



*Tucson Unified School District*

## **ADMISSIONS PROCESS FOR OVERSUBSCRIBED SCHOOLS**

### **I. USP LANGUAGE**

### **II. STUDENT ASSIGNMENT**

#### ***G. Application and Selection Process for Magnet Schools and Programs and for Open Enrollment***

##### ***2. Oversubscribed Schools.***

*a. Magnet schools/programs. The District shall, as part of the Magnet School Plan, develop an admissions process – i.e., weighted lottery, admission priorities – for oversubscribed magnet schools and programs that takes account of the following criteria:*

- Students residing within a designated preference area. (No more than 50% of the seats available shall be provided on this basis.)*
- Siblings of students currently attending the magnet school or program.*
- Any students from Racially Concentrated Schools, whose enrollment will enhance integration at the magnet school or program.*
- Students residing in the District.*

*b. Open enrollment schools. All students who reside within the school’s attendance boundary shall be admitted. If space then remains in the school or program and it is oversubscribed, the District shall develop an admissions process – i.e., weighted lottery, admission priorities – for oversubscribed schools and programs that takes account of the following criteria:*

- Siblings of students currently attending the school.*
- Students from Racially Concentrated schools, whose*
- Enrollment will enhance integration at the receiving school.*
- Students who enhance integration at the receiving school.*



### **Note on the development of the Admissions Process for Oversubscribed Schools**

In the “USP Monitoring Report 1, July 2013,” TUSD staff set an internal due date for this item to be completed by September 15, 2013 so that the process would be in place, and so training could occur, prior to the beginning of open enrollment (which, traditionally, begins on October 1). In order to fully-develop the process, and for time to develop and implement other integral components of student assignment (such as the marketing and outreach components), the open enrollment date was moved back to November 1. As such, the due date for this item was correspondingly moved back one month from September 15 to October 15.

## **II. EXECUTIVE SUMMARY**

As a fundamental premise, in order for the District to make selective placements in a way by which race/ethnicity can be used as a factor to improve integration, schools must be oversubscribed. As long as the number of applications does not exceed the number of available seats *all students are placed*. This means that the Admissions Process for Oversubscribed Schools only applies where there are (a) available seats, after all neighborhood students have enrolled, and (b) more applications than available seats – by grade level.

This document describes the process and the rules for the assignment of students currently in magnet programs as well as for students who are applying to attend a school outside their attendance boundaries through the Open Enrollment and Magnet Enrollment process. The basic rules of selection are presented in Section IV, Section V presents the process to determine the seats that are available in each program in each school, Section VI shows the schedule for the process and Section VII presents the steps in the lottery to select and assign students. Following the direction of the USP, the steps in Section VII are designed to assign as many students as there are applications and seats available to improve integration at the receiving school. This process is presented by way of example, and in a flow diagram at the end of the document.

## **III. DEFINITIONS**

**Attendance Boundary** – the geographic area surrounding a school from which students are guaranteed acceptance to the school.

**Designated Preference Area** – a geographic area, which may be designated around a magnet school, to provide a higher admission priority to that school for students residing in that area as compared to students residing outside that area. (No more than 50% of the seats available shall be provided on this basis.) [Note: Magnet schools do not necessarily have a Designated Preference Area. These may be created as needed to reduce enrollment from an existing attendance boundary of an oversubscribed magnet school.]

**Enhances Integration** – Enrollment which moves the ethnic/racial percentages at that school toward the District average for that grade level. For example, suppose the average Anglo percentage at the High School level is 6%, and the Anglo percentage at Tucson High School is 5%. An Anglo student applying to Tucson High would “enhance integration” in that the addition of that student would help move the ethnic/racial percentage of Tucson High (5%) toward the District average for the High School level (6%).

**Integrated School** – Any school in which no racial or ethnic group varies from the district average for that grade level (Elementary School, Middle School, K-8, High School) by more than +/- 15 percentage points, and in which no single racial or ethnic group exceeds 70% of the school's enrollment.

**Magnet Schools and Programs** – a program within a school or a school which focuses on a theme or specific instructional approach, such as a specific academic area, a particular career or a specialized learning environment; attracts students of diverse racial and ethnic backgrounds; and encourages students to choose a school other than their attendance boundary school to participate in the magnet theme or instructional approach offered at that program or school.

**Open Enrollment** – refers to the student assignment provision permitting any District student to apply to attend any school, pursuant to the process set forth in Section (II) (G) of the Order.

