



## **A3 Admissions Policy for Attendance.**

*We believe that ALL students, regardless of socio-economic status, culture, or previous academic or artistic success, can learn and achieve at high levels. Thus, A3 will never establish bench marks or other criteria as a condition for entry. Further, A3 will always seek ways to address the variety of cultural and individual needs of all potential students to encourage a broad variety of applicants.*

### **1. General Admissions policy.**

- 1.1. All students seeking admission into A3 must submit the following:
  - 1.1.1. Letter of Intent
  - 1.1.2. Letter of recommendation provided by an adult who is not directly related to the student. We encourage that this form be filled out in collaboration between the student and the adult
  - 1.1.3. Current transcript or report card for the student's LAST grading period. Should acceptance be for the following year, the student is responsible for providing a transcript showing successful completion of all course work or a letter of explanation explaining why the work was not complete. Note: the expected graduation date may be changed based on the number of credits the student actually has achieved if the student is entering A3 after their freshman year
  - 1.1.4. An interview with the student
  - 1.1.5. A signed copy by both parents and student of the community agreements
  - 1.1.6. A group project/audition review conducted by the A3 staff and with at least two other students selected at random
- 1.2. Admissions is never granted based on any judgement of prior academic success nor artistic talent. Students merely need complete all the application requirements and, if there is space as determined by attendance limits, the student may become part of the A3 community at an agreed upon time and at class standing commensurate with his or her accumulated credits, if transferring from another high school.

### **2. The Purpose of the Application**

- 2.1. As A3 is a specialized learning environment, we want applicants to have a thorough understanding of what they are choosing.
- 2.2. All written materials are self-reflective, created to encourage the student to consider their own learning style and the thought-processes we use at A3.
- 2.3. The interviews and group project reviews or "audition" is an opportunity for students to consider the reflective and collaborative nature of our work. Also, the interviews give us the opportunity to speak one-on-one with the student so we may answer questions the student may feel uncomfortable asking in front of an adult relative.
- 2.4. Finally, the application process makes it clear that we are expecting full commitment from the student to choose A3 for all four years and to work with us to overcome any problems. Leaving the school just because it gets hard or is uncomfortable is not an option. We commit to work proactively with the student and the family to problem-solve, actively engage in the work, and adapt as possible to serve the student's educational needs. This doesn't necessarily

include making it more comfortable, it does however mean that no student will ever be ignored nor allowed to slip through the cracks. Applicants must understand that we will be relentless in pushing them towards graduation and, as a last resort only, will we consider other placement. *If you commit to us, we'll commit to you.*

### **3. Attendance limits**

- 3.1. Attendance limits are based on an average number of students in 9th and 10th grade and in 11th and 12th grade.
- 3.2. The ideal number is an “average” of 170 students in 9th and 10th (110 on the A3 Campus, 60 at HSC) and 170 in 11th and 12th (110 on the A3 Campus, 60 at HSC).
- 3.3. However, the school may accept up to an average of 120 students at the A3 Campus and 70 at HSC per grade combination to offset anticipated attrition, typically prior to a new school year.
- 3.4. Thus, A3 may accept up to a potential number of 360 total students for an upcoming year in the spring of the current year under the belief that some students may, typically, drop off.
- 3.5. If students do not drop off, those accepted will remain A3 students with no threat of being removed due to overcrowding.
- 3.6. However, A3 is not required to accept students beyond the 340 ideal number during the regular school year. The total attendance is capped at 350 students for both campuses.

### **4. Accepting students**

- 4.1. On-going acceptance.
  - 4.1.1. A3 will accept students throughout the school year for current high school students attempting either to transfer in from outside schools or moving into the area, provided that there is space as determined above in “Attendance limits”.
  - 4.1.2. If there is room and no waiting list, students will be accepted as they complete the application requirements.
- 4.2. Waiting List.
  - 4.2.1. A3 will maintain an active waiting list for students who complete the application, but are either denied entry during spring recruitment or at any time during the school year due to lack of space.
  - 4.2.2. Students are placed on the waiting list on a first come, first serve basis.
  - 4.2.3. If a space becomes available, A3 will contact students in the order their completed applications were received.
  - 4.2.4. If the student accepts placement, no further audition nor application will be necessary and the student may start at an agreed upon time between the school administration and the student, typically at a grading period break or at the beginning of the new year, depending on the student’s situation.
- 4.3. Spring Recruitment
  - 4.3.1. Recruitment for a new “freshman” class and for any open spots in other classes will typically begin in February.
  - 4.3.2. A3 will offer a series of Information Nights geared to inform parents and students about the school and the application process. Representatives of A3 will visit all Springfield middle schools and other “feeder” schools as we are permitted to advertise the school.
  - 4.3.3. Additional outreach will also cover print and media ads as well as optimize as many other opportunities to reach as many student groups as possible.

