

Philosophy, Goals, Objectives, and Comprehensive Plans

Magnet Schools Enrollment Process

Applications for enrollment at magnet school sites will be made available to all GUSD residents annually. The application will be included in enrollment packets at all school sites and in the Department of Student Support Services at the District Office. No academic criteria, entrance examination, or performance audition will be used to select students for any of the magnet programs. In order to be considered for admission, parents of each prospective student must complete and return the magnet application on or before the District-set deadline and comply with District procedures for enrollment:

A. Elementary/Middle Magnet Schools Enrollment Process

1. Enrollment information includes the deadline for submitting applications for magnet programs will be made available to all prospective students via recruitment events in the community at community events and local preschools, public access television channel for the District, articles in the local newspapers, PTA, school newsletters, flyers sent home in Thursday Folders (a districtwide communication tool used at all elementary schools), automated phone calls using the District's automated phone calling system, and postings on the District and school websites.
2. All applications, including those sent by mail, must be received by 5:00 pm on the last day of the application period in order to be considered in the initial random selection process. Applications received after that date will be placed on a waiting list.
3. Following the deadline (end of February) the Project Director, Director of Student Support Services, and magnet site principals will convene to select and assign students from the applicant pool.
4. Only one application may be submitted for each student. The parent/legal guardian may designate a first, second, third, or fourth choice. Once an application is submitted, no changes may be made on the application. Processing of an application will begin with first choice. If a child is accepted at the first choice school, the placement will automatically be made and no call will be made to the parent. A letter of acceptance (approval) will be sent to the parent. After all applications have been processed based on the first choice, if there is still space available in any of the magnet programs, then second, third, and fourth choices will be considered. If there is no space at the first choice school, and the second, third, or fourth choice can be offered, the District will attempt to contact the parent by phone. When called, the parent will be given the opportunity to accept

Philosophy, Goals, Objectives, and Comprehensive Plans

Magnet Schools Enrollment Process

the second, third, or fourth choice or be placed on the waiting list for the first choice school. A child may not be on the waiting list of the first choice school while enrolled at their second or third choice school. Parents must choose to place their child in the second, third, or fourth choice school or be placed in the waiting list for the first choice school. If the parent cannot be reached, the child will be placed on the waiting list for the first choice school. If no choice can be offered, the child's name will be placed in the waiting list for the first choice.

5. The District will notify parents in writing within 60 days of the close of the application period as to the status of their child's application. Once a child is accepted into a magnet program through the random selection process, parents have 30 calendar days from the date on the acceptance letter to enroll the student in the magnet program at the school. If the student is not enrolled during this 30-day period, the magnet seat will be forfeited and the seat will be filled from the waiting list applicants.
  6. When the school enrollment is complete, a waiting list of applicants will be established. When openings occur, names will be first drawn from the list of applicants who met the application deadlines.
  7. If openings occur, those students whose names are drawn from the waiting list would be contacted and given the opportunity to enroll at the magnet school.
  8. If new enrollees are not obtained from the waiting list, names are drawn from those who completed the applications after the initial deadline for submission for applications.
- B. Elementary/Middle Magnet school applications will be approved according to the following priorities:
1. In order to balance the participation of English-dominant and target language-dominant students in the dual language programs, a lottery will be held separately for these programs. Pools of English-dominant applicants and a pool of target-language applicants will be created after existing students and siblings have been placed into the dual immersion program. All remaining spots for these programs will be chosen according to a random student selection process from the relevant applicant list. Should the applicant pool for the dual language programs exceed the capacity of the program in any given year, other applicants will be invited to participate in the student selection system for the magnet program at that site.

Philosophy, Goals, Objectives, and Comprehensive Plans

Magnet Schools Enrollment Process

2. Students currently enrolled at the sites will be given priority to remain through grade five (Keppel) and grade six (Edison and Franklin).
3. Siblings of students currently attending the school will be given the next priority and assigned to the magnet program. Siblings will be given priority only if their application is received before the application deadline and there is a sibling currently enrolled in the magnet program who will be returning for the school year for which the application is being made. The application of multiple birth siblings (i.e. twins, triplets, etc.) will be considered as one application. For example, if one twin is accepted, both will be accepted.
4. Students attending a feeder school identified as a Program Improvement site.
5. All Glendale Schools students who live within .5 miles of magnet school (priority given for up to 25% of available seats)
6. The next priorities are students enrolled in the free/reduced lunch program. Students from previous lotteries will be added to the National School Lunch Program (NSLP) list as appropriate. Students will be assigned to fill remaining seats up to the District percentage for this group of students by establishing a pool of NSLP participants from available applicants and randomly selecting from this pool until the percentage of students in this group at the magnet sites matches the Districtwide percentage of students in this group.
7. All students who reside within the boundaries of the Glendale Unified School District and have submitted an application before the deadline will be placed in the magnet program before any space is opened to applicants from other school districts.
8. All remaining seats will be filled using a random student selection process from all remaining applicants.
9. Falsification of information will result in disqualification.

Philosophy, Goals, Objectives, and Comprehensive Plans

Magnet Schools Enrollment Process

C. Secondary Magnet Schools Enrollment Process

1. Students must be enrolled or eligible for enrollment in a Glendale Unified School District school. Students attending GUSD on an Interdistrict permit will not be eligible.
2. Falsification of a valid Glendale address will result in immediate disqualification.
3. Deadline for application return is the first Friday in March to the office of Student Support Services.
4. Students enrolled in the Glendale Unified School District are to submit a completed Student Profile to their middle school counselor in order to receive an application. Private school students who are residents of the Glendale Unified School District must submit the Profile to the Student Support Services Office.
5. A fair and equitable lottery will be conducted by the Glendale Unified School District to determine qualified applicants. If necessary, a waiting list will be established for placement.
6. Written notification of acceptance or placement on the waiting list will be mailed home in April. If a student is accepted, the parents need to respond regarding the student's intent to attend by the date specified on the letter.
7. A grade point average of 2.0 ("C") or better in middle school core subject areas (English, Math, Science and Social Science) is required for student applicants.
8. Students must meet math requirements. All students must be eligible to take algebra or higher by the completion of their eighth grade year.
9. Satisfactory behavior, attendance, and grades are required. If any of these conditions are below acceptable standards, the student will be returned to the school of his/her residence.
10. Because of state standards, students from private schools (within the Glendale Unified School District) must score above the 36th percentile on standardized tests to be eligible for admission to the magnet high school.

Philosophy, Goals, Objectives, and Comprehensive Plans

Magnet Schools Enrollment Process

11. Students must make a commitment to remain at the magnet high school for a minimum of one school year.
12. Students are required to follow the magnet high school's dress standard.
13. Students must complete community service hours as a requirement for graduation.
14. There will be no sibling preference for admission.
15. If available, bus transportation will be provided for a fee by the school district only for students in the Glendale High School and Hoover High School attendance areas.
16. Extra curricular activities such as clubs and intramural sports are available at the magnet school based on student interest and available facilities. California Interscholastic Federation (CIF) sports will continue to be available to students who qualify at their school of residence if space is available and there are no scheduling conflicts. Transportation may not be available.