

Section I.A. - Student Admissions

History

The admission process was first created through a UHS Advisory Report in 1987. It was revised in 1988, 1989, and 1991 by the UHS Matrix Review Committee. In 1997, the UHS school council adopted revised admission guidelines. It was revised again in December 2009, March 2010, and April 2011. The current policy was approved by UHS School Council in August 2012.

UHS Mission Statement

University High School's mission as a special function public high school is to serve students who are academically focused and intellectually gifted by providing curriculum and social support. (Originally adopted by TUSD School Board, 1987)

UHS Vision Statement

UHS will be the premier regional college preparatory school that serves academically focused and intellectually gifted students by providing a rigorous and challenging curriculum and by offering programs that reflect the diverse backgrounds, talents, and cultures of our students within a supportive school wide community.

I.A.1. – Purpose of Admission Policy

The purpose of the admission policy, including the entrance exam, is to recruit and retain a diverse and qualified student population.

I.A.2.1 - Requirements for Admission to UHS for Freshman

Admission to UHS for 9th grade is based on the following factors: 1) achieving 50 points or more for qualified GPA, entrance test score, and any other determined criteria (see I.A.2.5), and 2) space availability. UHS reserves the right to determine the qualifying score for admission. However, the qualifying score for admission shall never be below 50.

I.A.2.2 – Qualifying for Admission by Meeting GPA and Entrance Test Score Criteria

Admission to UHS is determined by a point system awarded for GPA and entrance test scores. A minimum of 50 total points is required for admission, unless UHS determines that the minimum total should be higher than 50.

1.A.2.3 - Grade Point Average (GPA)

Students must have a minimum cumulative GPA average of 3.0 in the core classes – English, Social Studies, Mathematics and Science – to receive

any admission points. In calculating GPA, no additional weight is given for advanced classes, such as AP, pre-AP, GATE or honors.

The cumulative GPA is calculated from final grades for the 2nd semester of 7th grade and the 1st semester of 8th grade. If semester or quarter grades are not available, trimester grades will be used.

Students not enrolled in TUSD schools are required to provide report cards/transcripts of grades. Schools that do not give grades must provide letter grades for the applicant to be eligible for admissions. Consideration cannot be given to non-TUSD applicants who do not submit report cards/transcripts.

I.A.2.4 Entrance Exam

UHS administers one nationally-normed test to all applicants - the Cognitive Abilities Test (CogAT). Students are awarded points based upon their score. (I.A.4.1)

Students must receive a minimum qualifying composite stanine score of 7 on the CogAT entrance test to receive points.

I.A.2.5 Other Determined Admissions Criteria

Students who meet the required minimum composite stanine score of a 7, and a minimum cumulative GPA of 3.0 but receive less than 50 points may be provided an additional evaluation to potentially qualify for admissions

I.A.3.1 - Requirements for Admission to UHS for Sophomores

Sophomore admissions will only occur if there are seats available for students. When seats are limited, UHS may only admit students based on sophomore priority (I.A.3.2). Admission to UHS for 10th grade is based on the following factors: 1) space availability, and 2) achieving 50 points or more for qualified GPA and entrance test score. UHS reserves the right to determine the qualifying score for admission. However, the qualifying score for admission shall never be below 50.

I.A.3.2 – Sophomore Priority

Students who received a 7 or more on the entrance test scores for freshman admissions but failed to qualify for admissions on the basis of GPA will be given priority for admission as sophomores if they have raised their GPA to the level required to qualify. Students will be rank

ordered based on total admission points and offers made until all seats are filled based on Residency Priority. **(I.A.4.2)**

If there are remaining seats UHS will open the admissions process.

I.A.3.3 – Qualifying for Admission by Meeting GPA and Entrance Test Score Criteria

Admission is based on meeting the test criteria and meeting a calculated GPA criteria based on 1st and 2nd semester grades in 9th grade for a total of 50 admission points or more.

1.A.3.4 - Grade Point Average (GPA)

Students must have a minimum cumulative GPA average of 3.0 in the core classes – English, Social Studies, Mathematics and Science – to receive any admission points. In calculating GPA, no additional weight is given for advanced classes, such as AP, pre-AP, GATE or honors.

The cumulative GPA is calculated from final grades for the 1st and 2nd semester of 9th grade.

Students not enrolled in TUSD schools are required to provide transcripts of grades. If semester or quarter grades are not available, trimester grades will be used. Schools that do not give grades must provide letter grades for the applicant to be eligible for admissions. Consideration cannot be given to non-TUSD applicants who do not submit transcripts.

