses

All Priorities

All Districts

All Grades

All Application Types

Select all

ARLINGTON

Pending: ARLINGTON

Search

Filter for Pending: [YOUR DISTRICT]

Click Search

RECEIVING A REFERRAL



Application Index ?

+ Create Custom View

All Groups

Pending: ARLINGT...

All Statuses

All Priorities

All Districts

All Grades

All Application Types

This is your cohort!

Search

Results per page: 25

Showing 1 to 1 of 1 entries

Export as CSV / XLS

Sort Records

Filter your query here

<input type="checkbox"/>	Student Name	Grade	School	Contact Phone	Username	Application Status	Accepted / Applied	Priority	Application Type	Submitted At	Details
<input type="checkbox"/>	Amino, Anna	4	Pending: ARLINGTON	5888888888	amnia@gmail.com	Submitted	0/1	No Priority	Post Enrollment	10/01/2019 16:40:23 EDT	View

← Previous

1

Next →

1. What is Schoolmint?
2. Requesting a referral
3. Receiving a referral
- 4. Engaging your cohort**
5. Making offers/declining/placing on wait list

TODAY'S TRAINING



Application Index ?

+ Create Custom View

All Groups

Pending: ARLINGT...

All Statuses

All Priorities

All Districts

All Grades

All Application Types

Check the box for the person you want to email
Select Bulk Action → Email/Text Message

Export as CSV / XLS

Sort Records

Select Bulk Action

Filter your query here

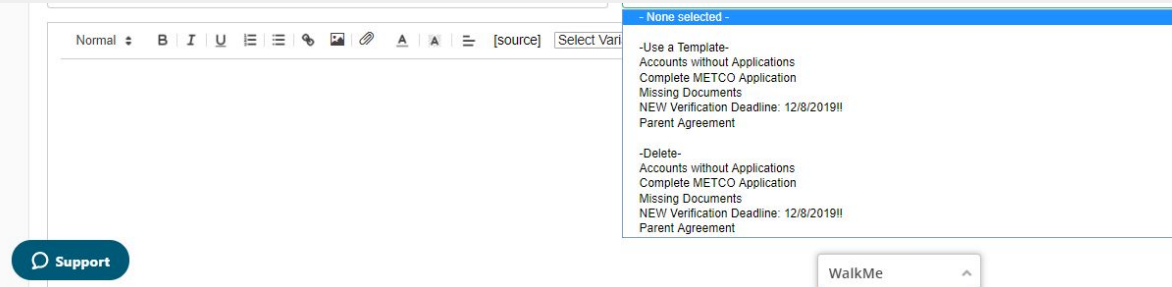
<input type="checkbox"/>	Student Name	Grade	School	Application Status	Accepted / Applied	Priority	Application Type	Submitted At	Details
<input checked="" type="checkbox"/>	Amino, Anna	4	Pending ARLINGT...	Submitted	0/1	No Priority	Post Enrollment	10/01/2019 16:40:23 EDT	View

- Email / Text Message
- Send Set Password Message
- Change School
- Change Grade
- Apply Priority
- Add Note
- Change Submission Date
- Move to Open-Enrollment
- Move to Post-Enrollment
- Change Preferred Language

Send a message to students and their families ?

Advantages:

- Send same message to all families
- Pre-written templates you can personalize
- Record of all communication in one place



ENGAGING YOUR "COHORT"



Communication log

- Send Message
- Mail Letters
- Scheduled Messages
- View Log**
- Export Contacts

Automatic record of who has received messages.

Results per page: 25

Showing 1 to 25 of 1247 entries

Export as CSV / XLS

Filter your query here

Date	Send Method	Email Subject	Initiated by	Recipient Type	Recipient details
12/06/2019 10:48:21 EST	Automated Message	Lonnie Daniels METCO Application Submitted	aasha.daniels@gmail.com	Group, School, Grade, Status:	View Details
12/06/2019 10:32:00 EST	Automated Message	Instrucciones para restablecer la contraseña	fifabelen@hotmail.com	Group, School, Grade, Status:	View Details
12/06/2019 10:14:43 EST	adhoc	Completed METCO Application!!	wtejeda@metcoinc.org	Group, School, Grade, Status:	View Details
12/06/2019 10:06:16 EST	Automated Message	Isaiah Joyner METCO Application Submitted	mjoyner1@gmail.com	Group, School, Grade, Status:	View Details
12/06/2019 10:05:24 EST	Automated Message	Yandy Ortiz Santana METCO Application Submitted	Cmsantanaramirez@gmail.com	Group, School, Grade, Status:	View Details
12/06/2019 09:58:20 EST	Automated Message	Reset password instructions	aysha.garcia7@gmail.com	Group, School, Grade, Status:	View Details

