

2024-2025 ADVANCED STUDIES ACADEMIES ADMISSIONS

East Bank Academies

Airline Park Academy
for Advanced Studies

Metairie Academy
for Advanced Studies

Haynes Academy
for Advanced Studies

West Bank Academies

Gretna No. 2
for Advanced Studies

Ray St. Pierre Academy
for Advanced Studies

Thomas Jefferson High School
for Advanced Studies

Entire District Academy

Patrick F. Taylor
Science & Technology
Academy



COMPLIANCE - DISTRICT AFFAIRS

Administration Building • 501 Manhattan Blvd. Suite 1100 Harvey, LA 70058
Jade Gambino : Coordinator of Advanced Studies & Magnet Program
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2024-2025 ASA ADMISSIONS

The fall application window for admissions testing for the Advanced Studies Academies for the 2024-2025 school year will open on **September 5, 2023 at 8:00 a.m.** and close at **5:00 p.m. on September 29, 2023.** Applications will be available only on **specialtyselection.jpschools.org**. Applications must be completed, including all required documents to be reviewed and confirmed for testing. The testing time, date and location assigned during the application process will be confirmed by the ASA admissions office before the testing date.

Documents Required to Qualify for Admissions Testing

APPLYING FOR PRE-K THROUGH GRADE 1:

- ❑ To attend Pre-K, a student must be 4 years old on or before **September 30, 2024**, as verified by an attached copy of the birth certificate.
- ❑ To attend kindergarten, a student must be 5 years old on or before **September 30, 2024**, as verified by an attached copy of the birth certificate.
- ❑ All students applying for Pre-K through 1st grade must submit a copy of the birth certificate.
- ❑ Proof of residency in Jefferson Parish - All students applying for Pre-K through grade 1 must provide
 - Identification – Parent/Guardian Driver's License, State-Issued ID or Passport
 - Proof of residency in Jefferson Parish – current utility bill, car registration or other official documentation.

APPLYING FOR GRADES 2 THROUGH 5:

- ❑ A copy of the most recent report card must be attached.
- ❑ A student's age must be verified by an attached copy of the birth certificate.
- ❑ Proof of residency in Jefferson Parish - All students applying for grades 2-5 must provide:
 - Identification – Parent/Guardian Driver's License, State-Issued ID or Passport
 - Proof of residency in Jefferson Parish – current utility bill, car registration or other official documentation.

APPLYING FOR GRADES 6 THROUGH 12

- ❑ Proof of residency in Jefferson Parish - The student must currently live in Jefferson Parish as verified by an attached copy of one of the following; driver's license, state ID, current utility bill, or other official document.
- ❑ Proof of residency in Jefferson Parish - All students applying for grades 6-12 must provide:
 - Identification – Parent/Guardian Driver's License, State-Issued ID or Passport
 - Proof of residency in Jefferson Parish – current utility bill, car registration or other official documentation.

