

Magnet and Choice Applicant Pool – Guidelines for Elementary

EQUITY

Because all assignments are made by random selection, it is vital that the applicant pool be representative of our diverse and equitable school communities. To achieve this end, the District must ensure marketing and communication about the magnet programs is accessible, repetitive, prolific and consistent across media platforms for all communities.

Mobility into our district is a potential barrier for some groups to be assigned; therefore, the Office for Special Projects processes all applications prior to making assignments. This ensures that all students have the opportunity to be considered within the lottery process.

APPLICATION GUIDELINES

The District holds an annual information meeting in February to showcase our elementary magnet programs. Elementary Magnet Applications are accepted year-round, but the annual DEADLINE to be considered in the placement process for the next school year is **March 31**. Applications are not considered accepted and are not date-receipt stamped until **all** required documentation is complete.

Any resident of the District may apply, but placement in a magnet program is not guaranteed. Applicants must provide proof of residency within the Richardson ISD at the time of application, placement, and enrollment. Private/home school students who plan to enroll in the District the following year may also apply for the magnet program as long as they reside in the District. Full-time enrollment is required.

Applicants need not reapply each year because applications remain active in the pool as long as the student resides in the District. However, we recommend that parents CONFIRM their application status each year prior to the annual deadline. Parents or legal guardians of applicants are responsible for maintaining accurate contact information with the Office for Special Projects (OSP). Failure to do so could result in the removal of the application from the applicant pool and cancellation of any placements. Returned mail, disconnected phones, and no response to our attempts to contact applicants are causes for removal and cancellation of the application. Applicants must *reapply* once an application has been removed from the pool. *To confirm application status, please contact the OSP at (469) 593-0442 or email maru.rocha@risd.org.* Changes in preference of magnet choices may be made in person, by phone, email or fax.

Secondary students, including sixth graders, who are interested in the junior and senior high magnet programs, must apply and are assigned in accordance with Guidelines for the Secondary Magnet and Choice Applicant Pool. Sixth grade magnet students are *not guaranteed* placement at a junior high magnet school; however, they are given *priority* consideration based upon space availability after parameters are met for choice, managed choice, neighborhood enrollment, concurrent sibling assignments, and programs with merit prerequisites.

PLACEMENT PROCEDURES

NEIGHBORHOOD students are those students who reside within the prescribed attendance boundary for a school. VOLUNTEER students are those students from across the District who apply to attend the magnet school but do not reside in the magnet school's attendance boundary. MST is the only school that does not have an attendance boundary. ACM and HPP maintain neighborhood enrollment procedures specific to their campus and hold spaces for anticipated neighborhood students. In general, neighborhood students enroll directly at their school along with volunteers. When space is unavailable for families at their neighborhood school, they are relocated to a nearby

PROCESS & PRIORITIES	
Prior to March 31, each magnet school pre-enrolls students for the next school year.	1. Currently attending, returning students
	2. Newly enrolling, neighborhood students
After March 31, each magnet school reports the number of remaining spaces open at each grade level to the Office for Special Projects.	3. Siblings of students currently attending
	5. Volunteer applicants are assigned and notified by April 15. <ul style="list-style-type: none"> Magnet and grade level spaces are filled by random selection from the pool of applicants who listed that magnet as their first-choice. If the spaces in the school are not filled from the first-choice pool, applicants are assigned from those applicants who listed the program as their second choice, and then the third choice pool. Because of the District's longstanding commitment to the neighborhood schools concept, consideration is also given to the effect of students leaving non-magnet neighborhood schools. When considering the impact on the neighborhood schools, flexibility is maintained for campuses with significant, persistent overcrowding in order to provide relief within learning communities having greater growth. Placements begin at the grade level with the most space, which is usually KN. This strategy ensures all students can be placed, along with linked siblings, so that each magnet school operates at the fullest capacity possible.
	Space must be available for each student in the family because siblings are <i>linked</i> .
Employee Applications	6. All employees living inside and outside the District must use the transfer process to be considered for placement at a magnet school. The transfer request must be approved by the principal, HR and the Assistant Superintendent.

