



Magnet and Neighborhood Transfer Information/Instructions

Thank you for choosing Tulsa Public Schools for your family! This document is designed to give you an overview of the processes for both magnet and neighborhood transfers. You can find additional information on the Tulsa Public Schools website: tulsaschools.org/transfer.

To apply for a transfer applications for the 2019-2020 school year, a parent/guardian **must submit the application online** at tulsaschools.org/transfer. For access to a computer or assistance, please visit the Tulsa Public Schools Enrollment Center.

Dates

Apply to a neighborhood school	Nov. 5 2018 - March 15, 2019 by 4 pm
Apply to a magnet school	Nov. 5 - Dec. 21, 2018 by 4 pm
Submit required documents for magnet schools	Nov. 5, 2018 - Jan. 25, 2019 by 4 pm

Application Guidelines

- Elementary students may apply for one magnet school.
- Secondary students may apply for two magnet schools: one criteria-based and one lottery. You must designate which school is your first choice. This year, criteria-based schools will select their students before lottery schools.
- You must submit online applications by the deadlines to be eligible for consideration. The online system will notify you via email when the application has been submitted. If you do not have access to email, please call 918-746-6138.
- Before we can process the application, you must submit required documents or deliverables. You can upload and attach the guardian's ID and proof of residency or hand deliver them to the Enrollment Center. All other documents must be delivered to the Enrollment Center no later than 4 pm on January 25, 2019. The online system will notify you via email when your documents have been reviewed and the application is eligible.
- Applicants to a criteria based school who are currently enrolled in TPS or those enrolled in TPS in the 2017-2018 school year do not need to provide grades, test scores, attendance or discipline records for those enrollment periods. We already have access to those records.
- Applicants not currently enrolled in TPS or were not enrolled at TPS during the 2017-2018 school year must provide grades, test scores, attendance and discipline records for the semesters the student was not attending Tulsa Public Schools. If any of this information is not provided, the application will be marked as ineligible.
- Applications that require a [Teacher Recommendation form](#) must adhere to the guidelines. Schools officials can email the form directly to TPSTransfers@tulsaschools.org. We do not accept teacher recommendation letters.

Out-of-District Applicants

Our magnet schools are in high demand from students living both inside and outside the district boundaries. Out-of-district applicants will not be admitted through the magnet school's standard lottery or admission selection process, rather they will be admitted only through the more restricted "5% principal discretion" route. This means we may admit out-of-district applicants only if the principal has enough seats remaining from the small number of seats reserved for the principal to fill at his or her discretion. Out-of-district applicants must meet the minimum qualification criteria, and can be admitted only after the principal has used the discretionary slots to admit any remaining qualified, in-district or out-of-district applicants who are the dependents of Tulsa Public Schools employees and any other qualified in-district applicants. Qualified out-of-district students not admitted through the principal discretion process will be placed at the end of the school's waiting list after any qualified in-district students. Please carefully review district regulation [2206-R2](#).

- For general questions about transfers or applications email TPSTransfers@tulsaschools.org

