



## Application Information for Elementary Magnet Schools Felicitas Mendez International School, Mayo Demonstration Academy, Eisenhower International and Henry Zarrow International

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: [tulaschools.org/enrolltulsa](https://tulaschools.org/enrolltulsa).

### Dates

First Application Window	Jan. 6, 2024 – Feb. 16, 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@tulaschools.org](mailto:enroll@tulaschools.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 using a quadrant-based system.
- **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@tulaschools.org](mailto:enroll@tulaschools.org) for more information. Documents should be attached to the application, delivered to the Enrollment Center/School Site, or emailed to [enroll@tulaschools.org](mailto:enroll@tulaschools.org). *If the student is a current Tulsa Public Schools’ student a birth certificate and immunization record is not needed.*
- 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.
- PreK students may remain and will be automatically enrolled at their 2022-2023 school of enrollment without submitting an application.
- Applications are prioritized in the following order:
  1. Siblings of current students provided the sibling will still be enrolled at that school for the current school year. For detailed information about sibling preferences please review regulation 2206-R2.
- 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.
- 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.

Special Conditions:

Felicitas Mendez International School – the entry point is Prek and Kindergarten, quadrants are filled by 50% English and 50% Spanish speaking students

Mayo Demonstration Academy – the entry point is Prek

Eisenhower International – the entry point is Kindergarten

Henry Zarrow International - the entry point is Kindergarten

School tours are not required but are encouraged

**Eisenhower and Henry Zarrow International both have PreK programs but these programs are not part of the magnet program and seats are filled using the same process as the neighborhood schools.**