

FORT THOMAS

INDEPENDENT SCHOOLS

Overview of Fort Thomas Independent Schools Selection Process

The Fort Thomas Independent School District offers tuition enrollment to students living outside the district who meet the tuition enrollment criteria of the Fort Thomas Independent Schools. Enrollment is provided to students only if an opening exists for the following school year.

Admission offers are made to students based on a comprehensive evaluation of their application, as set forth by the Fort Thomas Board of Education and the administration of the Fort Thomas Independent Schools. Applicants are selected following an extensive review process that evaluates school attendance, school-based behavior, academic achievement, accomplishments and other information contained in the application. Applications are reviewed for qualifications, required test scores, and demonstrated academic and non-academic achievements. Below is a list of district-approved criteria that are considered.

Criteria Used in FTIS's Comprehensive Review

1. Grades/GPA. These grades should be submitted from the student's previous school.
2. Test scores. These scores should be submitted from the student's previous school.
3. School Attendance. Two or more years of school-based attendance data should be submitted, if available.
4. School-based behavior. Two or more years of school-based behavior data should be submitted, if available.
5. Special Talents, Achievements, Affiliations and Awards. Consideration of special talents, significant achievements, and awards that demonstrate the applicant's ability to positively impact the Fort Thomas Independent Schools community.

It is the responsibility of the family/student to supply the above information. Failure to provide the above mentioned information may negatively impact your child's application.

There is a \$50.00 application fee required to process the application. This fee is non-refundable.

All information must be submitted to the Fort Thomas Independent Schools between August 1 and April 1.

Frequently Asked Questions about the Admissions Process

How much is tuition for one year?

Full tuition for the 2018 – 2019 school year is \$5100. This could be less depending on your current place of residence.

How do you make your admissions decisions?

We employ a comprehensive review of the applicants. Each application receives an in-depth, holistic review by the admissions committee. Admissions offers are made to the applicants within the constraints of the enrollment goals.

Does it matter when I apply?

In most cases, it does not matter when you apply as long as you are within the application window of August 1 to April 1. Students in grades 9 – 12 should apply before December 1 when possible. The first review of applications will be conducted during the last week of December so students who are accepted can participate in parent meetings and early class scheduling. This is highly recommended.

When will I be notified if my child has been accepted?

High school students who apply before December 1 will be notified before the January parent meeting. Those applying after this date will be notified by April 15.

Grades K – 8 - So many students move in and out of the district over the summer that it may not be possible to accept elementary students until August; however, parents will be notified of tentative acceptance based on the admissions process.

Does FTIS have a waitlist?

No. If a student does not gain enrollment for the current school year, the student will be required to reapply the following school year.

If I was not selected for admission, may I appeal the decision?

Fort Thomas Independent Schools does not set aside space for students who appeal admissions decisions. Every application has already been thoroughly reviewed using our selection process. Although few (if any) appeals will likely be granted due to enrollment constraints, students who choose to appeal should follow the procedure listed below.

Can tuition students lose their enrollment?

YES. Tuition students may lose their enrollment if they cannot arrive to school on time, have excessive absences, demonstrate poor academic performance, fail to pay their tuition in a timely manner and/or display behavior problems. If enrollment is revoked, parents will be notified by the last day of the school year.

How do I apply?

1. Download the letter and tuition application from the district website (information below).
2. Complete the application. Be sure all information is complete, including your home school district and your test scores. Incomplete applications will not be considered.
3. Submit the completed application, \$50 non-refundable application fee and documents to the FTIS Board of Education between August 1 and April 1.
4. Someone from the school will contact you to setup an admissions test if needed (early elementary).
5. If needed, the testing will take place in early June.

Link for application: <http://www.fortthomas.kyschools.us/Content2/228>

- Under Registration, click Enrollment as a Tuition Student

Appeal Information

To appeal an enrollment denial, you must present new information that was not contained in your original application. If there is nothing new or compelling, an appeal may not be appropriate. An appeal must be submitted in writing to the Assistant Superintendent of Student Services. Students seeking to appeal the denial of their enrollment, should submit a letter outlining: the reason for the appeal, a short narrative describing the nature of the appeal, and any additional pertinent information. A single letter of recommendation (optional) from a source who can speak to the student's academic strengths can also be included with the appeal. Multiple letters of recommendation will not be considered. Simply contesting the decision without providing further data or information will result in the appeal being denied.

