

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 8045-1
SUBJECT:	DATE OF ISSUE: 02/15/96
ADMISSION OF STUDENTS TO ELEMENTARY MAGNET SCHOOLS	REVISIONS: 06/06/97; 3/01/00 5/5/00
	PREPARING OFFICE: DEMOGRAPHIC SERVICES

I. PURPOSE:

To establish procedures to implement Board of Education Policy No. 8045 (hereinafter "Policy") for admission of students to elementary magnet schools.

II. STUDENT APPLICATIONS - GENERAL

A. All students desiring to attend a magnet school shall apply for admission on forms provided by the district.

- 1. Applications shall be kept on record for the current school year only.**
- 2. Applications shall be accepted throughout the year, but deadlines for consideration for admission at particular times shall be established by administration.**
- 3. A student who attended a magnet school at the end of the prior school year must make known his or her desire to be a continuing student on or before a date determined annually by administration on a form provided by the district.**

B. In the spring of each year, the superintendent's designee shall establish one or more deadlines for applications for the upcoming school year. Applications timely received shall be processed as a group without regard to date of receipt to create an admission list and a wait list on which students are ranked in order of selection.

C. If the schools are not fully subscribed after the processing of all timely applications, students may be admitted prior to September 20 on a first-come, first-served basis based upon applications received after the final deadline, if the admission is otherwise consistent with the Policy and this regulation.

D. After September 20, students shall be admitted only at the beginning of the next semester in accordance with the priorities established in the Policy based upon applications not granted for the first semester and any additional applications received by a date determined by the superintendent's designee; except:

- 1. Gifted students for whom an IEP (Individualized Education Program) is first completed after the close of enrollment and the siblings of such**

ADMISSION OF STUDENTS TO ELEMENTARY MAGNET SCHOOLS (Continued)

gifted students may be admitted other than at the beginning of a semester; and

2. Students who establish residency in USD 501 after September 20 may be admitted at any time on a first-come, first-served basis, subject to space availability, and administrative discretion.
- E. Applicants shall be informed in writing of the approval or disapproval of the application for admittance to a magnet school.
- F. Except when a student changes residency within USD 501 to a new home attendance area school and except when the superintendent's designee approves transfer because of unusual circumstances, a student admitted to a magnet school will not be permitted to return to his or her home attendance area school or transfer to another USD 501 school at times other than the beginning of a semester.
- G. The admission lists and wait list shall be based upon priority status determined by residency at the time of application, and such priority must be maintained as of the time of enrollment.

III. PRIORITY I - RESIDENTS OF THE MAGNET ZONES

- A. The target enrollment for students admitted pursuant to the procedures of section II-B, whose eligibility is based upon residency in the magnet zones (Priority I), shall not exceed approximately 350 students per school. The number of students admitted from Priority I to each grade at each school shall be approximately equal.
- B. Student preference shall be considered as follows:
1. Students who reside in one of the magnet school zones shall be assigned to a magnet school as a home attendance area school and shall complete an application for admission stating the student's preference for attendance at the home attendance area school or a nonmagnet elementary school to which the student is eligible to transfer under the district's transfer policy.
 2. Students whose preference is a magnet school will be admitted to the home attendance area magnet school, subject to the provisions of the Policy and this regulation; students whose preference is transfer to a nonmagnet school will be admitted to a receiving school subject to the Student Transfer Policy 8025. When a first preference cannot be granted, the student shall be admitted to a lower- preference school.

ADMISSION OF STUDENTS TO ELEMENTARY MAGNET SCHOOLS (Continued)

3. **Students accepted in Priority I, based upon residency in a magnet zone, may transfer from the designated magnet to the other magnet school by exchanging places with a magnet school area student assigned to such school, based upon space availability by grade level. If there are more applications than places available, students to exchange places shall be selected by lottery.**

IV. PRIORITY II - GIFTED STUDENTS

- A. **Gifted students shall be admitted to a magnet school as soon as practical after completion of the gifted student's IEP (Individualized Education Program) and receipt of a magnet school application.**
- B. **Siblings of gifted students who reside in the same household as the gifted student shall be admitted to the magnet school to which the gifted student is admitted at the same time as the gifted student, subject to space availability. If space is not available at such time, the sibling's application will be acted upon when space becomes available.**
- C. **The preference of a gifted student for a particular magnet school will be considered; except for new applicants, if the number of gifted students who prefer a particular magnet exceeds the capacity of that magnet school to deliver gifted services or the magnet of choice does not have the services required by the applicant's IEP, a gifted student may be admitted to the other magnet school.**

V. PRIORITIES III AND IV

- A. **Students applying for transfer from a USD 501 nonmagnet elementary school (priority III) shall first be considered for admission to the magnet school of choice.**
- B. **For the purpose of selecting students within Priority III, a weighted lottery using up to nine socio-economic weight factors shall be implemented. The following methodology/procedure shall be applied for the lottery:**
 - 1) **Weight factors shall be derived from the recent federal decennial census including college degree, poverty level, household income, family income, managerial /professional job status, phone in home, average home value, and employment status. Free and reduced lunch from the district's September 20th count (of the current school year) shall be used as a weight factor by aggregating such information by block group (a geographic unit as designated by the U.S. Bureau of Census).**
 - 2) **The above factors as reported by the U.S. Bureau of Census for each block group in the district shall be adjusted to a per capita basis. The**

ADMISSION OF STUDENTS TO ELEMENTARY MAGNET SCHOOLS (Continued)

average of each weight factor for census block groups in the magnet school attendance zones shall be computed. On an individual weight factor basis, the weight factors for all census block groups outside the magnet school zones shall be placed in rank order. For each factor, the 25% of census block groups most disparate from the magnet zone average shall be identified as census block groups from which students may receive preference for magnet school admission because of the probability that the residents of such block groups will contribute to the socio-economic diversity of the magnet school student population.

