



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

First Application Window	Jan. 6, 2024 – Feb. 16, 2024
Deadline to deliver Criteria documents	Mar. 1, 2024
Notification of placement	March 29, 2024
Second Application Window	Apr. 15, 2024 - May 31, 2024
Deadline to deliver Enrollment documents	Jun. 14, 2024

- 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
- 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 Enrollment 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 for more information. Documents should be attached to the application, delivered to the Enrollment Center/School Site, or emailed to enroll@tulsaschools.org. *If the student is a current Tulsa Public Schools’ student a birth certificate and immunization record is not needed.*
- **Required Criteria documents for non-TPS applicants also include:**
 1. **Final transcripts or report cards** for both semesters of the previous school years and the first semester of the current school year – these will be used to calculate the student’s GPA.
 2. **Nationally-normed test scores** for Reading and Math from either of the last two semesters.
 3. **Discipline records** from both of the last two semesters. 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.
- The principal discretion process is the only means by which admission is allowed for out-of-district applicants unless there are no in-district students on any waitlist.
- 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.
- Criteria documents must be submitted by the deadline to be eligible for consideration. Documents should be attached to the application, delivered to the Enrollment Center/School Site, or emailed to enroll@tulsaschools.org.
- Enrollment documents must be submitted by the deadline or placement will be forfeited. Documents should be attached to the application, delivered to the Enrollment Center/School Site, or emailed to enroll@tulsaschools.org.

Criteria
Test Scores: 35th percentile or above on both the reading and mathematics components of a standardized academic assessment. The test must be the relevant state assessment, or a nationally normed assessment administered by the school during the Spring semester of the preceding school year or during the Fall/Winter/Spring of the current school year. The highest scores from these test windows will be used. Applicants not attending Tulsa Public Schools shall submit the relevant state assessment or a nationally normed assessment administered during the same time period.
GPA: Minimum of a 2.5 on a 4.00 scale for the first semester of the application year plus both semesters of the school year immediately preceding the application year. Pass/fail courses will not be included in the GPA calculation.
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's application committee to determine if the student will be eligible to proceed through the application process. All suspensions or alternative placements occurring after placement, but prior to the start of the school year, will be reviewed by the accepting school's selection committee. The offer may be rescinded based on the decision of the committee. School records as well as any documentation provided by the parent will be considered.

Assessment Only Criteria

High School: A score of 300 or higher (proficient) on both the ELA and Math OSTP 7th grade assessments or the 65th percentile or higher on both the reading and math MAP assessments administered by the school during the Spring semester of the preceding school year or during the Fall/Winter/Spring of the current school year.

Students who qualify based solely on their assessment scores will be ranked behind students who qualify based on assessment scores and GPA.

If a homeschooled student has attended any public or private school during the last three years preceding the application year, the student's behavior and academic records must be submitted for review by the school's committee.

Applicants without assessment scores will have an opportunity to take a standardized academic assessment during scheduled assessment dates offered by the district.