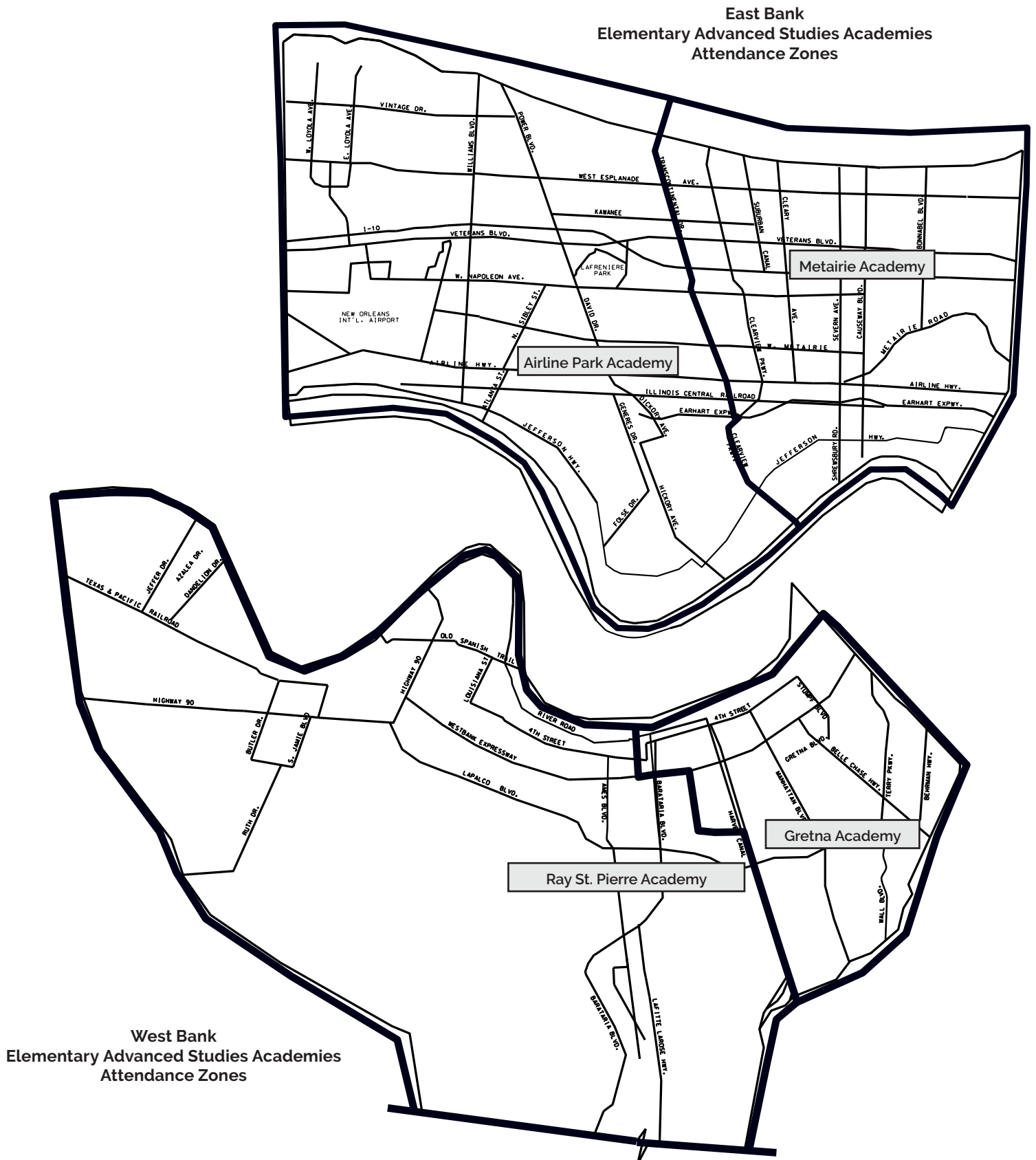
IMPORTANT:

1. Privately administered standardized tests or evaluations are not accepted in the Advanced Studies Academies admissions process.
2. It is the responsibility of the parent/guardian to notify the admissions office if your child requires testing accommodations as documented on a current IEP or IAP. No accommodations for admissions testing can be provided unless they are specified on the testing accommodations page on a current IEP or IAP which must be submitted at the time of application.
3. Attendance zones have been created for all Advanced Studies Academies. An applicant is expected to attend the school in his/her attendance zone.
4. An applicant may list schools outside of his/her attendance zone as a first and second requested choice. However, a student may only attend a school outside of his/her attendance zone if a vacancy exists at the school after all qualified students applying from within the attendance zone are placed. Transfers will be granted only during the first five days of the school year. Transfers are valid until the terminal grade at the school providing all academic standards are maintained.
5. Transportation will not be provided by the school system to any student attending an academy outside the attendance zone of their residence.
6. Applications will be screened at the time of application.
7. All applications deemed ineligible for testing will be screened by a three-person committee of central office administrators. Families of ineligible applicants will only be contacted if the committee reverses the initial ineligible decision.
8. Information on an appeals process will also be issued at the time of application.
9. A three-person committee will consider all appeals at the Application Submission and Screening Phase.
10. Students who satisfy all criteria in the Application Submission and Application Screening Phase will be tested for possible admission into an Advanced Studies Academy.
11. A "qualifying score" on the admissions test is defined as any composite score of 85 or higher. Admission is dependent upon capacity and attendance zone
12. All deadlines in the ASA admissions process are firm.

ASA Middle and Secondary Attendance Zones for the 2024-2025 School Year

- Haynes Academy serves and provides transportation to grades 6-12 on the East Bank.
- Thomas Jefferson High School serves and provides transportation to grades 6-12 on the West Bank.
- Patrick Taylor Science and Technology Academy serves and provides transportation to grades 6 – 12 district wide.