Document the selection process with Notes:

Records for the 2020-2021 School Year

My Schools

TYPE SCHOOL

Application

Pending: ARLINGTON

Other Schools

TYPE SCHOOL

Notes

Notes

Author Email

kexume@metcoinc.org

wtejeda@metcoinc.org

Cancel

The METCO Program

12/04/2019

Message

Fake Application

Other

Add Student Note

Select the note's type:

Select the schools relevant to this note:

Type the note's message

Close

Add Note

Add Note

Open application
Open Notes section
Click Add Note

Support

WalkMe

1. What is Schoolmint?
2. Requesting a referral
3. Receiving a referral
4. Engaging your cohort
5. **Making offers/declining/placing on wait list**

TODAY'S TRAINING



Log in → Go to Application Index → Filter for Pending:[DISTRICT]
Go to application → Change School
Change to [DISTRICT]
(do not check notification)

Results per page: 25

Showing 1 to 1 of 1 entries 1 selected

Export as CSV / XLS

Sort Records

Select Bulk Action

Filter your query here

<input type="checkbox"/>	<u>Student Name</u>	<u>Grade</u>	<u>School</u>	<u>Name</u>	<u>Application Status</u>	<u>Accepted / Applied</u>	<u>Priority</u>	<u>Application Type</u>	<u>Submitted At</u>	<u>Details</u>
<input checked="" type="checkbox"/>	Amino, Anna	4	Pending ARLING	mail.com	Submitted	0/1	No Priority	Post Enrollment	10/01/2019 16:40:23 EDT	View

- Email / Text Message
- Send Set Password Message
- Change School**
- Change Grade
- Apply Priority
- Add Note
- Change Submission Date
- Move to Open-Enrollment
- Move to Post-Enrollment
- Change Preferred Language

Log in → Go to Application Index → Filter for [DISTRICT]
Go to application → Select Bulk Action → Make Offers
Include notification

The screenshot shows a web application interface for managing student applications. At the top, there are buttons for 'Export as CSV / XLS', 'Sort Records -', and 'Select Bulk Action -'. A search bar on the right contains the text 'Filter your query here'. Below these is a table with columns: 'Student Name', 'Grade', 'School', 'Application Name', 'Application Status', 'Accepted / Applied', 'Priority', 'Application Type', 'Submitted At', and 'Details'. A yellow banner across the table reads 'Records selected. Click here to undo this selection.' The 'Select Bulk Action' dropdown menu is open, listing various actions: 'Email / Text Message', 'Send Set Password Message', 'Change School', 'Change Grade', 'Apply Priority', 'Add Note', 'Change Submission Date', 'Move to Open-Enrollment', 'Move to Post-Enrollment', 'Change Preferred Language', 'Cancel Applications', 'Withdraw Applications', and 'Make Offers'. The 'Make Offers' option is circled in red. At the bottom left, there is a 'Support' button.

Student Name	Grade	School	Application Name	Application Status	Accepted / Applied	Priority	Application Type	Submitted At	Details
<input type="checkbox"/>									
<input checked="" type="checkbox"/>	4	Pend ARLING	mail.com	Submitted	0/1	No Priority	Post Enrollment	10/01/2019 16:40:23 EDT	View

MAKING AN OFFER

Log in → Go to Application Index → Filter for [DISTRICT]
Go to application → Select Bulk Action → **Withdraw Applications**
Choose Reason → select **District Decline: space not available**
Don't use the automatic notification—use the METCO template