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Thank you for your interest in Fort Thomas Independent School District. As a non-resident, you will be required to complete a tuition application. A \$50.00 non-refundable application fee is also required.

Before completing the application, please read these pre-application instructions.

- Applications will only be considered if there is adequate space in that grade level and if there is caseload capacity for special education.
- When determining acceptance the student must meet the following criteria:
 1. Satisfactory academic progress and academic effort as determined by the committee.
 2. Regular school attendance and not exceeding five (5) unexcused absences.
 3. Behavior in accordance with the previous school's Code of Conduct.
 4. Evidence that the parents/guardians were cooperative and supportive in their working with the school.
 5. Testing may be needed for primary grades.
- You are responsible for verifying your district of residence. You will be charged the maximum tuition rate if your school district will not release ADA (Average Daily Attendance). See tuition prices below.
- Athletic eligibility is determined by the KHSAA guidelines 9-12.
- If your child intends on participating in high or middle school athletic and other extracurricular activities, an additional \$250.00 non-refundable deposit is required. This will be applied to the tuition cost upon school enrollment.

Acceptance:

- You will receive notification no later than August 3rd if your child is accepted.
- For Grades K-5: Because many students move in and out of the district over the summer, it may not be possible to accept elementary students until August; however you will be notified of tentative acceptance based on the admission's process.
- Parents are responsible for all transportation to and from school. Please be advised that Fort Thomas Independent Schools rarely close for inclement weather.
- Once accepted, there is no reapplication for subsequent years as long as the below listed expectations are met:
 1. Obligation for the amount of annual tuition. If financial terms are not met, the student will be withdrawn from the Fort Thomas Schools. Failing to meet payments terms can result in payment in full for subsequent enrollments (due by August 1 prior to the start of school).
 2. Student will appropriately comply with school discipline codes, academic and behavior expectations and attendance requirements.
- There is no school choice for elementary grades. The school is determined by space available.
- The district reserves the right to change a child's school placement between kindergarten and first grade.

New tuition applications must be received no later than April 1 for the upcoming school year. Applications received during the school year for enrollment in the current school year will not be accepted.

Tuition rates for 2018 – 2019	<u>ADA Contract</u>	<u>No ADA Contract</u>
Kindergarten (1/2 day)	\$ 1300.00	\$ 2550.00
Grades 1 - 12	\$ 2600.00	\$ 5100.00

**Return completed application and documents:
Jamee Flaherty, Assistant Superintendent
Fort Thomas Independent Schools
28 North Fort Thomas Avenue
Fort Thomas, KY 41075**

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APPLICATION FOR ENROLLMENT AS TUITION STUDENT

Child's Name _____

Male Female

Father's name: _____
Last First Middle

Applying for what school year & grade level?

Mother's name: _____

2019 - 2020 Grade: _____

Address: _____ Apt. _____

School currently attending: _____

City: _____ ST: _____ Zip: _____

School district of residence: _____

Phone numbers:

Home: (____) _____ Work: (____) _____

Child's date of birth: _____

Cell: (____) _____

Child's Soc. Sec. #: _____

E-mail: _____

Child lives primarily with: Father Mother Both parents
 Split equally between father and mother Other _____

Attendance and grades are important factors in determining the status of your application.

How many days has your child been absent in the past 2 years? Break down per year and include preschool, if applicable. Year 1 _____ Year 2 _____

If absences are excessive (more than 5 per year), please explain: _____

What are your child's average grades? _____

How will your child's enrollment positively impact our student body? _____

Any other information that might be helpful to us (attach a separate sheet if more space is needed).

Please attach the following to complete your application:

1. A copy of your child's latest report card
2. Copy of the past 2 years' attendance
3. A copy of **ALL** available assessment information (Iowa, MAP, STAR, CTBS)
4. A copy of transcript (high school students)
5. Discipline records
6. Name and phone number of current principal (preschool director for incoming Kindergarteners)

I understand that the Fort Thomas Independent School District may request a review of the information on these forms. I hereby authorize the district to have access to pertinent information from my child's previous school/daycare regarding this request. I understand that providing false information shall be grounds for revoking tuition status.

Signature of parent/legal guardian: _____ Date: _____

Application fee of \$50.00 must accompany application - payable to Fort Thomas Independent Schools

For Office Use Only

Received application and fee: _____ Approved: _____