ASA Elementary Attendance Zones for the 2024-2025 School Year



ASA Projected Openings for the 2024-2025 School Year

GRADE LEVEL	AIRLINE PARK ACADEMY (EAST BANK)	GRETNA NO. 2 ACADEMY (WEST BANK)	METAIRIE ACADEMY (EAST BANK)	RAY ST. PIERRE ACADEMY (WEST BANK)
PK	60	40	40	40
K	34	12	20	12
1	32	0	8	4
2	15	0	3	9
3	0	0	0	0
4	14	6	14	14
5	0	0	0	7
GRADE LEVEL	HAYNES ACADEMY (EAST BANK)	PATRICK F. TAYLOR SCIENCE & TECHNOLOGY ACADEMY (DISTRICT WIDE)	THOMAS JEFFERSON HIGH SCHOOL (WEST BANK)	*The number of 6 th grade openings will depend upon the decisions of current ASA 5 th graders as to which academy they will move on to for 6 th grade. Remaining openings for 6 th grade will be available after January 31, 2024.
6	*	*	*	
7	0	0	101	
8	0	1	61	
9	0	3	53	
10	0	0	35	
11	0	0	0	
12	1	1	41	

Admissions and Dismissal Policies and Procedures - Updated September 2021

ACADEMIC MISSION OF ADVANCED STUDIES ACADEMIES:

The Advanced Studies Academies are designed to expose the most highly capable students to a challenging, rigorous, and accelerated curriculum.

I Role of Advanced Studies Academy School Administrators:

- A Principals and assistant principals of Advanced Studies Academies will not play any role in the testing, scoring, and ranking of any prospective student.
- B Principals and assistant principals of Advanced Studies Academies will not be involved in deciding which students will be admitted, which will be placed on a waiting list, and which students do not meet admissions criteria and do not warrant placement on a waiting list.
- C The role of the Advanced Studies Principals will be to confer with central office administrators throughout the year to report the number of available openings at each grade level on their individual campuses. The reported number will be verified through the district's Student Information System

II Application Submission and Screening Phase:

- A Applications must be completed on the website specialtyselection.jpschools.org during the designated application window.
- B Attendance zones have been created for all advanced studies schools. An applicant is expected to attend the school(s) in his/her attendance zone. However, an applicant may apply to more than one school and will be asked to list schools in priority order on the application.
- C If a student's first choice school is outside his/her attendance zone, students with qualifying scores whose first choice is a school within their attendance zone will be admitted before students outside the attendance zone even if qualifying scores of students outside the attendance zone are higher. A "qualifying score" is defined as any composite score of 85 or higher.

- D Students who apply to a school outside their attendance zone will be admitted only after all students with qualifying scores who live in a school's attendance zone have been admitted and there is space available. **Please also note that if a student is admitted to a school outside his/her attendance zone, transportation to and from such school will not be provided by the school system and must be provided by the parent/guardian.**
- E If a student accepts admission to a school other than his/her school of first choice, transfers to the school of first choice will be granted only during the first five school days of the school year. Please refer to our transfer policy later in this document.
- F Upon submission of a completed application, the applicant will receive a receipt indicating the application was received.
- G Parents/Guardians may access the ASA Admissions and Dismissal Policies and Procedures at jpschools.org/asa.
- H Each ineligible application will be screened by panel of three central office administrators.
- I For students entering grades five or lower, the application will be screened for residency and age. A copy of the parent's/guardian's proof of residency in Jefferson Parish and the student's birth certificate must be submitted with the application.
- J For students entering grades 2-5, a copy of their most recent report card must be submitted with the application for purposes of determining grade level testing and placement. Students must live in Jefferson Parish and, if entering kindergarten, must be five years old by September 30th. If entering pre-kindergarten, students must live in Jefferson Parish and be four years old by **September 30, 2023**.
- K Students entering grade five or lower who meet the

screening criteria will be allowed to move on to the testing phase of the admissions process.