The screenshot shows a web application interface for managing student applications. At the top, there are buttons for 'Export as CSV / XLS', 'Sort Records -', and 'Select Bulk Action -'. A search bar on the right contains the text 'Filter your query here'. Below these is a table with columns: 'Student Name', 'Grade', 'School', 'Application Name', 'Application Status', 'Accepted / Applied', 'Priority', 'Application Type', 'Submitted At', and 'Details'. A row is highlighted in yellow, showing 'Amino, Anna' in grade 4, with a status of 'Submitted' and a submission date of '10/01/2019 16:40:23 EDT'. A dropdown menu is open over the 'Select Bulk Action -' button, listing various actions. The 'Withdraw Applications' option is circled in red. Other options include 'Email / Text Message', 'Send Set Password Message', 'Change School', 'Change Grade', 'Apply Priority', 'Add Note', 'Change Submission Date', 'Move to Open-Enrollment', 'Move to Post-Enrollment', 'Change Preferred Language', 'Cancel Applications', 'Make Offers', and 'Move to Waitlist'. A 'Support' button is visible in the bottom left corner.

DECLINING

- Leave application status as PENDING
- Use template to notify family

PLACING ON WAIT LIST



TODAY'S TRAINING

Create an admissions committee and develop
your local admissions criteria

Submit referral requests using the online form on or after Feb. 1

Share feedback and questions as they come up!

Optional: Offer your perspective to prospective families
at an Info Session in January

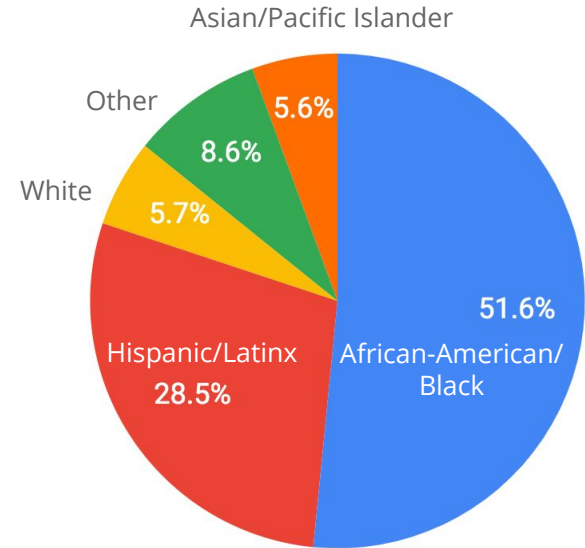
Optional: Invite HQ Enrollment staff to your orientation
so we can support messaging around cohort, etc.

WHAT YOU CAN DO NEXT

	2018-20 requests	2019-20 applications submitted as of 12/9	
TOTAL:	817	579	71%
K	255	195	76%
1	164	97	59%
2	71	40	56%
3	45	35	78%
4	40	32	80%
5	70	28	40%
6	57	33	58%
7	21	40	190%
8	25	22	88%
9	65	45	69%
10	4	8	200%

+ 305 additional applications begun

Racial identifications of applicants to date



APPLICATION DASHBOARD

It's Time to Apply to the METCO Lottery

Now in its 53rd year, METCO is the nation's largest voluntary school desegregation program. The METCO program refers more than 3,100 children to over 190 suburban public schools across 33 districts in Massachusetts. Open to all Boston residents, METCO is just one of the many enrollment options for your child—but there are some important points you need to take into consideration as you factor METCO into your family's personal school choice basket.

New for 2019: METCO has moved from a waitlist system to an Online Lottery Application process. With a new process comes new deadlines—and if you're interested in considering METCO as one of your school options for next year, the time to apply is **right now**.

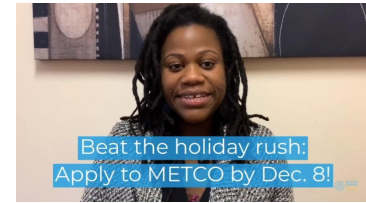
Action for Boston Community Development, Inc.
Head Start & Children's Services

THE BAY STATE
Banner

**Dorchester
Reporter**

Boston Bulletin
citywide news • street by street

THE
HYDE PARK BULLETIN



**APPLICATION DEADLINE:
JANUARY 3, 2020**

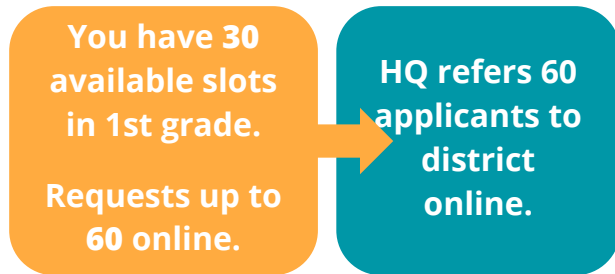
Your child can get a great education, make lifelong friendships, and thrive in a diverse world!