➤ For specific questions call Jill @ 918-746-6138 or Edye @ 918-746-6335

INFORMATION FOR MAGNET TRANSFERS

SCHOOL	TYPE	DOCUMENTS/DELIVERABLES	PROCESS
Carver Middle Edison Middle BTW High Edison High TEAM @ Memorial High	Criteria-based magnet	<ul style="list-style-type: none"> • Proof of address & guardian Photo ID • Birth Certificate if not currently enrolled in TPS • Attendance (1st semester of current year and both semesters of last year)* • Grades (1st semester of current year and both semesters of last year)* • Test scores (Most current national normed test or previous year OSTP)* • Discipline record (1st semester of current year and 2nd semester of last year)* • Sealed Teacher Recommendation Form* 	<ul style="list-style-type: none"> ○ Selection committee process ○ Entry Level: 6 & 9 ○ All other grades are placed on wait list pending space
Dual Language Academy Monroe Demonstration Thoreau Demonstration	Lottery magnet	<ul style="list-style-type: none"> • Proof of address & guardian Photo ID • Birth Certificate if not currently enrolled in TPS • Proof of school tour for Dual Language. If you are unable to take a tour, please contact Jill @ 918-746-6138. 	<ul style="list-style-type: none"> ○ Electronic lottery process by quadrant ○ Entry Level: PreK & K (4 & 5 years old by Sept. 1, 2019) and 6th grade All other grades are placed on wait list pending space ○ Progressive enrollment for Eisenhower, Mayo, Zarrow and Dual Language students to Thoreau or Monroe if first choice
Rogers Early College Jr High Rogers Early College High	Lottery Magnet	<ul style="list-style-type: none"> • Proof of address & guardian Photo ID • Applicants for grades 8-12 must meet college readiness standards on a state assessment or nationally normed test to participate in the lottery * • Grades 8, 10, 11, 12 must submit a Teacher Recommendation Form 	<ul style="list-style-type: none"> ○ Electronic lottery process by quadrant ○ Entry level 7 & 9. All other qualified applicants for grades 8, 10, 11, 12 will be placed on a wait list pending space ○ Progressive enrollment for Kendall-Whittier/Sequoyah to Rogers Jr High if first choice
Mayo Demonstration	Lottery Magnet	<ul style="list-style-type: none"> • Proof of address & guardian Photo ID • Proof of school tour. If you are unable to take a tour, please contact Jill @ 918-746-6138 • Birth Certificate if not currently enrolled in TPS 	<ul style="list-style-type: none"> ○ Electronic lottery process by quadrant ○ Entry level PreK (4 by Sept. 1, 2019)
Eisenhower International Zarrow International	Lottery Magnet	<ul style="list-style-type: none"> • Proof of address & guardian Photo ID • Proof of school tour. If you are unable to take a tour, please contact Jill @ 918-746-6138 • Birth Certificate if not currently enrolled in TPS 	<ul style="list-style-type: none"> ○ Electronic lottery process by quadrant ○ Entry Level K (5 by Sept 1, 2019)

*If student has attended TPS since the Fall of 2017, we will provide information from our student information system to committees.

INFORMATION FOR NEIGHBORHOOD TRANSFERS

The neighborhood transfers application period begins Nov. 5, 2018 and ends March 15, 2019. Students applying to magnet schools may also apply for up to two neighborhood schools at the same time they apply to magnet schools. Applicants must also rank their neighborhood school preference.

SCHOOL	DOCUMENTATION	PROCESS
<p>All schools except the following magnet schools:</p> <ul style="list-style-type: none"> • Elementary <ul style="list-style-type: none"> Dual Language Academy Eisenhower International School Mayo Demonstration Academy Zarrow International School • Middle/ Junior high school <ul style="list-style-type: none"> Carver Middle School Monroe Middle School Rogers College Junior High Thoreau Demonstration School • High Schools <ul style="list-style-type: none"> Rogers College High School Washington High School 	<ul style="list-style-type: none"> • Guardian state issued ID • Guardian’s proof of residency • Birth Certificate if not currently enrolled in TPS 	<ul style="list-style-type: none"> • Student may submit applications to two neighborhood schools. Applicants should rank schools in order of preference. • The district determines available spaces for transfers using capacity, forecast, and allocations. • We use an electronic lottery to select students for each grade with space available. • We will notify applicants by email whether they are approved for a transfer or if they are placed on a waiting list. • Students notified they are approved have seven days to accept their seat at the new school through the online application dashboard.

If you have questions, please contact us:

- For general questions about transfers or applications email TPSTransfers@tulsaschools.org
- For specific questions call Jill @ 918-746-6138 or Edye @ 918-746-6335

Please Note:

Guardians must have a valid email account to set up their online application dashboard. We use this email for all communications regarding the applications, selection to a school, accepting a seat and waitlist status. If you do not have access to email, please call 918-746-6138.

If the student has attended Tulsa Public Schools, it is very helpful to have their student ID number (lunch number) for the application process. If you do not have their ID number, please email tpstransfers@tulsaschools.org or call 918-746-6138 for assistance.