



DR. CADE BRUMLEY  
SUPERINTENDENT

COMPLIANCE OFFICE  
JEFFERSON PARISH PUBLIC SCHOOL SYSTEM  
501 MANHATTAN BOULEVARD  
HARVEY, LOUISIANA 70058-4495  
(504) 349-7792  
[www.jpschools.org](http://www.jpschools.org)

GRETCHEN WILLIAMS  
EXECUTIVE DIRECTOR  
COMPLIANCE OFFICE

## ASA Application for Admissions Testing Frequently Asked Questions

- 1. When will I receive results from my child's testing?**

Families should receive results by the **end of February 2019**. All students who tested will receive a letter in the mail indicating admission status (Accepted for Admission, Wait Listed, or Ineligible for Admission) as well as a score report from the student's admissions testing.
- 2. My child's school requires a registration fee/deposit prior to the end of February. Can I have early notification or results over the phone?**

Notification of admissions test results are sent out for all grade levels at the same time. The Admissions Office is unable to give early notification or test results over the phone.
- 3. Can I use a friend's or relative's address to apply for the academy I prefer?**

No. The name and address of the parent or legal guardian (full court-ordered custody papers, signed by a judge must be presented) must match that of the required proof of residency in Jefferson Parish that is submitted.
- 4. I am unable to bring my child for testing on the assigned date. What can I do?**

You are allowed to have ONE make-up testing date scheduled. Follow the instructions on the Approved for Testing letter for scheduling a make-up test. You may call the Admissions Office by the deadline stated on the letter, leaving a voicemail, or you may email [Julia.Johns@jppss.k12.la.us](mailto:Julia.Johns@jppss.k12.la.us) with your request by the stated deadline. **The Admissions Office follows an established protocol for scheduling make-up tests and is unable to accommodate specific requests.**
- 5. I disagree with an aspect of how the admissions process has been carried out for my child. How do I address my concerns?**

Each phase of the ASA admissions process provides an opportunity to file an appeal. At the time of application, you will receive a manila folder inside of which you will find an Appeal Form as well as a copy of the ASA Admissions and Dismissal Policies and Procedures as approved by the Jefferson Parish School Board.

  - **Application Submission and Screening Phase/Ineligible to Test:** If you receive an Ineligible to Test letter, you may appeal that decision by the deadline stated on the Appeal Form for that phase.
  - **Testing Phase:** The Testing Appeals period is the only phase during which a problem with the testing process itself on the day of testing will be reviewed by the Appeals Committee for a possible retest. If your child is not well, nervous, or distressed on the day of testing, you should schedule his/her testing on the makeup day.
  - **Ranking and Notification Phase/Ineligible for Admission:** If your child's admissions test score is below the required 85<sup>th</sup> percentile, you will receive an appeal form with the Ineligible for Admission letter and score report in the mail.
- 6. I missed the deadline to submit an application/schedule a makeup test/ file an appeal. Can I turn it in late?**

All deadlines in the ASA admissions process are firm. The Admissions Office is unable to accommodate requests or documents presented after the stated deadlines.