

# STAFFORD MSD STEM MAGNET ACADEMY



*Next Level!*

## Admissions Policy Handbook

## TABLE OF CONTENTS

Welcome	.....	3
Program Overview	.....	4
Vision and Mission	.....	5
How to Apply	.....	6
Application Fees	.....	7
ISEE	.....	8
Test Registration	.....	9
Acceptance Decisions	.....	11
Next Steps Following Decision	.....	12
Maintain Eligibility	.....	14



**Dear Prospective Parents and Students,**

**Thank you for applying to the Stafford STEM Magnet Academy!** We are delighted you are considering our STEM Magnet Academy for your child's education. This handbook will guide you through the process of admissions. Throughout your exploration of our STEM Magnet Academy, please do not hesitate to contact Lakenya Perry-Allen at [stemmagnet@staffordmsd.org](mailto:stemmagnet@staffordmsd.org) , Diana De La Rosa at [diana.delarosa@staffordmsd.org](mailto:diana.delarosa@staffordmsd.org) or call 281-208-6126 with any questions you may have. We look forward to meeting you!

STEM (Science, Technology, Engineering and Math) education promotes medical technology, coding and robotics. STEM allows students to explore a world of interdisciplinary models based on integration, assessment and delivery of useful skills. Students who receive STEM education will be better prepared to face real life problems with more creativity, critical thinking and effectiveness. ***Stafford STEM Magnet Academy*** students will be prepared to live and work competitively in an ever-changing global society.

The application process includes the completion and submission of teacher recommendation forms, a parent commitment form, state scores and other pertinent information. Please read all information carefully, as they contain important deadlines and instructions. Our committee and STEM leaders are here to help answer any questions you may have as you complete this process. In addition, our goal is to ensure the process is efficient. We, the STEM Magnet Academy innovators wish you the best in all of your endeavors! ***Next Level!***

Yours in Learning,

*LaKenya Perry-Allen*

**Innovations and STEM Magnet Office**

**1625 Staffordshire Road**

**Stafford, Tx 77477**

**281-261-9200**



# PROGRAM OVERVIEW

Our STEM education program will focus on technology, coding and robotics to provide students a platform designed to explore a world of interdisciplinary models, while preparing them for “cutting-edge” 21<sup>st</sup> century skills. Students will have daily exposure to a medical and coding lab, a gaming room, and robotics, in addition to a reading room, where students can review periodical literature. Scientific and technological innovations have become increasingly important as we face the benefits and challenges of our nation’s standing and competitiveness in a global economy. We want to ensure our students are equipped with the necessary skills to enter higher education and the workforce in STEM fields. *Our STEM Magnet Academy* will recruit and accept students through a highly selective process so that this flagship school will attract the best and brightest students in our school community.

Submission of your application and acceptance of admission will guarantee your child will be prepared and globally competitive, whether the student enters a career or a premier institution of higher education. Stafford STEM Magnet Academy will be working in partnership with local colleges and universities, including Baylor College of Medicine, Rice University and the University of Houston-Sugar Land, as we seek to give your child an added advantage when compared to the traditional public school. As a parent, we understand it will take initiative and planning on your part to complete both the application, admission, and enrollment processes, however, the high quality and rigorous program that awaits your child is worth all of your effort



# VISION

The vision of SMSD is to have all students graduate college or career ready in STEM.

# MISSION

Create pathways for students to enter STEM-based fields through the immersion of innovative and rigorous instruction.



*"Creativity is just connecting things. When you ask creative people how they did something, they feel a little guilty because they didn't really do it, they just saw something. It seemed obvious to them after a while. That's because they were able to connect experiences they've had and synthesize new things."*

*-Steve Jobs*



# HOW TO APPLY

## *Submitting an Application*

You must submit the application via Blackbaud using the following link:

<https://stem.staffordmsd.org/admissions>

The application process will begin with completion of the Student Inquiry Form. Should you require use of a computer, you may begin the application process at the SMSD Parent Resource Center, which is located at the Margaret Havens Library; this is accessible through either Stafford Middle School or High School, at 1625 Staffordshire Road. Please call (281) 261-9200 to schedule a date and time.

## **MISREPRESENTATION**

A student who gains unfair advantage in the admission process by any misrepresentation of information is prohibited from enrolling.

