

Apply Midland Processes
January 2020

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Introduction

Frequently Asked Questions

- **What is Apply Midland?**
 - **Apply Midland** will serve as an online application system through which families can complete for the following for the 2020-2021 school year:
 - **Learn** about all Midland schools and the programs they offer through a ***School Finder***
 - **Apply** for Schools of Choice, Magnet Schools and for transfers from zoned schools
 - **Submit** a Notice of Intent to Return for Current Schools of Choice and Magnet School Families
 - **Register** for schools through *Skyward*
- **Why is MISD launching Apply Midland now?**
 - MISD is committed to ensuring students have access to quality schools through a process that is equitable, efficient, and transparent. As the district continues to expand the number of Schools of Choice across the district, we wanted to create a simplified online application that would allow families to apply to multiple schools at once.
- **How will Apply Midland impact families?**
 - Families will be able to access the district's Schools of Choice, Magnet Schools and transfer applications for Fall 2020 through one portal. Families will also receive notifications when their application has been processed and will also receive notifications about schools they have received offers from.
- **How will families new to Midland seeking an immediate placement for the current school year enroll?**
 - If you are new to Midland and are seeking a seat **immediately** for the current school year, please visit <https://www.midlandisd.net/Page/33165> for more details on how to enroll and register your child.
- **What happens if I am new to the District and need a placement next year?**
 - Please visit the Midland Enrollment page (link [here](#)) or reach out to Student Services at 432-240-1523.
 - New to MISD families seeking options for the 20-21 school year can create accounts on the Apply Midland portal during the application window. Application Window dates will be announced in the early fall.
- **What does school enrollment entail?**
 - This is a one-time process during which families provide the required documentation and complete all necessary paperwork for their child to become a student of MISD.
- **What does school registration entail?**
 - This is a yearly process during which families update information and complete all required forms.

For more frequently asked questions please visit the Apply Midland website [here](#).

Apply Midland Terms

- **Neighborhood (Zoned) school:** A neighborhood (Zoned) school is a school that students attend based on their address.
- **Magnet School:** A school with a specialized area of study, application and geographic requirements. Magnet Schools are not considered neighborhood schools and require an application. Families can apply to these schools using the Apply Midland application system.
- **Schools of Choice:** A school with a specialized area of study and application requirements. Families can apply to these schools using the Apply Midland application system if they meet specific criteria.

Apply Midland Overview

- **Apply Midland Timeline**
 - **December 11, 2019:** School Finder Lanches
 - **January 21, 2020:** First Round Application Window Opens for Schools of Choice, Magnet Schools, and Fall 2020 Transfers
 - **January 21, 2020:** Current Magnet School and School of Choice families complete the Intent to Return Process through the Apply Midland portal (see table below)
 - **February 29, 2020:** First Round Application Window Closes
 - **March 16, 2020:** Second Round Application Window for Fall 2020 Transfers and available Schools of Choice opens (Rolling Applications)
 - **April 1, 2020:** Families Receive Offers
 - **April 8, 2020:** Deadline to Confirm Placements
 - **Summer 2020:** Second Round Application Window Closes
- **Who must complete an application?**
 - Families who are interested in attending a Magnet School, School of Choice or school other than their neighborhood campus (zoned school). Please see the list of participating schools below. Please note IDEA Travis, Coleman, Early College High School and all Pre-K seats have a separate application process and timeline.

School Name	School Type
Ben Milam International Academy	School of Choice
Early College High School at Midland College	School of Choice
Sam Houston College Prep	School of Choice
San Jacinto Junior High	School of Choice
Young Women’s Leadership Academy	School of Choice
Pease Communications and Technology Academy	Magnet School
Washington STEM Academy	Magnet School
Bowie Fine Arts Academy	Magnet School

- All families seeking a transfer for the 20-21 school year. This includes families who are on a current transfer in 19-20 and would like to stay at the current campus.
- **Students currently in neighborhood schools (zoned Schools)**
 - Families who would like their students to remain in their zoned school **do not** need to utilize the Apply Midland system.
- **How many schools can families select on the application?**
 - Families can apply to 5 schools on the application.

