

school that has space. If the student applies for another school, his/her name will be removed from the waiting list, which will be maintained until 20 days after the first day of school for the 2017-18 school year. If the student does not qualify for either his/her first or second choice, the student must restart the application process for a new school. The student will lose his/her priority number and will receive a new number at the time the new application is submitted.

### **When will I find out if my child has been accepted into an Optional School?**

The Optional staff will attempt to notify you within six to eight weeks from the time of application. If you need an answer sooner, please contact the principal of the Optional School or the Division of Optional Schools and Advanced Academics staff in writing.

### **What happens if I submit my child's Application for Optional Schools with the proper documents but my child does not meet the school's minimum requirements?**

- If, at the time of application, the student does not meet the school's entrance requirements, he/she will not be approved to attend the school requested.
- If, at a later date, the student's attendance, skills and behaviors, conduct, and academic performance improve and he/she meets the entrance requirements of the school requested, he/she may re-apply.
- Or, if at a later date, the student's family chooses to have the applicant evaluated by a licensed psychological examiner using the appropriate assessment and the student meets the test requirements, then he/she may reapply.
- The student's new application will be assigned a new priority number.

### **What if, at the end of the school year, my student who was approved did not maintain entrance requirements for the specific program?**

Final approval for enrollment in the Optional Program is reserved until the end of the year. Final report cards must be submitted and reviewed by the school. The student's second semester grades, conduct, skills and behaviors, and attendance must meet the school's requirements.

### **If I receive an Optional transfer to an Optional School, is transportation provided?**

No. If an Optional transfer is approved, transportation must be provided by the parent/legal guardian.

### **If there are more applicants than there are spaces, what happens?**

If any Optional School Program has more applications than available space on January 27, 2017, the Equal Access Selection Process is implemented. Eighty percent of the space available in the oversubscribed programs will be filled on a first-come, first-served basis by Shelby County Schools applicants. The names of all remaining Shelby County Schools applicants will be placed in a computer pool, and the remaining 20 percent of the space will be filled by applicants selected from the pool by a computer-generated random sampling, subject to sibling preference. Please note that only students zoned to a Shelby County School may be included in the Equal Access Selection Process.

The Equal Access Selection Process will be held on February 10, 2017 in the SCS Coe Board of Education, Room C106, and is open to the public. This equal access sampling will apply only to those schools with more applicants on the first day of the application process than they have available space. Applicants who are not selected by the Equal Access Selection Process will be assigned to a waiting list according to the numerical order of sign-up of qualified students.

The Equal Access Selection Process will only be used for new applicants applying for a transfer on the first day and only for schools with more applicants than available space when the application process begins January 27, 2017, for the 2017-18 school year. This applies to students currently zoned to Shelby County Schools.

Final acceptance into the Optional Program of choice is still based on students meeting all of the school's entrance requirements.

### **What if I live in a Shelby County Schools zone when my child is accepted but we move to an area not zoned to Shelby County Schools when school begins?**

Newly approved applicants who are zoned to Shelby County Schools must continue to reside within the Shelby County Schools zone to maintain an approved status in schools where space availability is limited.

### **Are students who are not zoned to Shelby County Schools eligible to transfer to a Shelby County school through the Optional Schools Application Process?**

Yes. Shelby County Schools welcomes all interested parents and legal guardians to complete an Application for Optional Schools transfer regardless of residence. However, applications for students zoned to Shelby County Schools will be given first priority, and if spaces remain in Optional Programs, non-Shelby County Schools residents may be awarded transfers if requirements are met. Tuition may apply.

Shelby County Schools offers educational and employment opportunities without regard to race, color, religion, sex, creed, age, disability, national origin, or genetic information.

# Shelby County Schools

## Division of Optional Schools and Advanced Academics

### 2017-18 Frequently Asked Questions

### **Who can transfer into an Optional Program?**

Qualified students can transfer into an Optional Program when the applicants meet all of the entrance requirements of the school's Optional Program and space is available in the school.

### **Will there be an early sign-up with tickets this year?**

Yes. The Division of Optional Schools and Advanced Academics will use bar-coded ticket applications again this year. Beginning January 23, 2017, at 6:30 a.m., applications with pre-printed bar codes will be available. The last four digits of the number above the bar code reserve your place in line and allow you to drop off your completed application or to apply online anytime before 5 p.m. on Friday, January 27, 2017. For example, if your bar code is OPT...0025, it means that your application will be the 25th application processed, as long as you submit it online, in person, or by mail by 5 p.m. on January 27, 2017.

In order to take advantage of this process, you must complete the bottom section of the application, including your child's social security number, detach it, and submit it to the Optional Schools staff prior to leaving the premises with your application. Individuals who do not turn in the bottom portion of the application will NOT have a reserved place in line.

