



## Application Information for High School Criteria Magnet School Tulsa Engineering Academy Magnet Program at Memorial High School

Thank you for choosing Tulsa Public Schools for your family! This document is designed to give you an overview of the processes for student applications. You can find additional information on the Tulsa Public Schools website: <https://www.tulsaschools.org/enrollment/enrolltulsa>

### Dates

Application Window	Jan. 5, 2021 – Feb. 12, 2021
Submit required documents for all schools	Jan. 5, 2021 – Feb. 12, 2021
Appeals for missing application or document submission deadlines must be submitted by:	February 24, 2021
Notification of matches and waitlist	March, 2021

- All applications must be submitted using the online application system. If the student is currently attending a Tulsa Public School or has attended in the past, it is very helpful to have their student TPS ID number (lunch number) for the application process. If you need more information about how to obtain your student’s ID number contact your current school or call the TPS Enrollment Center at 918-746-7500 or email: [enroll@tulsaschools.org](mailto:enroll@tulsaschools.org)
- The district determines available spaces for transfers using capacity, forecast, and allocations.
- An electronic lottery matching process is used to select students for each grade level with space available.
- Required documents are, copies of:
  1. The guardian’s state issued ID
  2. The guardian’s proof of residency
  3. The student’s birth certificate and immunization records. **The enrollment team can assist you if you have special circumstances, please call us at 918-746-7500 or email us at [enroll@tulsaschools.org](mailto:enroll@tulsaschools.org) for more information. Documents should be attached to the application. *If the student is a current Tulsa Public Schools’ student a birth certificate is not needed.***
- **Required documents for non-TPS applicants also include:**
  1. **19-20 SY attendance records for the first three quarters of the year**
  2. **final transcripts or report cards for the 18-19 SY, 19-20 SY and the first semester of this school year – these will be used to calculate the student’s GPA**
  3. **Normed test scores from the 18-19 SY, 19-20 SY and current school year**
  4. **Discipline records from the 19-20 and current school year, if there are no discipline records a letter from the school administrator documenting this will need to be provided**
- All students may submit applications for up to six schools including neighborhood, charter, and magnet schools. It is important to rank your schools with the most desired school as your first choice and so on. You do not need to select six schools. If you want to remain at your current neighborhood, charter or magnet school you do not need to apply as you will have a guaranteed seat.

- Applications are prioritized in the following order for all students who meet the criteria:
  1. Applicants will be rank ordered based on their rubric score
- Students will be auto accepted at their highest ranked matched school and placed on the waitlist for higher ranked non-matched schools.
- Out-of-district applicants will not be admitted through the magnet school's standard lottery or admission selection process. They will only be admitted using principal discretion seats (if available) and only after the principal has used the discretionary slots to admit any remaining qualified, in-district students. Detailed information on this process is outlines in district regulation 2206-R2.
- Applications must be submitted online by the deadline 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 or need assistance, please call 918-746-7500 or contact your current school.
- Due to the COVID 19 pandemic and other factors the criteria for the 2021-2022 school year has been updated to provide equitable opportunities for all students.

2020-2021 Criteria	2021-2022 Criteria
<p>Test scores: 35<sup>th</sup> percentile or above on both the reading and mathematics components of a relevant state assessment or nationally normed assessment administered the previous spring or the application year.</p>	<p>Test scores: 35<sup>th</sup> percentile or above on both the reading and mathematics components of a relevant state assessment or nationally normed assessment administered during the application year or the previous two full school years. The highest score from any of those years will be used.</p>
<p>GPA: Minimum of a 2.5 on a 4.0 scale for the 1<sup>st</sup> semester of the application year and for the school year immediately preceding.</p>	<p>GPA: Minimum of a 2.5 on a 4.0 scale for the 1<sup>st</sup> semester of the application year and for the school year immediately preceding, or for the school year that is two years prior to the application year. The higher of the two scores will be used. Pass/fail courses will not be included in the GPA calculation.</p>
<p>Attendance: No more than 5 absences during the application year and no more than 10 absences during the immediate prior school year. Students with medically documented chronic/serious illnesses or other special circumstances leading to excessive may be considered on a case-by-case basis. Documentation of those circumstances must be provided in writing by the parents/guardians and included with the application packet.</p>	<p>Attendance: No more than 15 absences (excused and unexcused) during the first three quarters of the immediate prior school year. Students with medically documented chronic/serious illnesses or other special circumstances leading to excessive absences will be reviewed by the school's selection review committee to determine if the student will be eligible to proceed through the application process. School records as well as any documentation provided by the parent will be considered</p>
<p>Behavior: No out-of-school suspension or alternative placement for disciplinary reasons during the application year or the 2<sup>nd</sup> semester of the prior school year. Students with special circumstances leading to the suspension may be considered on a case-by-case basis. Documentation of those circumstances should be provided in writing by the parents/guardians and included with the application packet.</p>	<p>Behavior: Any out-of-school suspension or alternative placement for disciplinary reasons during the application year or the second semester of the prior school year will be reviewed by the school selection review committee to determine if the student will be eligible to proceed through the application process. School records as well as any documentation provided by the parent will be considered.</p>
<p>Teacher Recommendation: Required form must be completed by a minimum of 3 faculty members at the applicant's current school and submitted to the District according to the form's instructions.</p>	<p>Teacher Recommendation: The teacher recommendation will not be required or included in the application process.</p>