Apply Midland Application Lottery

Overview

- **Multiple Offer System**
 - Definition: System through which families apply to up to 5 options, receive offers to one or more schools based on the requirements and space available at each school and accept one offer for enrollment in Fall 2020.
 - Goal of the Process:
 - The process aims to ensure that students receive an offer to a preferred school while taking into account the admissions criteria for each campus.
- **Priority Structure**
 - A range of factors are taken into consideration regarding a student's priority for a selected school.
 - Priority is given to students who are applying to a school that a sibling attends.
 - Priority is given to students who are applying to a school that a sibling was recently accepted to through the application process.
 - Priority is given to students who are children of MISD staff members (*please see [Priority Structure by School](#) for more information*).
- **Priority Process**
 - What is the process for students who are applying to a school that a sibling currently attends?
 - Families must indicate on the application that a sibling attends the school for which their student is applying.
 - What is the process for students who are applying to a school that a sibling is also applying to?
 - Families must submit applications to the same school under the same Apply Midland parent account for both students. The system will automatically calculate the sibling applying preference.
 - What is the process for students who are children of MISD staff members?
 - Families must indicate on the application that the student is a child of a MISD staff member and provide the staff member's name.

Lottery Process

- **Guidelines for Applications**
 - Students may apply to 5 schools on the Apply Midland system. This includes Schools of Choice, Magnet Schools or transfer schools.

- Once a parent accepts an offer for a student to enroll at a school on the application, the student's name will automatically be removed from waitlists at other Schools of Choice, Magnet Schools and transfer schools to which the parent applied.
- **Criteria for Magnet Schools** - For more detailed information about the Magnet School lottery process please visit [here](#). The lottery process includes the following steps:
 - The lottery processes applications by school, Magnet area (A,B, or C), and grade level
 - Applicants receive
 - A priority based on any staff or sibling preferences and
 - A random lottery number
 - Applicants are sorted within each priority group by their random lottery number.
 - Through this lottery process, applicants will receive offers.
 - Applicants who do not receive an offer are placed on the waitlist in order based on their priority and random lottery number.
 - Waitlists are maintained for each school, Magnet area, and grade combination.
 - During the lottery, if a student receives an offer and has a sibling who also applied, that sibling receives a boosted priority.
- **Criteria for Schools of Choice** - The lottery process includes the following steps:
 - A lottery is held for each School of Choice by grade level.
 - Applicants receive
 - A priority based on any staff or sibling preferences and
 - A random lottery number
 - Applicants are sorted within each priority group by their random lottery number.
 - Through this lottery process, applicants will receive offers.
 - Applicants who do not receive an offer are placed on the waitlist in order based on their priority and random lottery number.
 - Waitlists are maintained for each school and grade level.
 - During the lottery, if a student receives an offer and has a sibling who also applied, that sibling receives a boosted priority.
- **Criteria for Transfers** - Annually there are two transfer windows (October and January-February). These transfers will be handled through the Apply Midland Application System. For transfer requests outside of these designated windows, please contact Student Services at 432-240-1520 to determine if this request can be accommodated.
 - Transfer applications are reviewed on a case-by-case basis and a determination is made based on the reason for the transfer request and number of seats available.
 - Transfer applications are available for the following reasons:
 - A student currently attending a school that is a transformation school may apply to attend another campus within MISD
 - A student assigned to a campus listed as a PEG campus may apply to attend another campus in the same school district. For more information about PEG campuses please click [here](#).
 - Parents may request that their child be transferred to another classroom or campus if the District has determined the student has been a victim of bullying, sexual assault by another student, or a violent criminal offense while at school or on school grounds.

- If a district assigns a student to a district campus other than the campus the student would attend based on the student’s residence, for purposes of receiving special education services, the district shall permit the student’s parent to obtain a transfer to the assigned campus for any other student residing in the household of that student receiving special education services provided that certain criteria are met (see board policy).
 - The parent has documented cause for concern of potential risk of physical or emotional harm to his or her child at the assigned campus.
 - A change of residence to another school attendance zone after a student has earned the credits necessary to be classified as a sophomore.
 - A student’s parent is a district employee.
 - Students who reside outside of the MISD attendance area may request an “out of district” transfer. This process requires that parents provide a copy of the student’s discipline report, attendance report, and grade report from their current school. Midland ISD may choose not to accept students from other districts. Midland ISD may charge tuition for students who reside outside of Midland ISD attendance zone. Midland ISD will not provide transportation for students who reside outside of the Midland ISD attendance zone.
 - Students who are currently on a transfer and want to continue at that campus
 - Parent’s may request that their child be transferred to a campus at which they are an employee.
 - Parents may request transfers due to transportation reasons.
 - Revocation or Denial of Transfer
 - The District may revoke or deny any transfer for reasons included but not limited to:
 - Use of false information to obtain the transfer
 - Lack of parental support
 - Persistent student misconduct
 - Excessive tardiness
 - Irregular attendance
 - Failure by the parent to pick up at dismissal time
 - An increase in enrollment so that the grade level in which the student is enrolled ceases to be in compliance with state law regarding the student-teacher ratio
 - Changes in a student’s circumstances so that the reason for the transfer no longer exists
- **Waitlists**
 - Magnet Schools
 - The waitlist process includes the following steps:
 - Waitlists are created, by school, by section and grade level, for students who do not receive admission in the lottery.
 - If spaces become available, placement of students on the waitlist gives priority to siblings of students already enrolled, accepted and attending the Magnet School program.