For your convenience, bar-coded applications will also be available in the Division of Optional Schools and Advanced Academics from Tuesday, January 24 through Thursday, January 26, 2017, from 7 a.m. to 5 p.m., 160 S. Hollywood, Room C106.

Access to the Coe Board Auditorium will be from the parking lot behind the SCS Board of Education Administration Building located at 160 S. Hollywood. Signs will be posted and staff members will be available to direct you to the appropriate entrance. Parent-sponsored line-ups or lists will not be honored and SCS Security will not allow anyone to line up for the January 23, 2017 application process before 5:30 a.m. that day.

### **When can I get a bar-coded Application for Optional Schools?**

Applications for Optional Schools with pre-printed bar codes will be available starting January 23, 2017, 6:30 a.m., at the SCS Coe Board of Education Auditorium, 160 S. Hollywood. The last four digits of the number above the bar code reserve your place in line and allow you to drop off your completed application or to apply online any time before 5 p.m. on Friday, January 27, 2017. You may also obtain bar-coded applications on Tuesday, January 24, 2017 through Thursday, January 26, 2017, from 7 a.m. until 5 p.m., SCS Board of Education, 160 S. Hollywood, Room C106.

### **Where do I submit my Application for Optional Schools?**

#### **Students living INSIDE the geographical zone of the requested Optional School:**

If the student lives inside the Optional School's geographical zoned boundary, you may contact the school directly about requirements and procedures for qualifying and applying for the Optional Program, and you may submit an Application for Optional Schools directly to that school. If you are uncertain of your zoned school, please contact the school's office, the Office of Student Services (416-6007 or 416-6075) or the Division of Optional Schools and Advanced Academics (416-5338). You may also use the SCS School Zone Locator link on the SCS website ([www.scsk12.org](http://www.scsk12.org)).

#### **Students living OUTSIDE the geographical zone of the requested Optional School:**

If the student lives outside the Optional School's geographical zoned boundary, there are three ways to apply dependent upon the student's current school enrollment: online, in person, or by mail.

### **How do I apply online?**

To submit an online Application for Optional Schools, the student must currently attend a Shelby County school in grades K through eleven. Students attending an ASD School, Campus School, home school, municipal, independent, private, or a charter school cannot apply online. Parents or legal guardians of students who are eligible to apply online can pick up a bar-coded application at the SCS Coe Board of Education, 160 S. Hollywood, on:



- Monday, January 23, 2017 from 6:30 a.m. until 5 p.m., in the SCS Coe Board of Education auditorium, or
- Tuesday, January 24 through Thursday, January 26, 2017 from 7 a.m. until 5 p.m., SCS COE Board of Education, 160 S. Hollywood, Room C106.

If you have a bar-coded application, you may submit an application online by accessing the Optional Schools website ([www.scsk12.org/optional](http://www.scsk12.org/optional)) and selecting the online application link. Follow the step-by-step instructions on the website, and then the online website system will provide you with a receipt. If you complete the online application and receive an official receipt, you will not need to return to the SCS Coe Board of Education on January 27, 2017. In order to use the bar-coded application online, the online submission must occur prior to January 27, 2017 at 5 p.m.

**NOTE: The online application process is not available if you choose to have your child privately tested or if test results other than the Spring 2016 (or later) NWEA MAP test scores are submitted. Then, applications and required documents must be submitted in person or by mail.**

#### Who should apply in person?

- If you do not have web access or if you prefer not to submit an application online
- If you choose to have your child privately tested or wish to submit test results from a test other than the NWEA MAP Test, Spring 2016 or later.
- If your child is currently enrolled in Campus School, ASD school, home school, private, independent, municipal, parochial, or a charter school
- You may obtain a bar-coded application on January 23, 2017, 6:30 a.m. until 5 p.m. at the SCS Coe Board of Education Auditorium, 160 S. Hollywood, or January 24 through January 26, 2017, from 7 a.m. until 5 p.m. at the SCS Board of Education, 160 S. Hollywood, Room C106.
- Then, to apply in person, you must bring the Application for Optional Schools with all the proper documents (See the back of the Application for Optional Schools form) on January 27, 2017, between 6:30 a.m. and 5 p.m. to the SCS Coe Board of Education Auditorium, 160 S. Hollywood.
- After January 27, applications may be submitted to the Division of Optional Schools and Advanced Academics, SCS Board of Education, 160 S. Hollywood, Room C106. However, bar-coded ticket applications may not be used after 5 p.m. on January 27, 2017.

