

## SY24-25 Duke Ellington School of the Arts: Admissions Process Rubric

For Grades: 9-12

**About Duke Ellington School of the Arts (Ellington) Admissions Criteria:** At Ellington, 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 Ellington, we request that all applicants submit an essay, report card, and three recommendations as part of their initial application. All lottery applicants who successfully submit their My School DC application are eligible to audition. There is no minimum GPA for entry.

Please note, Ellington will review applicants entering the 11<sup>th</sup> and 12<sup>th</sup> 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.

Each component of the application process is scored and weighted according to the chart below. Applicants are evaluated as individuals and weighed against the needs of the school’s various arts programs. Top scoring students from each art department will be marked eligible.

Admissions Component	Weight	Notes
Report Card Review (GPA and Attendance)	10%	<p>Ellington 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.</p> <p>Students who receive a D or an F grade or who show more than five absences on a report card/progress report may be asked to provide more information or detail in their family interview.</p>

<p>Essay(s): In My School DC application</p>	<p>10%</p>	<p>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 My School DC application.</p> <p><b>Note:</b> 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 directly to the departments that the student is applying for via email. 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>Ellington uses teacher recommendations to better understand a student’s experience at school and to provide context to their academic outcomes.</p> <p>Ellington requests three (3) 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.</p> <p>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. Ellington may call the applicant’s school directly to receive information on behalf of the student.</p> <p>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 in the Lottery round are eligible to participate in an in-person 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.) must be submitted directly to the department heads that the student is applying for via email and are evaluated as part of the audition/portfolio review. See <a href="#">Audition Procedures</a> by selecting the department you applied for to receive more information.</p> <p>Based on health guidance and family circumstances, auditions may be conducted virtually for SY24-25 on an as needed basis and based on the circumstance. DCPS remains committed to monitoring and following health guidance.</p> <p>Detailed instructions will be sent to all students, including information and next steps for any students who may need support or accommodation to complete the audition/portfolio review. Support and accommodations are also available on the <a href="#">school's website</a> year-round.</p>
<b>Only students who pass the audition and application review stage will be invited to continue to the next steps of the process.</b>		
Department Presentation Night	Participation is not required, but highly recommended	<p>The purpose of the 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.</p> <p>Please contact the school immediately if you won't be able to attend at <a href="mailto:admission@ellingtonarts.org">admission@ellingtonarts.org</a> to schedule make-up opportunities.</p>
Family Interview	10%	<p>Ellington believes strongly in identifying students with a passion for our program, commitment to community, and who can demonstrate perseverance. We request that students participate in the in-person 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 SY24-25, on an as needed basis and based on the circumstance DCPS remains committed to monitoring and following health guidance.</p>



Admissions Review	10%	After the family interview is completed the Admissions Committee (Principal, Admissions Team, 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.
<b>After the Admissions Review, top scoring students from each art department will be marked eligible. All applicants will receive the same ranking (within a department) for eligibility determination in the My School DC Lottery.</b>		