

All Applications due Thursday, March 9, 2017 by 4 pm.



## WEST HARTFORD PUBLIC SCHOOLS Magnet School Application



### *Information for all applicants...*

- ◆ Magnet school admission is available only to students who are currently enrolled in the West Hartford Public Schools or are residents of West Hartford.
- ◆ An application form must be completed for **each** child seeking admission.
- ◆ The application can be filled out on-line at [magnetschools.whps.org](http://magnetschools.whps.org) or may be completed on paper and dropped off at the Residency Office, at Town Hall.
- ◆ The application will not be considered complete until the student has been registered and residency has been established with the Residency Office in the Town Hall Building. If the student is not currently enrolled in West Hartford Public Schools, please call Grisselle Alvarez in the Residency Office at 860-561-6620 for information on how to register your child for school and the lottery.
- ◆ Magnet school applications **must be received** by the Residency Office, Room 154, Town Hall, 50 South Main St., West Hartford, CT 06107, **by 4:00 p.m., Thursday, March 9, 2017.** Applications may be delivered in person to the Residency office in advance of the deadline. Both the magnet application and proof of residency must be completed by **4:00 p.m., Thursday, March 9, 2017.**

### *For West Hartford parents whose child currently attends a West Hartford Public School...*

- If your child currently attends one of the district's non-magnet schools, please complete this application or fill it out online at [magnetschools.whps.org](http://magnetschools.whps.org)
- If your child currently attends the magnet school of your choice, (Smith STEM or Charter Oak International Academy), you do not need to complete an application form. Your child will automatically continue in the magnet school.

### *For West Hartford parents whose child is **not** currently attending a West Hartford Public School...*

- You must register your child first and establish residency with West Hartford Public Schools at the Residency Office before any application for the magnet lottery will be considered complete. The deadline is 4:00 p.m., Thursday, March 9, 2017. Kindly call the Residency Office for details (860-561-6620).

### *For West Hartford parents of entering kindergartners/pre-Kindergartners...*

- You must also register your child first and establish residency with West Hartford Public Schools at the Residency Office before any application for the magnet lottery will be considered complete. The deadline is 4:00 p.m., Thursday, March 9, 2017. Kindly call the Residency Office for details (860-561-6620).

# Magnet Schools Q & A

January 2017

**Question #1:** Can a student apply to both magnet schools?

No. You may apply to one magnet school.

**Question #2:** What are the criteria for selecting the magnet students?

- Students are selected for admission into the magnet schools by lottery.

**Question #3:** If a child is selected for his/her school of choice, will siblings who are also applying during the same school year be accepted automatically?

- No. Siblings will not be automatically accepted, rather, they will be accepted on a space available basis for their respective grade levels.

**Question #4:** When will I find out the results of the lottery?

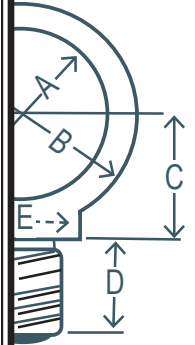
- Lottery results will be mailed to parents on March 23, 2017.
- Parents have until April 20, 2017 to accept the placement.
- For those students not accepted in the lottery process, they will be placed on a waiting list and will be notified of that placement in the March 23, 2017 mailing.

**Question #5:** If my child is not selected in the lottery, how does the waiting list work?

- The number of vacancies for the magnet lottery is based on projections of student enrollments in the following school year. For those students not selected for admission, the lottery will create an ordered waiting list at each school. We will carefully review the number of magnet openings at each school in late June and again just before school opens in late August. We will then determine if there are any additional vacancies at the schools. We will fill these vacancies, if any, from the waiting list established by the lottery at each school.

**Question #6:** Will transportation be provided to magnet school students?

- Yes. Transportation will be provided to magnet students who live more than one mile from the magnet school according to standard district policy.





## TIPS FOR COMPLETING YOUR CHILD'S MAGNET SCHOOL APPLICATION

1. Read through the materials included in this application packet. Considerable care and planning have gone into devising clear and equitable procedures for the selection of students in a manner that is consistent with the magnet school admissions criteria adopted by the West Hartford Board of Education. The magnet brochure explains some of parents' most frequently asked questions about selection criteria and other procedures related to the application process.
2. Make certain your child is registered as a student with the West Hartford Public Schools. Applications will NOT be considered complete until your child is registered. If your child will be entering PreK or kindergarten or is currently attending a non-public school, you will need to contact the Residency Office (860-561-6620) to make an appointment to register your child and establish residency.
3. If you have not already done so, you may want to visit the magnet schools before deciding to apply. In fact, we encourage you to do so! To arrange a visit, simply call the principal and set a mutually convenient time. Mr. Juan Melián, principal of Charter Oak International Academy, can be reached at 860-233-8506 and Ms. Teresa Giolito, principal of Florence E. Smith STEM School of Science, Technology, Engineering, & Math, can be contacted at 860-236-3315. Both principals are eager to show you their schools and share their exciting programs.
4. Please make certain that your completed application is received on time. Applications are due by 4:00 p.m., Thursday, March 9, at the Residency Office, Room 154, Town Hall, 50 South Main Street, West Hartford. Early applications will be appreciated, but the order in which they are received will not affect the selection process. Applications may also be completed online at [magnetschools.whps.org](http://magnetschools.whps.org). Please remember that all students applying must be registered with West Hartford Public Schools before an application can be considered complete.



# Magnet School Application

Office Use Only

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## Demographic Information:

Student's Last Name	First Name	Middle Name	Date of Birth
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Current Student Address/Street-Apt.#-City-State-Zip Code

Parents/Guardian:	Last Name	First Name	Middle Name	Relationship
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	Last Name	First Name	Middle Name	Relationship
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Primary E-mail Address: \_\_\_\_\_

Primary Contact Phone #: (     ) \_\_\_\_\_

Current School Student is attending as of January 12, 2017: \_\_\_\_\_

## Magnet School Information:

My child is applying for September 2017 admission into grade (circle one):

PreK   K   1   2   3   4   5

You may choose to enter one magnet school lottery. Please circle to indicate your choice of magnet school.

Charter Oak International Academy

Florence E. Smith STEM School

## Sibling Information:

Does this student have siblings who are currently enrolled at :(circle one)

Charter Oak ( Y / N )     Smith ( Y / N )

Does this student have any siblings who also applying to Charter Oak or Smith?

Last Name	First Name	School they are applying to
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Last Name	First Name	School they are applying to
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Last Name	First Name	School they are applying to
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Office Use Only

Student ID#

Student ID#

Student ID#

## PreK Tuition Information:

Please read the attached information about the tuition fees for PreK. 60% of the PreK slots will be reserved for families in Group A – Income less than or equal to 75% of State Median Income and 40% of the PreK Slots will be reserved for families in Group B – Income greater than 75% of State Median Income. Please select which group your family income fits. Upon admission you will be required to complete an income verification form

Group A – Family Income is less than or equal to 75% of State Median Income

Group B – Family Income is greater than 75% of State Median Income



West Hartford, Connecticut