- Available seats are filled from the waitlist until the end of the first semester.
 - Schools of Choice
 - The waitlist process includes the following steps:
 - Waitlists are created, by school and grade level, for students who do not receive admission in the lottery.
 - If spaces become available, placement of students on the waitlist will give priority to siblings of students already enrolled, accepted and attending the School of Choice.
 - Available seats are filled from waitlists until the end of the first semester.
 - Transfers
 - The waitlist process includes the following steps:
 - Waitlists are created, by school and grade level, for students who do not receive admission in the lottery.
 - If spaces become available, placement of students based on the following criteria:
 - PEG
 - Continuation currently on the campus and may want to stay
 - Employee at campus
 - Sped Sibling
 - Safety
 - Sibling at School
 - Transportation
 - Out of District
 - Available seats are filled from waitlists until the end of the first semester.
- **Notification Process:**
 - Parents are notified of all offers and waitlist placements for their students through the Apply Midland portal.
 - After reviewing their offers and accepting one offer, families **must complete** the registration process at their confirmed school.
 - If a student has applied for admission to more than one school and receives an offer to attend more than one school, the following procedure will be applied:
 - Parents of students will be notified by email and must respond to indicate their program preference by the deadline included in the notification.
 - The application may be withdrawn and the student's name may be removed from the enrollment list if a parent does not respond by the deadline to indicate their school preference.
 - Starting on March 16, 2020, the second round of applications may be opened for schools and grade levels in the event the lottery process does not provide for full enrollment.
 - Please note that exceptions to these procedures require approval of the Superintendent.

Bilingual/English as a Second Language (ESL)

- Currently, there are specific MISD campuses where students can receive Bilingual and ESL services. Not all MISD schools support both programs. If a Bilingual or ESL student is currently zoned to a school, based on their home address, that does not have a Bilingual or ESL program they will receive placement at a designated school site. If a family uses the Apply Midland System and they currently receive Bilingual or ESL services they will only be matched to schools that have that program.
 - Magnet Schools
 - A lottery will be conducted for students who receive services the Bilingual/ESL program. The lottery process for the bilingual Magnet School campus will follow the same criteria.
 - Please note that Bilingual and ESL classes might not be offered at every school, but it is offered at locations throughout the district. Bilingual /English as a Second Language (ESL) services will be offered on at least one Magnet School campus.

Priority Structure by School

We created Apply Midland to better serve our schools and families, because everyone deserves a fair, transparent, and efficient application process. Apply Midland uses the following information to place students at schools:

- Student application
- The number of seats available at each school in each grade level
- Each student's random lottery number and priority to their selected schools, and
- Geographic areas for our Magnet campuses

School priority structures might include things like: siblings of current students, if a student's parent works at a particular school, or a student's identified geographic zone. Applicants will be considered in order of priority groups if there are more applicants than available seats. The specific priority groups for Magnet Schools, Schools of Choice, and transfer applications are provided below. For all schools, the lower priority number indicates a better chance at receiving an offer.

Young Women's Leadership Academy	
Criteria	Points
Priority School	0-4 points
Economically Disadvantaged	0-4 points
Student Residence	0-2 points
Report Card Grades PREVIOUS Year	0-4 points
Report Card Grades CURRENT Year	0-4 points
Report Card Attendance PREVIOUS Year	0-4 points

Report Card Attendance CURRENT Year	0-4 points
Disciplinary Notes	0-4 points
Interview	0-4 points
Student Essay	0-4 points

San Jacinto 6th Grade AVID	
Criteria	Order
5th Grade Student attending SCHP	1
Siblings of Current SJ Students	2
Students of SJ Staff Members	3
Sibling Accepted	4