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school where space is available. The relocation assignment remains in effect until the family moves into a volunteer area or until space becomes available at the magnet school.

SIBLINGS of students placed in the magnet schools are given priority of placement at that campus on a space-available basis. For siblings to receive priority they must reside at the same address as the student placed at the magnet; otherwise, they are considered as separate students in the applicant pool. Sibling priority is given only to those students who would be concurrently enrolled in the same school. Students under temporary guardianship or temporary residency with a family whose children attend a magnet school are granted *neither* sibling status nor priority of placement.

ENROLLMENT AT A MAGNET SCHOOL

Once assigned, the parent or guardian must choose either to accept the placement or to have that magnet preference removed from their student's application. As spaces become available, additional assignments are made until school starts. To maintain stability of enrollment for magnet and neighborhood schools, *volunteer placements are typically not made during the school year*. By timely completion of an enrollment card and signing a commitment contract for the next school year, families make an ANNUAL COMMITMENT and maintain their place in the magnet school. Volunteer students may not return to their neighborhood school during the term of the signed contract. Families with extenuating circumstances may submit a Request to RESCIND Magnet School Assignment, which must be approved by magnet and neighborhood principals.

Volunteer families who initiate WITHDRAWAL from a magnet school because they are moving out of the District may seek approval from the magnet principal to return to the magnet if they move back into the District as long as space is available and they return within the school-year immediately following the year in which they withdrew. If space is not available or if the principal does not approve the return, the family must submit a new application. If students withdraw from a magnet school but continue to reside in the District, they must submit a new application to be considered for magnet placement in a subsequent year.

Annual PRIORITY ENROLLMENT is the period of time in which the magnet schools extend the opportunity for students who are currently enrolled and new siblings of those enrolled to complete enrollment forms for the following year. All students must meet the deadlines set by the magnets. Volunteer students, who do not submit the enrollment card and contract before the announced spring preregistration deadline, risk loss of their placement at the magnet and could be required to return to their neighborhood school if placement at the magnet school cannot be secured before school starts.

Neighborhood students who MOVE OUT of the magnet's attendance boundary before March 31 must withdraw and attend their new neighborhood school. If neighborhood students change residence after March 31 but before the end of the school year, they may complete the year but must enroll at their new neighborhood school. Exceptions are left to the discretion of the magnet principal who may take into consideration such as patterns of absences or tardiness. The magnet principal will notify the OSP by email approved changes in status from neighborhood and relocation to volunteer. Students whose change in status is denied may submit a new application, in accordance with Application Guidelines and Placement Procedures stated above, to be considered for placement the following year

TRANSFERS to another magnet school are *not* granted. Applicants seeking enrollment at another magnet must complete a new application and re-enter the applicant pool, at which time students FORFEIT the place they hold, if any, for the next school year at their current magnet and any completed contracts or enrollment cards become null and void. They will be required to return to their neighborhood school if their place is lost during the assignment process and cannot be recovered before school starts.

Magnet students must comply with all policies and rules, including the Student Code of Conduct and any campus rules. A magnet student whose placement becomes a disruption to school operations or a detriment to the learning of other students because of disciplinary or attendance problems or a lack of parental cooperation, may have the magnet assignment revoked upon the recommendation of the assistant superintendent or designee. RISD will revoke the magnet assignment and withdraw from enrollment a student who no longer qualifies for placement or if the district learns the parent has submitted falsified enrollment information.

CHOICE PARAMETERS

Students who reside in the area of the Arapaho Classical Magnet attendance boundary north of Arapaho Rd. have choice, which is the unfettered option to choose to attend either Arapaho or Mohawk, West or North, Richardson or Pearce. Upon first opportunity, choice students may enroll at either campus. Sixth grade students must indicate their choice with the junior high choice application process to opt into a feeder pattern different from their school of enrollment. The feeder pattern is set at enrollment and any request to change must be approved through a transfer request.