**Oversubscribed** – a school where more students are seeking to enroll than available seats in that grade and/or a school that has more students enrolled than the capacity of its facility (exclusive of portables).

**Pipeline Students** – Those students who are placed at the next level of schooling (elementary to middle, middle to high) based on the compatibility of the program at the next school with the program in which they are currently enrolled.

**Preference Area** – geographic tools used to give students who live in close proximity to a school without attendance boundaries priority status in the admission process to such schools.

**Priority Window** – the period of time when open enrollment/magnet applications are first accepted for the following school year. Applications received during this time period will receive entered in the first lottery.

**Racially Concentrated Boundaries** – The in-District attendance boundaries of Racially Concentrated schools

**Racially Concentrated School** – any school in which any racial or ethnic group exceeds 70% of the school's total enrollment, and any other school specifically defined as such by the Special Master in consultation with the Parties. This will be determined each year based on fortieth-day data.

**School Choice** – The election by a parent/student, through Open Enrollment or Magnet Enrollment, to attend a school other than the school that services the area in which they reside.

#### **IV. BASIC ASSIGNMENT RULES**

- a. Students who are currently enrolled can continue at the same school without application.
- b. In-District Pipeline Students are placed before the lottery (only relevant for magnet schools with a continuing or compatible theme). Out-of-District K-8 students do not receive a pipeline offer. If an out-of-District student would like to continue in the same magnet theme strand, they must apply for admission through a magnet application and are subject to lottery rules.

- c. The School Choice application allows the parent to choose whether or not the student should be considered as a sibling. If the choice is not marked as sibling priority and the student is part of a sibling group entered in Mojave, it should NOT override the sibling preference in the application.
- d. The School/Program choice will indicate whether it is a magnet program or open enrollment. For example, a parent may choose Tucson High Fine Arts Magnet as their first choice, and Tucson High School Open Enrollment as their 2<sup>nd</sup> choice.
- e. The School Choice application allows parents to choose three schools/programs.
- f. The lottery will only make one assignment per student.
- g. Students are placed into the school/program according to the number of students accepted based on projections (see IV Enrollment Projections in this document). Magnet students are never placed into open enrollment slots, and open enrollment students are never placed into magnet slots. If a program/grade level at a school is full (at or above capacity) no more students will get assigned to that program/grade level.
- h. All in-District students are placed before any out-of-District students.
- i. Out-of-District students are not considered in the first lottery; they are placed in the second lottery, after in-district students.
- j. Once a student is placed in their first choice, they are removed from the pool.
- k. Students who receive their second or third choice will remain in the pool and will be reconsidered for their first choice if space becomes available.

## **V. ENROLLMENT PROJECTIONS**

The Planning Department works with school principals each year to project how many students will attend the school in each grade level the following school year, with estimates of any new open enrollment/magnet applications. The principals then report how many students they can accept at each grade level for magnet programs and open enrollment per the example on the next page.

***EXAMPLE:***

	Fine Arts Magnet	Life Sciences Magnet	Open Enrollment
9 <sup>th</sup> Grade	225	225	30
10 <sup>th</sup> Grade	40	20	20
11 <sup>th</sup> Grade	10	20	10
12 <sup>th</sup> Grade	0	0	10

These are the number of students who will be placed at the school through the lottery process.

**LOTTERY PROCESS**

The schedule below shows the process for accepting Open Enrollment and Magnet Enrollment applications.

The dates are specific to the 2014-15 school year placements but the process is the same from year to year.

- 11/1/13 Priority Window opens and applications are accepted
- 12/16/13 Priority Window closes
- 12/20/13 Applications entered into the student information system
- 1/3/13 Principals provide their enrollment numbers (see Enrollment Projections below)
- 1/6/14 1st lottery run
- 1/6/14 Letters sent to parents via U.S. mail offering placements; the offer is entered into Mojave and is visible to the schools
- 1/20/14 Offer letters are returned with parent signature indicating acceptance; parents have two weeks to return the letter to School Community Services
- 2/1/14 2nd Lottery Run [for this and subsequent lotteries, the application window closes about 10 days before the lottery and the process for parent notification is the same]
- Monthly Additional lottery runs until each school grade is filled to the extent there are applications for that school and grade

## LOTTERY PROGRAM

The lottery is a program in the student information system. It uses the steps shown below to place all applicants that meet each criterion before going to the next step. (See example and diagram below)

The lottery assigns random numbers to each applicant with a different random number for each of their choices. If in any step, the number of applicants exceeds the number of available seats (by grade, by program), the correct number of applicants will be selected based on the random numbers generated during the lottery (lower numbers receiving priority). Within the placement process, students are assigned a placement code that reflects their status within the process:

### Placement Codes

O = Offered

A = Accepted

D = Declined

NR = No Response

In-District Students – The following steps apply all lotteries to place in-District students. Out-of-District students are placed in the second and subsequent lotteries after all in-District students are placed (see below).