METCO is a **school integration program** that enrolls Boston students from grades K-10 in participating suburban public schools.

Learn more and apply at metcoinc.org.

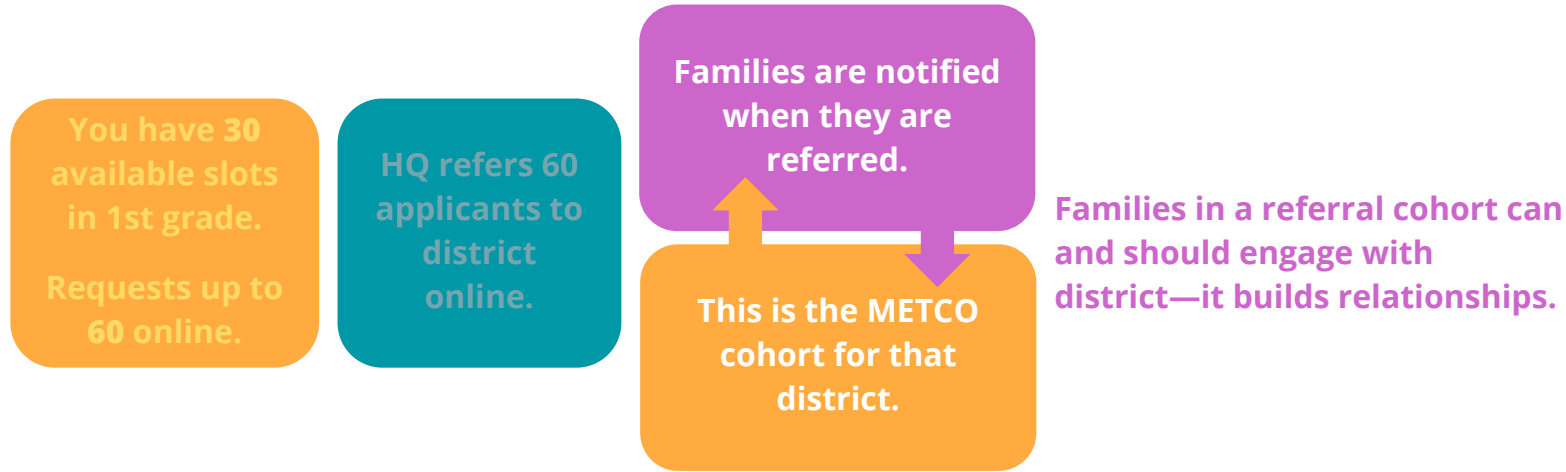
metcoinc.org/apply
QUESTIONS? CALL 617-427-1545

