

# University Place **Elementary/Middle School** Enrollment Procedures

University Place Elementary School/Middle School: District Enrollment Policies/Procedures Rev. 2015 - 2016

## A. Admission Policy

Students enrolled in the Tuscaloosa City Schools are eligible to apply for enrollment at University Place Elementary (K-5) and Middle School (6<sup>th</sup>-8<sup>th</sup>). Lotteries will be held for any grade in which the number of applications exceeds the number of openings.

## B. Students Eligibility

1. Students already zoned for UPES/MS through established attendance zones do not need to apply other than through the regular enrollment processes.
2. All Pre K-~~5~~ **4** students enrolled in the Tuscaloosa City Schools are eligible to apply for University Place Elementary School/Middle School.
3. Students who live in the zone of the Tuscaloosa City Schools but not currently attending a Tuscaloosa City School are eligible to apply; however, verification of residence must be provided along with application.

*Note:* Eligibility for district enrollment is dependent upon the number of slots available by grade. If the applications received do not support a teacher, the district will deny all applicants for the applicable grade.

## C. Application Process

1. Parents/students interested in attending UPES/MS must complete an application no later than ~~July 12, 2013~~ **3:00 PM on the last school day in January**.
2. All applications will be time stamped with the date and time received.
3. Applications for enrollment will not be accepted after ~~July 12, 2013~~ **3:00 PM on the last school day in January**.
4. Application information will be available on the website and an automatic call will be made to all eligible families.

## D. Selection Process

1. All applications received prior to the established deadline are automatically accepted for enrollment unless more applications are received than the enrollment established for the applicable grade(s). In this situation, all submitted applications for such grades are placed in a lottery. The lottery will randomly select students for open slots. The lottery continues until all names are drawn.
2. Children of staff employed at the school will be accepted based on current board policy.
3. Once the selection process is complete, parents will receive the letter of intent and will accept or deny the transfer. Should the parents/students selected by the lottery deny their transfer, the next eligible applicant on the list will be notified.
4. The selection process will be conducted by the Assistant Superintendent for General Administration, the Attendance Coordinator and the Principals.

## E. Transportation

Transportation will be offered for students accepted to University Place. In the morning, transportation will be provided to the home school and then to UPES/MS. In the afternoon, transportation will be provided back to the home school and then to the regular bus stop.

## F. Enrollment

- Once students are approved and accept a placement at UPES/MS, they should remain in the school for the entire school year. Transferring back to the zoned school may only be done through the hardship transfer request pursuant to Board policy.
- A student enrolled at any grade of the school is eligible to remain at UPES/MS through the eighth grade. Students will return to their zoned schools for high school.