- 3) Each applicant shall initially be assigned one lottery "ticket". For each applicant, the students' residential block group shall be identified. For each weighting factor used in the lottery process, applicants residing in a census group block in the 25% diversity range for that factor shall be assigned one or more additional lottery "tickets", not to exceed a maximum of 10 "tickets" per applicant.

- C. Priority IV applicants (those residing outside USD 501) shall be considered for admission only when after implementation of the lottery selection process for priority III and additional capacity remains. Each priority IV applicant shall initially receive one lottery "ticket" and may be assigned additional "tickets" to reflect the diversity resulting from admission of out-of-district students. When priority IV students are considered, the selection process shall combine priorities III and IV and follow the selection process as outlined in section V(B)(1) -(3).

VI. CONTINUING STUDENTS

- A. A student who attended a particular magnet school at the time of application to attend as a continuing student for the subsequent school year shall qualify as a continuing student if:
 1. The priority category which was the basis for eligibility has not increased (i.e. I to III, III to IV, or I to IV);
 2. The student was admitted to a particular magnet school under Priority I and has changed residency to the other magnet school zone;
 3. The student completed fourth grade at the magnet school and seeks admission to the fifth grade; or
 4. The student was initially admitted in Priority II as a sibling of a gifted student and the gifted student has completed grade five at the magnet school.

ADMISSION OF STUDENTS TO ELEMENTARY MAGNET SCHOOLS (Continued)

- B. For students who qualify under subsection A-3 or A-4 above, if the student changed residency to outside USD 501 prior to the first day of school, continuation at the magnet school shall be subject to the district's policies concerning out-of-district students.**

VII. SIBLINGS

- A. Applications of siblings of students accepted to a particular magnet school (either with or without participation in a random selection procedure) shall be given preference within the same priority group as the admitted student for admission to the same magnet school.**
- B. Siblings, for the purposes of this regulation, must reside in the same household as the admitted student.**
- C. A sibling shall be entitled to preference only if the application of the admitted student evidences that the sibling has also applied for the same magnet school and such sibling's application has been properly submitted.**
- D. The admission of siblings shall be subject to considerations of capacity by grade level. Admission shall be only to open positions (defined to mean positions for which a letter approving admission has not been sent) available for students of the priority category under which the sibling is considered for admission. In the event of more applications than places available, the sibling shall be considered admitted before a random selection procedure is held, and such student shall not be included in the random selection procedure.**

VIII. SOCIO-ECONOMIC DIVERSITY

- A. As promulgated in Board Policy 8045, the magnet school selection procedures are in place to promote socio-economic diversity and to eliminate, reduce, and prevent minority group isolation. The selection process will use racial criteria to the minimum extent possible to achieve these goals.**

IX. ENROLLMENT AND ADMISSION

- A. After completion of the lottery process, the superintendent's designee shall provide to the principal of each magnet school a list of students who have been admitted. Students shall enroll at the magnet school to which they have**

ADMISSION OF STUDENTS TO ELEMENTARY MAGNET SCHOOLS (Continued)

been admitted on dates determined by administration, approximately one month prior to the start of school. Any student seeking to enroll whose name is not on the admitted student list prepared by the superintendent's designee and any student whose residency has changed from that stated on the application shall not be admitted, but may be provisionally admitted, subject to administrative review.

- B.** After the close of on-site enrollment and before September 20, the superintendent's designee shall determine the number and grade level of vacancies at each magnet school and may at its discretion admit additional students to fill such vacancies.
 - 1.** Priority status shall be determined based upon residency at the time of enrollment.
 - 2.** Vacancies may be filled from the following categories in the following order:
 - a.** Priority I wait-listed students, subject to the limit of subsection III-A;
 - b.** Priority I provisionally admitted students, subject to the limit of subsection III-A;
 - c.** Wait-listed Priority III through IV students whose residency has not changed since time of application;
 - d.** Students on the admitted list who were provisionally admitted because of change in residency from the time of application but whose priority status has not changed;
 - e.** Students on the admitted list who were provisionally admitted because of change in residency from the time of application whose priority status has changed; and
 - f.** Students applying after the deadline.
 - 3.** The superintendent's designee shall inform the student and the principal of the magnet school of action taken to admit the student after the close of on-site enrollment.

X. APPEALS PROCEEDURE

- A.** The transfer review committee as established pursuant to Policy 8025 will consider appeals and requests for waiver regarding magnet school admissions.

ADMISSION OF STUDENTS TO ELEMENTARY MAGNET SCHOOLS (Continued)

XI. ANNUAL REPORTS

The superintendent's designee shall report to the Superintendent on or before December 1 of each year regarding magnet school admission, including the following information:

- A. The number of applications received by school, grade, and sending school for the current academic year.
- B. The number of students attending each magnet as of September 20, broken down by school, grade level, and sending school.
- B. The number of appeals filed during the one-year period preceding September 20 of the current school year pursuant to the Policy and the disposition of such appeals, including the number of students permitted to attend a magnet school which he or she would not be entitled to attend under the Policy and this regulation and the reason for the exception.