
INTEROFFICE MEMORANDUM

TO: DR. VEGA, DR. MORADO, MR. HOLMES, MR. BUTLER AND MS. TOLLESON
FROM: UHS SUBCOMMITTEE (JULIET KING AND DEAN PACKARD)
SUBJECT: UHS ADMISSIONS TESTING
DATE: JANUARY 30, 2015

At our meeting on January 9th, Principal Packard and I were asked to submit two proposals – one addressing 7th grade UHS admissions testing, and another addressing re-testing of students who did not meet the test criteria in May 2014.

Outreach Plan for the transition of UHS testing from Fall of 8th grade to Spring of 7th grade.

- 1) District Mailing to all 7th grade parents alerting them to fact that UHS admissions testing has moved from the Fall of 8th grade to the Spring of 7th grade. Letter will be mailed in late February by UHS admissions office.
- 2) Parent Link call to all 7th grade parents with same information as in letter. Will coordinate with Instructional Technology on frequency.
- 3) Conduct direct outreach to Principals, District Counselors, LSCs, and other identified parties to notify about changes. Late February – Early March. Outreach will include not only email notification but attendance at monthly meetings. UHS admissions office.
- 4) Conduct MS site visits to address 7th grade students directly. Handout to students to take home. Will be completed in March. UHS LSC.
- 5) Conduct 2 Parent Information nights – specific dates will be forthcoming and included in letter. Held in March at an East and West Middle school. UHS admissions office and UHS.
- 6) District Mailing to all 7th grade parents with dates of testing. This letter will be sent out in April at least 3 weeks prior to testing. Testing dates will be sent and posted at MS sites. This will mirror current GATE outreach.
- 7) UHS admissions information available through family engagement centers; Open Enrollment office and other identified outlets - February – May 2015.

All information will be available on the UHS admissions web-page and updated as necessary with additional information.

All letters will be in English and Spanish but the UHS admissions office will work with Language Acquisition to have the letter translated into the other major District languages.

Students will have an option to opt-out of the testing if they are not interested in testing for UHS admissions. All 7th grade students who are testing will fill out an application form for UHS at the time of testing.

Additional resources will need to be allocated to ensure that a good testing environment is maintained. There may be as many as 2800 students to test, including those requiring testing accommodations. We are proposing two options:

- 1) Option A – Test students at an off-site location. Transportation would be provided to bus students to an off-site location, as was done for the High School Expo. The Santa Rita gym for instance could hold at least 400 students. Two MS could be tested in a day and testing completed in 2 weeks. Testing proctors would be needed. On-site testing at each MS would need to be provided for students with IEP testing accommodations.
- 2) Option B – Test students at each middle school and use similar testing protocols for ATI and state assessments. MS test coordinators would need to be trained on how to administer and proctor the CogAT testing. Test coordinators would need to pick up tests and return them for check in as with ATI and AIMS. Additional proctors would need to be allocated to ensure fidelity of testing. Students with IEPs would be tested according to their IEP accommodations.

Re-testing of Students who did not meet the test criteria in May 2014

Due to concerns about the transition of UHS testing from 8th to 7th grade this year, we are proposing the following:

- 1) Invite students who did not meet the test criteria in May 2014 to apply for UHS admissions re-take the test in late May. Theoretically this could be as many as 2000 students although we could potentially reduce the number by ensuring that students have eligible 1st semester Fall grades.
- 2) Test students who take this option with the 7th graders.
- 3) Students would be tested with the 9th grade version of the CogAT. Additional resources may be needed to purchase more testing books.