- 4.3.4. On or about the first weekend in March, A3 will hold new student interviews and collect the following application materials:
  - 4.3.4.1. The letter of intent
  - 4.3.4.2. The recommendation
  - 4.3.4.3. A copy of the student's latest report card or transcript
  - 4.3.4.4. A 10 minute interview with three adults not related to the student that can include A3 staff, board members, or current A3 parents. The interview questions are posted on line.
- 4.3.5. On or about the first or second weekend in March, A3 will hold new student group project reviews or "auditions."
  - 4.3.5.1. The reviews are in no way a judgment about the student's artistic or academic ability, but, like all the application materials, designed to give applicants a clear vision of what a typical project-based and collaborative learning situation is like at A3.
  - 4.3.5.2. Reviews will be held in Theatre, Media (including electronic, music, and/or dance), Sciences, and Visual Arts.
  - 4.3.5.3. Collect the student's portfolio part of the application.
- 4.4. All COMPLETED applications as of the group project review day will be reviewed for space.
  - 4.4.1. If there are less applications than the number of spots available, all applicants will be accepted to begin attendance at A3 in the fall of following school year.
  - 4.4.2. If there are more applications than the spots available, A3 will conduct a lottery of completed applications within two weeks of the group project/audition day or within 10 days of returning from spring break, which ever is later.
  - 4.4.3. Students not chosen in the lottery will be placed on the waiting list in an order established by random drawing.
    - 4.4.3.1. Students will be informed of their spot on the waiting list within 5 days of the drawing.
- 4.5. Any INCOMPLETE applications as of the project review day, will be set aside and applicants will be notified that their admission is on hold until the application is complete.
  - 4.5.1. If there are any remaining spots after the list of completed applicants are accepted, A3 will hold another acceptance day within two weeks of the group project/audition day or within 10 days of returning from spring break, which ever is later for applications from this group that are completed.
  - 4.5.2. Incomplete applications after this date will, again, be held should the applicant request and students moved to the waiting list once the application is complete.
- 4.6. Students beginning the application process AFTER the group project/audition review day will turn in all application materials and complete interviews & group projects on a Saturday in May.
  - 4.6.1. All completed applications will be subject to the same process as those listed above in 4.4, again, dependent on space available.
  - 4.6.2. Applicants who we are not able to accept due to space limitations will be put on the waiting list.
  - 4.6.3. Any incomplete applications after Labor Day will be discarded.
    - 4.6.3.1. Students who wish to be considered after that date must begin the application process over again.

**5. Students who do not confirm their attendance status within two weeks of notification by mail, risk losing their place in the school or on the waiting list.**

**6. Lottery Procedures.**

- 6.1. Should a lottery be necessary to select students, A3 will follow a procedure to make it as anonymous and fair as possible.
  - 6.1.1. Students with completed applications who are subject to the lottery will be assigned a number
  - 6.1.2. A corresponding number will be written on a small slip of paper. All slips of paper will be the exact size, weight, and shape
  - 6.1.3. All slips of paper will be put into a large container
  - 6.1.4. Slips of paper will be thoroughly mixed and separated in the container
  - 6.1.5. An A3 School Official with no vested interest in the outcome of the lottery will draw the exact number of slips as corresponds to the number of open spots at the school
  - 6.1.6. Springfield residents and applicants who are siblings of current A3 students will receive preference in a lottery situation.
    - 6.1.6.1. Springfield applicants will have TWO copies of their numbers put in the lottery container
    - 6.1.6.2. Siblings of current students will have THREE copies of their numbers put in the container
    - 6.1.6.3. Once a student is chosen, any duplicate numbers will be disregarded.
  - 6.1.7. There will be separate drawings for 9th and 10th grade AND 11th and 12th grade.
  - 6.1.8. The slips representing the accepted students will be retained in sealed envelope until the students have been notified.
  - 6.1.9. Remaining slips will be drawn out and those students put on a waiting list in the order they are drawn from the container.
  - 6.1.10. Students or parents need not be present at the drawing
  - 6.1.11. All applicants will be notified by mail of the results of the drawing and next steps to ensure their place at A3

End policy.