OUTREACH STRATEGIES



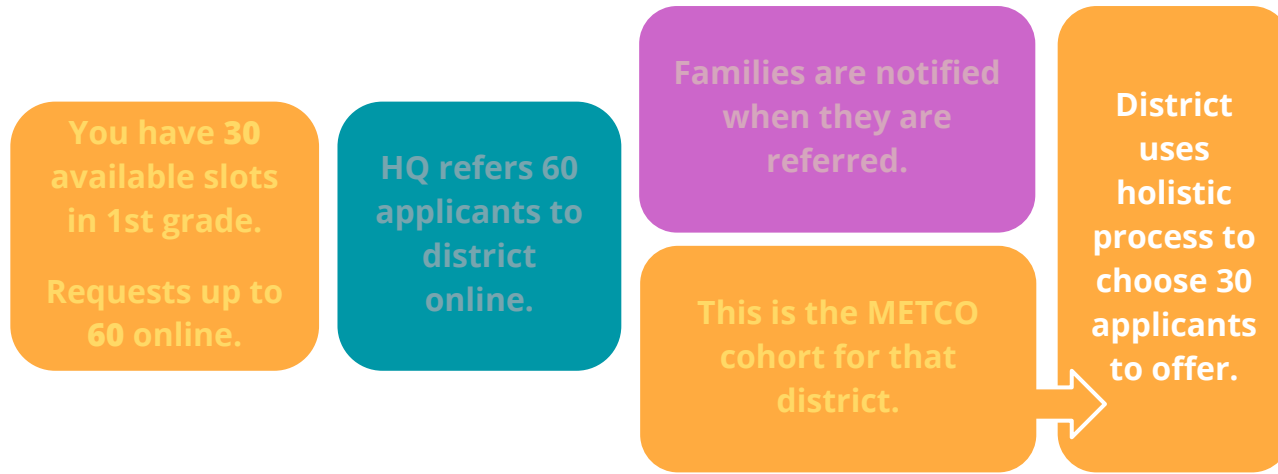
REFERRAL COHORT

- Up to 200% of slots
- Receive applications digitally within one week of request
- Each family only referred once
- Referral season begins Feb. 1 (with exceptions for special circumstances)



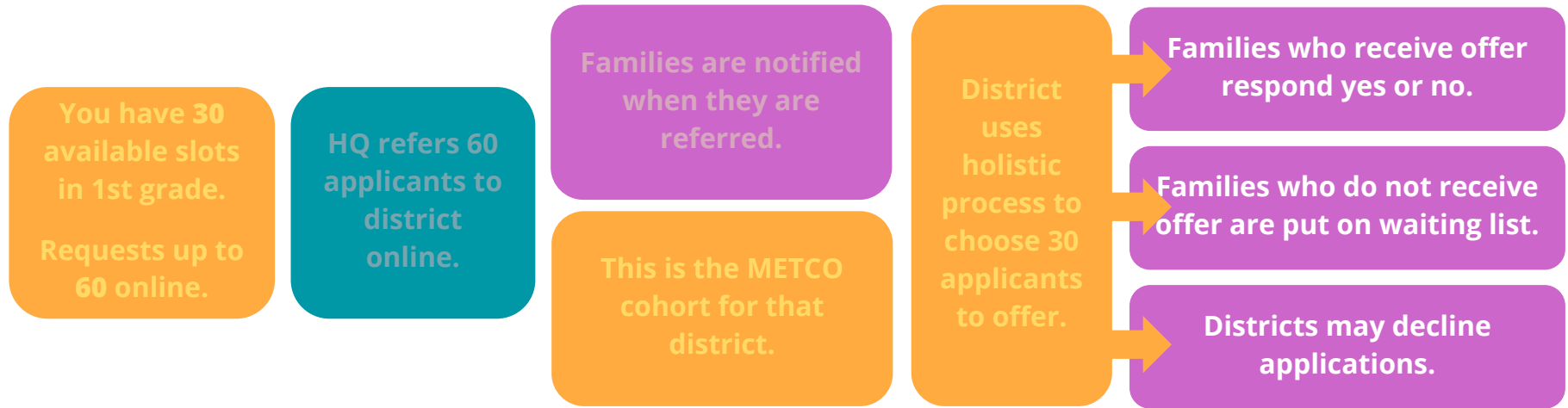
ADDITIONAL STEPS AND DOCUMENTS

- Districts may request the following additional documents or processes:
 - Teacher recommendation, discipline records (**not IEPs**)
 - Interviews, orientation sessions



HOLISTIC SELECTION CRITERIA

- Districts may use any materials collected as well as their own criteria (including commitment to program, alignment with integration goals, alumni status, etc.)
- Create an admissions committee and develop local admissions criteria



NO REPEAT REFERRALS

- A family either:
1. Receives an offer (and accepts or declines)
 2. Is placed on a waiting list, to potentially receive an offer for a slot another family declines
 3. Is declined by district (wait at least one month)

JANUARY - FEBRUARY



FROM APPLICATION TO ENROLLMENT

KEY

- METCO HQ
- Families
- Districts

FEBRUARY - SEPTEMBER

