

## **Admission and Lottery Policy**

The admissions procedures at UHS are summarized below.

1. Students apply for admission to the Charter School during the open enrollment period usually held in January and February of each year.
2. Applications are found on the website and in the school office.
3. When applications are submitted, they are screened by UHS staff for completeness and accuracy. Attempts are made to contact students/parents to revise incomplete applications prior to the end of the open enrollment period.
4. After the open enrollment period ends, all applications are reviewed to ensure they are complete and students are eligible (e.g., 8th grader applying for 9th grade, students are not too old).
5. Applicants whose applications are incomplete or who are not eligible for admission are notified that their application is invalid, if possible.
6. The Charter School determines the number of openings in each grade level. The freshman class usually has approximately 135 openings.
7. If the number of applications is less than the number of openings for the grade level, all applicants are admitted for the following school year and students are notified at the end of the open enrollment period, once step 6 is completed.
8. In accordance with Education Code Section 47605(e)(2)(B), University High School has established admissions preferences in the event applications exceed capacity and a public random drawing must be conducted to determine admission.

Preferences:

1. The Charter School admits all siblings of current UHS students. The sibling preference only applies to 8<sup>th</sup> graders applying for admission to 9<sup>th</sup> grade, who have a sibling who is currently enrolled in grade 9, 10, or 11 at UHS.
2. The Charter School admits children of employees, up to 10% of total enrollment.
3. For 9th grade only, based on instrument or choral needs the Charter School may further select a small group of students who will be granted admission, not to exceed 20% of the total 9<sup>th</sup> grade openings.  
The process is handled as follows:
  - (a) The Charter School identifies the musical needs based on current enrollment and with the knowledge of which students will be graduating.

- (b) The music teachers review the applications of those who apply, specifically using the music evaluations to help them evaluate the students who fit the instrumental or choral needs of the Charter School.
- (c) The music teachers may ask students, within a certain instrumental or choral group, if they wish to come to the Charter School to audition for the teacher. Students asked will have the option of doing so or declining without prejudice.
- (d) The music teachers make recommendations to the Charter School administration as to who would best fulfill the stated school needs.
- (e) The Charter School administration considers the requests and makes the final determination of who is eligible for this preference.

- 4. Students who are eligible to receive Free or Reduced Price Meals (“FRPM”) a
  - a. Each student that claims FRPM status, will have their status verified.
- 5. District residents
  - a. During the application review process, student addresses are checked to determine if the student resides within FUSD.

9. Preferences and the lottery are handled as follows: The lottery will be a random public lottery. The Charter School announces the time and place of the lottery on its website.

All applicants in preference category one (1) are awarded spots prior to any other applicants. If the number of applicants in the first preference category exceeds the number of available slots, then a random public lottery is held for just the group of applicants eligible for this preference. Students in this preference category who are not selected for admissions in the lottery will be placed on the waitlist ahead of students in all other preference categories. This preference category only applies to 8th graders applying to 9th grade.

The total number of applicants in preference category two (2) are counted to determine if they exceed 10% of the total enrollment for the applicable grade level. If the number of applicants is below 10%, then this category proceeds in the same manner described for the first preference applicants. If preference two (2) applicants exceed 10% of the applicable grade level, then a random lottery is held for these applicants to determine which applicants will be in the preference two (2) category. Applicants not selected in this initial step will be eligible for any other preference categories they qualify for, starting with the third preference. Once the 10% of applicants eligible for preference two (2) are identified, then admission proceeds in a manner identical to the preference category one (1).

All applicants in the preference category three (3) are awarded spots prior to any other applicants other than those in preference categories one (1) and two (2). If the number of applicants in the third preference category exceeds the number of available slots then a random public lottery is held for just the group of applicants eligible for this preference. Students in this preference category who are not selected for admissions in the lottery will be placed on the waitlist ahead of students in all remaining preference categories.

All remaining applicants for the lottery are issued three (3) tickets.

In addition:

- If the applicant is a District student, he or she is issued an additional ticket.
- If an applicant qualifies for the additional FRPM weight, he or she is issued two (2) additional tickets.

Applicants who are not in preference categories one (1), two (2) or three (3) can have a maximum of six (6) tickets. All applicants receive three (3) tickets. District residents receive one (1) ticket. FRPM eligible applicants receive two (2) tickets.

Each applicant is assigned a number that aligns with their application. All of the applicant's tickets have the corresponding number on them. During the lottery, numbers will be called, not names. As numbers are called, selected applicants are identified. Once an applicant is selected, his or her other tickets become null and void.

10. Twins or triplets without siblings currently attending UHS are counted as one lottery participant who, if selected, grants admission to all same age siblings.

11. Those selected in the lottery are notified of admission. Those who are not selected are placed on a waitlist and notified of their placement.

12. As openings arise, the Charter School will use the waitlist to determine admission. The Charter School adheres to the waitlist until the end of the school year.

Foreign Exchange students not on a diploma track may be admitted for either the junior or senior year as space permits.