



SY22-23 Duke Ellington School of the Arts: Application Process Rubric

For Grades 9-12**

About Ellington’s Admissions Criteria: At Duke Ellington School of the Arts (DESA), we are looking for scholars who have a passion for the arts, a commitment to community and promotion of artist citizenship, and who can work through challenges – balancing a rigorous college-preparatory schedule while committing to pre-professional arts training. We find the most successful applicants are those who put in effort in all their classes, even if their grades or scores are not perfect.

About Ellington’s Admissions Process: At Duke Ellington School of the Arts, we request that all applicants submit an essay, report card, and three recommendations as part of their initial application. All students who successfully submit their My School DC application are eligible to audition, and therefore must create an Audition Profile through Acceptd and schedule their own audition during Audition Week. There is no minimum GPA for entry.

*Participation for this event is required. However, if you are not able to attend due to an emergency or scheduling conflict, alternative arrangements can be made. Please contact the school directly.

**DESA will review applicants entering the 11th and 12th grade so long as they are transferring from an arts school and have sufficient arts credits in a similar program as their intended course of study.

Admissions Component	Weight	Notes
Report Card Review (GPA and Attendance)	10%	Duke Ellington School of the Arts reviews grades (GPA) and attendance data as part of the report card review. There is no minimum GPA or attendance required, but a report card must be submitted for the application to be considered for admission. Students who receive a D or an F grade or who show more than 5 absences on a report card/progress report may be asked to provide more information or detail in their family interview.

<p>Essay(s): In MSDC Application</p>	<p>10%</p>	<p>Like the interview, the essay is used to assess student interest in our program, commitment to community, and experiences demonstrating personal perseverance. This essay is completed through the MSDC application.</p> <p>Note: Depending on the department to which the student is applying, they may be required to submit additional essays, writing samples, or materials through the My School DC application or through the Acceptd™ Audition Platform. These additional materials are evaluated as part of the audition/portfolio review portion.</p> <p>Essays will be reviewed by each Art Department and the Admissions Team. Though students will be expected to write regularly throughout high school, the evaluation of essays does not solely focus on technical writing skills such as grammar and vocabulary.</p>
<p>Recommendations</p>	<p>10%</p>	<p>Duke Ellington School of the Arts uses teacher recommendations to better understand a student's experience at school and to provide context to their academic outcomes.</p> <p>Duke Ellington School of the Arts requests three recommendations. Applicants should make every effort to have their teachers submit a recommendation on their behalf. However, students will not be penalized for incomplete or missing recommendations and can be evaluated to move on based on available recommendations.</p> <p>We strongly encourage students and families to follow up with the individuals submitting recommendations on their behalf and to check the accuracy of recommender emails. Since the auditions are immediately following the application deadline, when possible, we encourage applicants to submit their applications well before the deadline to ensure their recommenders have enough time to complete their recommendations. Duke Ellington School of the Arts may call the applicant's school directly to receive information on behalf of the student. If recommendations are missing for any reason, the school may ask questions regarding organization skills, time management, ability to multi-task and student's ability to prioritize.</p>

Audition/Portfolio Review	50%	<p>All applicants who successfully submit a My School DC application are eligible to participate in an audition or portfolio review. Depending on their selected department, students will be asked to submit supplemental materials, including a headshot (if not submitted through the My School DC application), portfolio/work samples, etc. These materials (such as writing samples, portfolios, etc.) are submitted through the Acceptd™ Admissions Platform and are evaluated as part of the audition/portfolio review. See Audition Procedures for more information.</p> <p>Based on health guidance, auditions will be held in a hybrid model through the Acceptd Audition Platform with some auditions in-person and some virtual. Call backs may be in-person or virtual. Families should go to the school’s website for more information.</p> <p>Detailed instructions will be sent to all students, including information and next steps for any students who may need support or accommodations to complete the audition/portfolio review. They are also available on the school’s website year-round.</p>
Only students who pass the audition and application review stage will be invited to continue to the next steps of the process.		
Department Presentation Night	Participation required*	The purpose of Arts Department presentation night is for families and students who passed their audition to meet with the department to review department-specific expectations and ask questions about that area of study.
Academic Placement Assessment	Participation required*	At Duke Ellington School of the Arts, we ask all incoming students to complete an academic placement assessment to allow us to know the appropriate class placements for the student and to identify any needed supports, if they are admitted and enrolled. While the academic assessment is not scored towards a student’s eligibility for admission, we do require all applicants to complete this step. Results from the assessment will be discussed during the interview. Based on health guidance and family circumstances, the Academic Placement Assessment may be administered virtually for SY22-23.
Interview	10%	<p>Duke Ellington School of the Arts believes strongly in identifying students with a passion for our program, commitment to community, and who can demonstrate perseverance.</p> <p>We request that students participate in the interview along with at least one family member (parent, legal guardian, or other close family member) or other important figure (such as a coach, counselor, or mentor) who regularly supports the student.</p> <p>Based on health guidance and family circumstances, interviews may be conducted virtually for SY22-23. DCPS remains committed to monitoring and following health guidance.</p>

Admissions Committee Review	10%	After the family interview is completed the Admissions Committee (Principal, Director of External Affairs, Assistant Principals, Dean of Students, Teachers and/or Department Chairs) will review the total application and provide final feedback to make a final eligibility determination. Students are evaluated as individuals and weighted against the needs of the school's various arts programs. Top scoring students from each art department will be marked eligible.
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