#### How do I apply by mail?

You may mail an Application for Optional Schools with proper documentation attached to:

**Division of Optional Schools and Advanced Academics  
SCS Board of Education  
160 S. Hollywood, Room C106  
Memphis, TN 38112**

Applications that are received via mail will be processed at the end of each workday. Please note that bar-coded applications may be mailed but must be received by 5 p.m. on January 27, 2017. Bar-coded applications will be processed in numerical order. The last four digits of the bar code number reserve your place in line.

#### When is the first day to apply for an Optional transfer?

- Online applications may be submitted after obtaining a bar-coded application.
- In-person applications will be accepted beginning Friday, January 27, 2017.

#### Where do I apply in person for an Optional transfer on the first day?

**SCS Coe Board of Education auditorium (located in the rear of the building)  
160 S. Hollywood  
Memphis, TN 38112**

**Time: 6:30 a.m. – 5 p.m.**

#### What documents are needed in order to apply for an Optional transfer?

If you are eligible to apply online, Shelby County Schools already has required documents on file. If you are unable to apply online, the following documents are required:

1. A completed Application for Optional Schools signed by both the parent/legal guardian and the student if the student is applying for grades 7-12.

2. Schools may require test results in Total Reading/Reading Composite and Total Mathematics/Mathematics Composite of the NWEA MAP or another nationally normed achievement test. Acceptable tests must be dated Spring 2016 or later. Other acceptable tests for high schools include the TCAP End of Course test or another nationally normed assessment including the ACT, PSAT or SAT (Reading/Critical Reading and Mathematics), with the assessment being administered no more than one year prior to the date of application for Optional Schools. The only acceptable achievement tests from licensed psychological examiners are the Kaufman Test of Educational Achievement, 2nd or 3rd Edition (KFTEA-11 or III) or the Wechsler Individual Achievement Test; 2nd or 3rd Edition (WIAT-11 or III) with composite scores in Reading and Mathematics on grade-level norms. Entrance requirements vary by school.
3. A copy of a current comprehensive report card with grades, skills and behaviors, conduct, and attendance.
4. A copy of the student's Social Security Card (only for students new to SCS.)
5. A birth certificate is required for kindergarten applicants.

All documents are required as part of the application process.

#### Where can I get an Application for Optional Schools?

Applications are available at all Optional Schools and the Division of Optional Schools and Advanced Academics at the SCS Coe Board of Education, 160 S. Hollywood, Room C106. Applications may be mailed upon request.

#### If my child is already attending a school on an Optional transfer, do I have to apply again?

Applications for Optional Schools must be renewed annually.

- Students are eligible for renewal transfers to the same school if they remain in that specific school's Optional Program all year and maintain the Optional School's renewal requirements. Completed renewal forms should be promptly returned to the school.
- If applying to a different Optional School, you will need to submit a new Application for Optional Schools.

#### Am I required to use a bar-coded application?

No. However, applications with bar codes that are submitted by 5 p.m. on January 27, 2017 will be processed first.

#### If I cannot obtain a bar-coded application, what happens?

You may submit a paper Application for Optional Schools. Applications are available at all Optional Schools and at the Division of Optional Schools and Advanced Academics. Applications are accepted through the first day of school.

#### What is the order in which applications are processed?

Applications are processed on a first-come, first-served basis using the following procedure:

- Sibling Preference for qualified students who are residents zoned to Shelby County Schools with a sibling who is in the Optional Program at the same school and maintaining the Optional requirements. A sibling is a brother or sister who lives at the same address. Slots for qualified siblings are held for 10 working days. February 10, 2017 at 5 p.m. is the last day for sibling preference.
- Qualified students who are residents of Shelby County Schools
- Qualified siblings who are non-residents of Shelby County Schools with a sibling who is in the Optional Program at the same school and maintaining the Optional requirements
- Non-Shelby County Schools Residents
- Non-Shelby County Residents
- Out-of-State Residents
- There are two exceptions. Maxine Smith STEAM Academy and East High School will reserve half of their available spaces for qualified students who live within its designated zone until February 10, 2017 at 5 p.m.

#### May I apply for more than one Optional School per child?

Yes, you may apply for two schools. The application offers opportunities for a parent/legal guardian to list a first choice and a second choice for each child. If you choose to apply for two schools, please note the following:

- You are not required to select two schools.
- If the student qualifies for the first choice and space is available, the student will be approved for his/her first choice school.
- If the student does not qualify for his/her first choice but does qualify for his/her second choice and space is available, then the student will be approved for his/her second choice. The student **will not** be placed on a waiting list for the first choice.
- If the student qualifies and neither the student's first or second choice of school has space, he/she automatically will be placed on the waiting list for his/her first preference only. You will be notified that your child has been placed on a waiting list, and you will have the option either to keep your child on the waiting list or to apply for another