I.A.3.5 Entrance Exam

UHS administers one nationally-normed test to all applicants - the Cognitive Abilities Test (CogAT). Students are awarded points based upon their score. (I.A.4.1)

Students must receive a minimum qualifying composite stanine score of 7 on the CogAT entrance test to receive points.

I.A.4.1 Awarding of Points

Points are awarded for GPA and test scores according to the following admissions matrix. Fifty points and above qualifies a student for admission to UHS.

GPA	Points
4.00	36
3.99 - 3.86	34
3.85 - 3.72	32
3.71 - 3.58	30
3.57 - 3.44	28
3.43 - 3.30	26
3.29 - 3.15	24
3.14 - 3.00	22
2.99 - 0.00	0

Stanine Test Score	Points
9	29
8	26
7	23
0-6	0

I.A.4.2 Residency.

Any student residing with their parent(s) or legal guardian(s) within the state of Arizona may apply for admission to UHS. However, students who meet the qualifying criteria will be admitted according to the following residency priorities:

- a) Students living within the geographic boundaries of TUSD
- b) Students living within the neighboring Altar Valley and Continental School Districts, because they do not have high schools
- c) Students living in Pima and Pinal Counties
- d) All other students

Residency is determined at the time of application.

I.A.4.3 - Space Availability

If UHS is unable to accommodate all qualified freshman due to space availability or resource constraints, students will be admitted by rank order within successive residency priorities until all available slots are filled. Students who qualify for admission at 10th grade will be admitted by residency priority and rank order of total points unless qualified for priority under I.A.3.2.

I.A.4.4 - Open Enrollment/School Choice.

Admission to UHS is based solely on meeting the qualifying criteria. Students cannot enroll in UHS through the open enrollment/school choice process.

I.A.4.5 - Early Admissions

Students who are in grades 7 and below cannot apply for the incoming freshman class. UHS does not offer an acceleration of curriculum for

the purpose of early graduation, but offers a challenging four-year college preparatory curriculum.

I.A.5.1 Requirements for Admission to UHS as Juniors

A UHS diploma carries with it a level of expectation and signifies success in an extremely rigorous and challenging academic setting. The criteria for prospective Junior Admissions reflects the preparation of current UHS students at this level. Any admissions of Juniors is subject to space availability. There may be times when no Junior students will be admitted. If there are openings and applications are accepted, the following criteria will be piloted.

Students must:

1. be on track to graduate with a UHS diploma.
2. demonstrate successful performance on the State's standardized test requirements for graduation.
3. Have a GPA of 3.0 or higher in all previous coursework.
4. score of 167 or higher on the PSAT or a score of 1670 or higher on the SAT.

I.A.5.2 - Space Availability.

Space availability will be determined by June 1st of each year. If there is space available students who qualify for Junior and Seniors admissions will be admitted by residency priority as defined under I.A.4.2 and I.A.5.3

I.A.5.2 – Senior Admissions

UHS does not accept applications for Senior admissions. (12/9/2014)

I.A.6. - Application Process

All students must complete an application form and return it by the published deadline in order to be considered for admission to UHS. Applications may be mailed, faxed, or e-mailed to the appropriate address. A confirmation of receipt of the application will be sent via email or phone. Late applications will not be accepted once admissions process is closed.

An invitation letter and application form is sent to every enrolled 8th grade student at a TUSD school. Letters are also sent to every private and charter school listed with the Pima County Superintendent of Schools. Application forms are available at every middle school site, and electronically - through both the TUSD and UHS websites.

For currently enrolled TUSD students, a completed application form is all that is required. Non-TUSD enrolled students must provide additional information as detailed on the application check-list. The UHS Principal,

with the advice and consent of the UHS School Council will update the check list annually.

I.A.6.1 - Additional Recruitment efforts

UHS conducts additional recruitment efforts in order to attract a broad and diverse pool of applicants. Additional recruitment efforts will be developed by the UHS Principal with the advice and consent of the UHS School Council on an annual basis.

a) Targeted Student Outreach – Additional outreach, including letters to parents and home visits, to students taking advanced middle school classes in TUSD and to selected middle sites and programs. Targeted outreach to students who score in the highest levels of the AIMS and Terra Nova tests.

b) Outreach to site/program administrators and staff – Each spring UHS will attend MS principal and counselor meetings to brief them on admission requirements and recruitment objectives. Site staff will be encouraged to recommend students for admission. UHS will meet with each ethnic studies program to explain admission requirements and recruitment objectives.

c) Community outreach – UHS representatives will visit parent meetings, private schools, and other venues upon request.