## **EQUAL RIGHTS STATEMENT**

Stafford STEM Magnet Academy does not discriminate against or grant preferential treatment on the basis of race, sex, color, ethnicity, national origin, religion, or disability. **Any parents and or guardians who have problems completing the application, or enrollment forms should contact the STEM Magnet Office at Stafford Middle School or Lakenya Perry-Allen at 281-208-6126 or email her at [stemmagnet@staffordmsd.org](mailto:stemmagnet@staffordmsd.org) for assistance.**



# APPLICATION FEES

## FEES

- Application fee \$40 per child
- \*Independent Student Entrance Exam (ISEE) \$140 per child

\*While no further fees will be incurred as a condition of enrollment, additional fees for in-class and extra-curricular activities may apply. Fees vary by grade level.

\* *The Independent Student Entrance Exam (ISEE) is administered to every child who applies to the Stafford STEM Magnet Academy. Instructions for registration follow on pp. 9-10.*

\*Incoming 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders are *required* to attend summer school to complete math and science coursework prior to Fall enrollment.



# ISEE OVERVIEW

## ISEE Exam

We are pleased to offer the ISEE as an admissions requirement for the Stafford STEM Magnet Academy. The ISEE is an admissions test which consists of three levels: Primary Level, Lower Level, and Middle Level. The Primary Level is for students currently in grades 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>, who are candidates for admission into 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade by Fall 2021. The Lower Level is for students currently in 4<sup>th</sup> and 5<sup>th</sup> grade who are candidates for admission into 6<sup>th</sup> and 7<sup>th</sup> grade Fall 2021. The Middle Level is for students currently in 6<sup>th</sup> grade who are candidates for admission into 8<sup>th</sup> grade Fall 2021.

The ISEE has different assessment forms at each level for security purposes. The Primary Level test is one hour in length, and consists of a reading and math section, along with a short writing sample. The Primary Level is only available online. In the Lower and Middle levels, the ISEE consists of three parts: (1) carefully constructed and standardized verbal and quantitative reasoning tests that measure your child's capability for learning; (2) reading comprehension and mathematics achievement tests that provide specific information about your child's strengths and weaknesses in those areas; and (3) an essay section.

The ISEE evaluates not only your child's level of reading, but also your child's ability to comprehend material drawn from the sciences and humanities. The Lower Level test is 2 hours and 20 minutes. The Middle Level test is 2 hours and 40 minutes. The ISEE essay is timed and written in response to a prompt. This essay is not scored; it is scanned and sent only to the schools you requested.

There is a cost associated with the ISEE. For more information on this test, please visit [www.iseetest.org](http://www.iseetest.org).

Please contact LaKenya Perry-Allen for further information at:  
281-208-6126 or  
[stemmagnet@staffordmsd.org](mailto:stemmagnet@staffordmsd.org)





## **How to register for ISEE**

Please see instructions below on how to register for the ISEE with an Event Code.

**If the parent does NOT have an existing account in the ERB Admission Registration System (ARS), do the following:**

1. Go to <https://iseeonline.erblearn.org>
2. Click on **Create Account**
  1. Enter the Parent Demographic Information (First Name, Last Name, Phone Number, and Address)
  2. Create a Password for your account
  3. Click **Create Account**
3. Click **Add Student**
  1. Enter the Student Demographic Information (First Name, Last Name, Date of Birth are required, the rest of the fields are optional)
  2. Click **Save**
4. Click + **Search and Register**
5. Enter the Student's Current Grade, the Student's Entering Grade, and other optional information
6. Click **Next**
7. Enter the Event Code in the Event Code Search field
8. Click **Search**
9. Confirm the test details are correct and click **Register**
  1. If applicable, confirm you are selecting a standard registration (no accommodations) – Click **OK**
10. Identify Score Report Recipients, if desired.
  1. Enter School Information (either name, member code, Country or State)
  2. Click **Search**
  3. From the Results List, find the desired school and click **Add**
  4. Once the list of schools is complete, click **Next**
11. Enter Payment Information
12. Agree to the Terms and Conditions
13. Click **Submit Payment and Complete Registration**