Sam Houston	
Criteria	Order
Siblings of Current Houston Students	1
Students of Houston Staff Members	2
Sibling Accepted	3

Ben Milam	
Criteria	Order
Students living in the Milam Attendance Zone	1
Sibling attending Ben Milam	2
Child of Staff at Milam	3
Sibling Accepted	4

Magnets	
Criteria	Order

Sibling Attending	1
Students of Staff at campus selected	2
Sibling Offered	3

Transfers	
Criteria	
PEG	
School Transformation	
Continuation currently on the campus and may want to stay	
Employee at Campus	
Special Education Sibling	
Safety	
Sibling at School	
Transportation	
MISD Employee	
Out of District	

Apply Midland Application Process

- **Accessing an Application**
 - Please use the following steps to log into Apply Midland:
 - Step 1: Visit <https://www.midlandisd.net/apply>
 - Step 2: Select “Apply” to log into the application system
 - Step 3: Log in to your unique application portal using your username and password
 - Username and Password Process
 - **New and Non-Choice MISD Families:** Families who are new to the district and families who currently have students in a zoned school can create an account via the “Create Account” button on the Apply Midland login page. Families will be prompted to enter the following required fields:
 - First Name
 - Last Name
 - Email Address
 - Phone Number
 - Date of Birth
 - **Existing MISD Families at Schools of Choice and Magnet Schools:** Families who currently have students at Schools of Choice and Magnet Schools will have accounts created in the system by MISD Central Office and will receive an email to activate their account.

- All families will receive an email with next steps after they complete the log-in process for the first time
- **Editing Your Application**
 - What is the process for editing an application?
 - All families will have the opportunity to edit the application before February 29, 2020. At that time, the first application round will close and families will no longer be able to edit their applications.
- **Viewing Offers**
 - When will families be able to view offers?
 - Families will be able to view offers on or around April 1, 2020 and will receive notifications via email and text that offers are available on Apply Midland.
 - What is the process for viewing offers?
 - Families will use the same username and password they used during the application process to view offers. Families can reset their own passwords on the portal if they forgot the password.
- **Confirming or Declining Offers**
 - What is the process for confirming or declining offers?
 - Families will have until April 8, 2020 to confirm or decline offers.
 - All offers will be confirmed or declined in the Apply Midland Portal. Families can access this portal using the same username and password they used for the application process.
- **Round 2 Process**
 - Round 2 of the application process will open on March 16, 2020. At this time, the application system will re-open for schools and grade levels in the event the lottery process does not provide for full enrollment.
 - This application window is open to any families who missed the first round of applications. During this window, families can submit applications for Schools of Choice, Magnet Schools and Fall 2020 transfers to any schools that have availability. This second application window will be open through Summer 2020 [Date TBC].
- **Enrolling in a School**
 - What is the process for enrolling in a school?
 - Once a family confirms their offer through the Apply Midland System they must complete the registration process through the Skyward enrollment system.
 - Neighborhood Schools (Zoned Schools): Please contact your neighborhood school to complete the enrollment or registration process.
 - Schools of Choice, Magnet Schools, and Transfers: Please contact your school to complete the enrollment or registration process.

Process for Contacting Midland ISD

- For additional support on Apply Midland, please contact applymidland@midlandisd.net.

Appendix I: Participating Schools

Schools of Choice and Magnet Schools

School Name	School Type	Grade Levels Participating in Apply Midland Process 20-21
Ben Milam International Academy	School of Choice	K-1
Sam Houston College Prep	School of Choice	K-5
San Jacinto Junior High	School of Choice	6
Young Women's Leadership Academy	School of Choice	6-8
Pease Communications and Technology Academy	Magnet School	K-6
Washington STEM Academy	Magnet School	K-6
Bowie Fine Arts Academy	Magnet School	K-6

Appendix II: Transfer Policy

- **Process for Applying for a Transfer for the 2019-2020 School Year**
 - Mid-year transfer requests will continue to be processed using the existing transfer request form.
 - Please see information for the current school year [here](#).
- **Process for Applying for a Transfer for Fall 2020**
 - **Transfer Application Timeline**
 - The application window for first round transfers opens on January 21, 2020, and closes on February 29, 2020
 - Students who receive transfer offers in April 2020 and confirm enrollment in the transfer school will start at that school in August 2020 for the 2020-2021 school year.
 - **Receiving Notice about a Transfer Application**
 - All students will receive information about their transfer request on or around April 1, 2020.