1. **Choice #** – All first choices are run first. If a student cannot be placed in their first choice they are run, after all first choices are placed, in a lottery for their second choice. Then if still not placed they are run following the same process for their third choice. Students that are placed in their second or third choice are keep in the lottery pool and run in subsequent lotteries to place them in their first choice if that becomes available.
2. **Siblings** – If a student has a sibling attending their school of choice, or placed in that school in an earlier lottery, they are placed in this step if space is available.
3. **Residents of Racially Concentrated Boundaries that Enhance Integration** – Students within the Racially Concentrated Boundaries whose enrollment will enhance integration at the receiving school are placed in this step if space is available and if not already placed in a previous step.
4. **Enhances Integration** – Students whose enrollment will enhance integration at the receiving school are placed in this step if space is available and if not already placed in a previous step.
5. **Designated Preference Area** – Any in-District Students within the Designated Preference Area of the school, regardless of race, are placed in this step if space is available and if not already placed in a previous step. (No more than 50% of the seats available shall be provided on this basis.)

6. **Any In-District Student** – Any in-District Students, regardless of race, are placed in this step if space is available and if not already placed in a previous step.

Out-of-District Students – The following steps apply to the second and subsequent lotteries to place out-of-District students after all in-District students are placed; out-of-District students are not placed in the first lottery.

1. **Choice #** – All first choices are run first. If an out-of-District student cannot be placed in their first choice they are run, after all first choices are placed, in a lottery for their second choice. Then if still not placed they are run following the same process for their third choice. Students that are placed in their second or third choice are kept in the lottery pool and run in subsequent lotteries to place them in their first choice if that becomes available.
2. **Siblings** – If an out-of-District student has a sibling attending their school of choice, or placed in that school in an earlier lottery, they are placed in this step if space is available.
3. **Enhances Integration** – Out-of-District students whose enrollment will enhance integration at the receiving school are placed in this step if space is available and if not already placed in a previous step.
4. **Any Out-of-District Student** – Any out-of-District Students, regardless of race, are placed in this step if space is available and if not already placed in a previous step.

### Example

The example below follows a hypothetical group of students through the process as described above, and as illustrated in the flow diagram below.

1. Pima High School (PHS) has 200 spaces available; 300 students apply (oversubscribed).
2. PHS runs a first round lottery.
3. 25 applications are from out-of-district students; those 25 are put on hold, 275 remain active.
4. 50 of the 275 do not select PHS as the first choice, those 50 are put on hold, 225 remain active.
5. 25 of the 225 are identified as siblings, those 25 are placed (175 spaces are still available), 200 remain active.
6. 50 of the 200 are residents of a RC boundary who will enhance integration at Pima, those 50 are placed (125 spaces are still available), 150 remain active.
7. 50 of the 150 will enhance integration at Pima, those 50 are placed (75 spaces are still available), 100 remain active.
8. 50 of the 100 are residents of the designated preference area, those 50 are placed (25 spaces are still available), 50 remain active.

9. Lottery determines which of the 50 remaining applications get placed into the final 25 spaces.
10. The 25 that do not get placed, if they have a second-choice school, will be included in another run through the steps of the lottery to place them in their second-choice school if space is available. But, the 25 will also be placed in the second round lottery for PHS (if a second round occurs).
11. If, for instance, 50 of the placed applications decline or do not respond to accept placement within the allotted time period, a second-round lottery will occur (using the same process to maximize integration) to fill the now empty seats.

### Lottery Flow Diagram

## LOTTERY FLOW DIAGRAM

There are a number of lotteries. The first is the priority-window lottery run in January; additional lotteries are run for schools with available seats until each school grade is filled to the extent there are applications for that school and grade. Students not placed in the first lottery or who do not receive their first choice are placed in subsequent lotteries with no preference for the application date. All lotteries follow the steps below.



