



## Magnet School/Program Transfer Instructions

Thank you for choosing Tulsa Public Schools for your family! This document is designed to give you an overview of the magnet application process, for more information visit [tulsaschools.org/enroll](https://tulsaschools.org/enroll). Please take some time to read the magnet school information provided on our website.

Applications for 2018-2019 magnet school/program transfers must be completed online at [enroll.tulsaschools.org/apply/](https://enroll.tulsaschools.org/apply/). For access to a computer or for assistance, visit the Enrollment Center between November 27 and January 19.

### Application Guidelines

- Elementary students may apply for one school.
- Secondary student may apply for two schools: one criteria-based and one lottery. You will need to designate which school is your first choice. This year the criteria-based schools will select their students before the lottery schools.
- Before the application can be processed, required documents or deliverables may be uploaded to the application or hand delivered to the Enrollment Center. All completed applications must be **submitted** no later than 4:00 pm on January 19, 2018. You will receive an email when your application is complete.
- If you are applying to a criteria-based magnet program and are currently enrolled in TPS and were enrolled last year in TPS, you do not need to provide grades, test scores, attendance or discipline records.
- If you are applying to a criteria-based magnet program and are not currently enrolled in TPS and/or were not enrolled last year in TPS, you will need to provide grades, test scores, attendance and discipline records for both semesters from last year and the first semester of this year. If any of this information is not provided, the application will be marked as ineligible.

### Out-of-District Applicants

Our magnet schools are in high demand – from students living both inside and outside the district boundaries. However, out-of-district applicants may not participate in the magnet school’s standard lottery or admission selection process and will be admitted only through the more restricted “5% principal discretion” route. This means that out-of-district applicants may be admitted 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.

- In addition, 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.
- For applicants to elementary magnet schools only: The restrictions on out-of-district admission apply even if the applicant has an older sibling currently attending the school.

If you have questions, please contact us:

- For general questions about transfers or applications email [TPSTransfers@tulsaschools.org](mailto:TPSTransfers@tulsaschools.org)
- For specific questions call Jill @ 918-746-6138 or Edye @ 918-746-6335

## INFORMATION SHEET FOR TRANSFERS

SCHOOL	TYPE	DOCUMENTS/DELIVERABLES	PROCESS
Carver MS Edison MS BTW HS Edison HS TEAM @ Memorial	Criteria-based magnet	<ul style="list-style-type: none"> <li>• Proof of address</li> <li>• Photo ID</li> <li>• <b>Attendance</b> (1<sup>st</sup> semester of current year and both semesters of last year)*</li> <li>• <b>Grades</b> (1<sup>st</sup> semester of current year and both semesters of last year)*</li> <li>• <b>Test scores</b> (Most recent standardized academic measurement)*</li> <li>• <b>Discipline record</b> (1<sup>st</sup> semester of current year and 2<sup>nd</sup> semester of last year)*</li> <li>• <b>Sealed Teacher Recommendation</b></li> </ul>	<ul style="list-style-type: none"> <li>○ Selection committee process</li> <li>○ Entry Level: 6 &amp; 9</li> <li>○ All other grades are placed on wait list pending space.</li> </ul>
Dual Language Academy Monroe Demonstration Thoreau Demonstration	Lottery magnet	<ul style="list-style-type: none"> <li>• Proof of address</li> <li>• Photo ID</li> <li>• Tour Form, Birth certificate and shot records for Dual Language. If you are unable to take a tour, please contact Jill @ 918-746-6138</li> </ul>	<ul style="list-style-type: none"> <li>○ Lottery process by Quadrant</li> <li>○ Entry Level PreK &amp; K (4 &amp; 5 by Sept. 1, 2018) and 6<sup>th</sup> grade</li> <li>○ All other grades are placed on waiting list pending space.</li> <li>○ Progressive enrollment for Dual Language, Mayo, Eisenhower and Zarrow students to Thoreau or Monroe if Thoreau or Monroe is the first choice.</li> </ul>
Rogers Early College MS Rogers Early College HS	Lottery Magnet	<ul style="list-style-type: none"> <li>• Proof of address</li> <li>• Photo ID</li> <li>• Applicants for grades 8-12 must meet college readiness standards on a state assessment or nationally normed test to participate in the lottery. *</li> </ul>	<ul style="list-style-type: none"> <li>○ Lottery process by Quadrant.</li> <li>○ Entry level 7 &amp; 9. All other qualified applicants for grades 8, 10, 11, 12 will be placed on a waiting list for the principal to use as space becomes available.</li> <li>○ Kendall-Whittier/Sequoyah have progressive enrollment for RCJH if RCJH is first choice</li> </ul>
Mayo ES	Lottery Magnet	<ul style="list-style-type: none"> <li>• Proof of address</li> <li>• Photo ID</li> <li>• Signed Tour Form. If you are unable to take a tour, please contact Jill @ 918-746-6138</li> <li>• Birth Certificate/shot records</li> </ul>	<ul style="list-style-type: none"> <li>○ Lottery process by Quadrant</li> <li>○ Entry level PreK (4 by Sept. 1, 2018)</li> <li>○ All other grades can apply for transfer in April and July</li> </ul>
Eisenhower IS Zarrow IS	Lottery Magnet	<ul style="list-style-type: none"> <li>• Proof of address</li> <li>• Photo ID</li> <li>• Signed Tour Form. If you are unable to take a tour, please contact Jill @ 918-746-6138</li> </ul>	<ul style="list-style-type: none"> <li>○ Lottery process by Quadrant</li> <li>○ Entry Level K (5 by Sept 1, 2018)</li> </ul>

\*If current TPS student, information will be pulled from Powerschool and provided to committees. If student is not currently enrolled in TPS or was not enrolled last year in TPS, the Guardian is responsible for collecting all of the information and bringing it to the Enrollment Center. The application will be marked ineligible if missing any required information.

#If applicant has never attended TPS, student must provide birth certificate, immunizations, and all required documents listed above.

Students who live out of district must also complete an Out of District Transfer application and submit it to the Enrollment Center no later than January 19, 2018. Students living out of district will be considered according to the requirements of regulation 2206-R2.