## **How to register for ISEE**

**If the parent HAS an existing account in the ERB Admission Registration System (ARS), do the following:**

1. Go to <https://iseeonline.erblearn.org>
2. If the student is not yet in the system:
  1. Click **Actions**
  2. Choose Create Student
  3. Enter the Student Demographic Information (First Name, Last Name, Date of Birth are required, the rest of the fields are optional)
  4. Click **Save**
3. If the student is in the system, click on the tab with the student's name.
4. Click + **New Registration**
5. Enter the Student's Current Grade, the Student's Entering Grade, and other optional information
6. Click **Next**
7. Enter the Event Code in the Event Code Search Field
8. Click **Search**
9. Confirm the test details are correct and click **Register**
  1. If applicable, confirm you are selecting a standard registration (no accommodations) – Click **OK**
10. Identify Score Report Recipients, if desired.
  1. Enter School Information (either name, member code, Country or State)
  2. Click **Search**
  3. From the Results List, find the desired school and click **Add**
  4. Once you list of schools is complete, click **Next**
11. Enter Payment Information
12. Agree to the Terms and Conditions
13. Click **Submit Payment and Complete Registration**



# TYPES OF ACCEPTANCE DECISIONS

**Acceptance of admission:** Applicant is admitted and should complete all further enrollment requirements.

**Conditional acceptance:** This acceptance decision means the applicant will be admitted to Stafford STEM Magnet School under the condition that the student meets a certain requirement or deficit of concern or are waiting on test scores.

**Wait listed:** This acceptance decision means the applicant is not admitted but, will have their name placed on a wait list in the order of submitted application if they meet qualifications for admission. Students on the wait list are notified when space becomes available.

**Denial of acceptance:** This acceptance decision means the applicant did not meet the standards for admission.



# NEXT STEPS FOLLOWING DECISION

## **IF ACCEPTED:**

Log back into the Blackbaud application system to accept the school. If you choose to decline, *the school will no longer be available for selection.*

## **IMPORTANT NOTES FOR ACCEPTED STUDENTS:**

- After accepting on-line, parents must plan to proceed with registration and enrollment deadlines as well as individual school forms and/or information.
- Acceptance is provisional and contingent on meeting and maintaining entrance eligibility requirements for the remainder of the current school year.
- Respond to letter of intent to confirm acceptance. Information about registration and enrollment will be sent at a later date.

## **IF WAIT-LISTED:**

- Students will be selected from the wait-list as seats become available and will be notified electronically.
- Placement status is also available by contacting the school directly or checking your account in the Blackbaud System.
- The wait-lists status changes regularly.

## **IF DENIED ACCEPTANCE:**

- The student did not meet entrance requirements.
- Any inquiries must be made directly to the school.

## **APPEALS PROCESS:**

- Following the decision, you may submit a letter of appeal to Innovations STEM Magnet Officer and email to: [stemmagnet@staffordmsd.org](mailto:stemmagnet@staffordmsd.org)
- Appeal letter and contents must provide proof of new or significantly improved new information regarding *your child* such as improved standardized test scores or grades.
- Letter of appeal should include (1). child's name, (2). student ID number if applicable, (3). Documents that support case, (4). Date and parent/guardian signature.



## **FAMILY INTERVIEW**

The purpose of the family interview is to gain insight to the candidate's intrinsic motivation for STEM related issues as well as their passion, hobbies, and interests while giving us an opportunity to address communication skills. Parents will participate in the interview so interviewers can ascertain the level of commitment parents have as it relates to their child's education, should the child be accepted to the STEM Magnet Academy.

A family interview will consist of questions for parent(s) or guardian(s), in addition to questions for the potential candidate attending the interview session. The interview will last approximately 10-15 minutes. Both parents and students will be asked approximately five questions; two are for the parent/parents and 3 for the student. Parents should refrain from answering the child's questions.

*Parents will be responsible for scheduling the interview through Blackbaud.*

## **Checklist of Documents to be Submitted with Application**

- Teacher recommendation form via Blackbaud
- Submission of STAAR scores for grades 3<sup>rd</sup> through 7<sup>th</sup>
- Submission of standardized test score for grade 2, *i.e., Stanford Achievement Test, Iowa Test of Basic Skills, etc. Consult with your child's school counselor for the scores.*
- Most recent report card
- Home School Agreement- Parents of students admitted to Stafford STEM Magnet Academy must sign and agree to the terms of the **Home School agreement**
- Inquiry
- Student interests



## **MAINTAINING ELIGIBILITY FOR STAFFORD STEM MAGNET ACADEMY**

Once enrolled, students are expected to excel academically and to maintain a minimum of 75% or above in grades 3-8, or GPA of 2.5 in grades 9-12 to continue eligibility in the school. Failure to do so will result in probationary status placement and can lead to dismissal from the program.