I.A.6.2 - Application Records

UHS will use existing district management systems to maintain an accurate and current list of all TUSD and non-TUSD UHS applicants.

I.A.7 – Testing

UHS administers the entrance tests for incoming freshman in the Fall semester while testing for 10th grade placement and above occurs at the end of the school year in June. Students must complete an application form and submit it by the posted deadline in order to be tested for admission to UHS. TUSD middle school sites will be sent a list of their enrolled applicants one week prior to the close of the application deadline in order to finalize the testing lists.

I.A.7.1. – Test Administration

Entrance test will be administered by certified personnel in compliance with published test instructions.

I.A.7.1.a.

UHS 7th/8th grade applicants enrolled at TUSD middle schools will be tested at their school site. UHS will set aside a specific time for administering the test to 8th grade applicants enrolled outside of TUSD. Applicants who miss testing will be invited to make-up testing.

I.A.7.1.b.

UHS will schedule a specific day and time for 8th grade make-up testing. Only students who met the application deadlines and were absent for their scheduled test, will be tested.

I.A.7.1.c.

UHS will schedule a specific time in early summer to administer the test to 10th grade.

I.A.7.1.d.

UHS will work with the middle school sites to schedule and publish testing dates by the end of May of the previous school year.

I.A.7.2. Testing Accommodations

Students with special testing needs will be accommodated in accordance with federal law, state statute, and TUSD Board policy..

I.A.7.2.a. Students with Disabilities

Students with a current IEP or 504 will be accommodated according to specified testing accommodations. UHS applicants who are not enrolled in a TUSD school will need to provide a copy of their IEP or 504 to UHS in order for accommodations to be made. Accommodations cannot be made without documentation.

I.A.7.2.b - Students whose Primary Home Language is Other than English

Current published test guidelines do not allow for the translation of the CogAT test into other languages. Students must listen and understand the instructions in English to complete the test. As other language versions of the test become available, they will be adopted.

I.A.7.3. - Test Scheduling, Processing and Scoring

UHS will work with the District's Accountability & Research Department (A&R) to ensure that testing is conducted effectively and efficiently, and that assessment protocols and test integrity are met.

I.A.7.3.1.

The A&R department is responsible for coordinating, processing and scoring entrance exams. UHS does not process or score tests on site.

I.A.7.3.2.

The A&R department provides UHS with the final data regarding qualifying criteria and residency verification for each individual student applicant. Information on TUSD applicants comes from the district's official student database of record, Mojave. Information on non-TUSD applicants is based on application information and will be stored by the district.

I.A.7.3.3.

The A&R department will provide statistical information on UHS applicants and testing as requested.

I.A.8. - Notification of Admission.

UHS will send applicants notice of admission in accordance with this established policy. This policy will be reviewed annually by the UHS principal and School Council.

I.A.9. – Reenrolling in UHS.

UHS maintains a 10 school day grace period for students who leave UHS during the school year. Within the first 10 school days of leaving, a student may re-enroll at UHS without re-applying for admission or a family hardship. However, after this period, the student must re-apply for admission for the following school year in accordance with these policies.

A student who has transferred to another school from UHS and wishes to return may receive special consideration for admission if the student left on their own accord due to health reasons or family hardship. A student who has been exited from UHS may reapply for admission in accordance with this policy. A student who is re-enrolling after leaving UHS due to illness or a family hardship must be on track to graduate per UHS graduation requirements. A student who has been exited and wants to be re-admitted must apply for admission to UHS.

A student who transfers or officially withdraws at the end of a school year has 15 calendar days from the date of withdrawal to re-enroll. Failure to re-enroll will result in forfeiture of the student’s admission place. **(Res 23-25, 4/12/2011; Res 25-6, 8/14/2012)**

I.A.9.1. Leave of Absence

A student may apply for a short-term leave of absence for medical or family emergencies. To apply, a student must complete a leave of absence request form. Students requesting absence for medical reasons must provide written documentation from the physician responsible for care. An interview with the Instructional Council will be scheduled and conditions set for re-admittance. Students must maintain their academic work.

I.A.9.2. Family Hardship.

A student may apply for a family hardship appeal to return to University High School at the semester or before the following school year. To apply, a student must complete a family hardship request form. Students requesting a family hardship must provide written documentation for why a hardship appeal is needed. An interview with the Instructional Council will be scheduled and conditions set for re-admittance. Students must have maintained their academic work and be on track to meet University High School graduation requirements. **(Res 26-18, 12/2/2013)**