- L For students entering grades six through twelve, in addition to submitting the parent's/guardian's proof of residency in Jefferson Parish, a copy of the student's birth certificate and the student's final report cards from the last two school years must also be submitted with the application. The student's end of year report card for the last two years must demonstrate a final GPA of 2.5 in reading, English, language arts, math, science, and social studies courses attempted.
- M If the student meets criteria for admissions testing, parents/guardians will receive notification indicating the student's testing date, time, and location.
- N If the student is ineligible for admissions testing, parents/guardians will receive notification indicating the reason(s) for ineligibility as well as information regarding the appeals process.
- O Students entering grades six through twelve who meet all screening criteria will be allowed to move on to the testing phase of the admissions process.
- P A three-person committee appointed by the Superintendent will hear all appeals at the Application Submission and Screening Phase.
- Q A student who has a sibling currently enrolled in an academy outside his/her attendance zone will be allowed to attend that school if he/she meets all qualifications for entry and will be treated as any other applicant. He/she will be allowed to remain until the terminal grade of the school. Transportation will not be provided by the school system to any student residing outside the attendance zone.

III Testing Phase:

- A Students who satisfy all criteria in the Application Submission and Screening Phase will be tested for possible admission into an advanced studies academy.
- B Testing sites will be located in various schools throughout the parish and will occur on designated Saturdays for those applicants who will be administered an admissions test. One make-up date will also be established.
- C Online tests will be administered for students entering grades three and above. Testing of entering pre-kindergarten through grade two students will be one on one – teacher to student. Due to the large number of applications, testing will occur on multiple Saturdays.
- D In one-on-one testing, the district will assign additional testing monitors to each testing site in order to ensure fidelity to testing protocols.
- E Test administrators will be interviewed for their positions annually and will receive annual test administration and test security training.
- F A school test coordinator will be assigned to each testing site. One of the major functions of this person will be to monitor the implementation of testing procedures while students are testing. School test coordinators will be interviewed for their positions annually and will receive annual training.
- G Test administrators and school test coordinators will sign oaths of confidentiality and test security attesting that all testing guidelines have been followed. If any student has a personal connection or relationship to the assigned test administrator, the test administrator will be re-assigned in order to ensure test security.

- H No Jefferson Parish Schools employee will be involved in the scoring of online tests. All scoring of group administered tests will be completed by an outside company. For one-on-one testing situations, the individual administering the test will score the test. Personnel from the district's Testing Department will verify the accuracy of the scoring.
- I The district's test coordinator and school test coordinators will be responsible for packaging test booklets and answer documents to be sent to a company specializing in scoring tests.
- J Only authorized test administration personnel will be allowed in those areas where students are testing.
- K Just as in the Application Submission and Screening Phase, a three-person committee appointed by the Superintendent will hear appeals at the Testing Phase to decide if any student is to be re-tested.
- L A review of enrollment numbers and waiting lists will be made at the beginning of June. In grade levels with open seats and no waiting list, a two-week open application period will be offered to those students whose initial testing composite score fell within 10 percentile points of the cut off score – the 85th percentile, to those students who have become eligible for testing based on their Spring test results, and to anyone who did not participate in the initial application phase. Upon receipt of the retest results, students' composite scores will be ranked in descending order from the 99th percentile. Students will be invited to attend in descending order of their composite scores beginning with the 99th percentile. (The number of students who will be offered admission will depend upon the number of available seats.) Students with composite scores less than the 85th percentile will not be considered for admission. Once all seats have been filled in each grade level, remaining students with scores at or above the 85th percentile will be placed on a waiting list in rank order.
- M ASA Admission of new students to Jefferson Parish Schools
New students to Jefferson Parish are defined as follows:
 - 1 Students who are current residents of Jefferson Parish who are currently enrolled in a private or parochial school, and did not attend any Jefferson Parish public school during the previous or current school year.
 - 2 Students who relocate to Jefferson Parish from another state or country and are able to produce proof of prior residency in another state or country as well as current residency in Jefferson Parish.
 - 3 Students who relocate to Jefferson Parish from another Parish within the state of Louisiana and are able to produce proof of prior residency in another Parish as well as current residency in Jefferson Parish. If such student(s) enter into (newly reside) Jefferson Parish outside of the established ASA testing window, such students are eligible to apply for admission into an Academies for Advanced Academic Studies provided that:
 - a The Student (s) meet all requirements set forth for entry into the Academies,
 - b The Student(s) were not students in a Jefferson Parish public school during any part of The previous academic year,
 - c The Student (s) have not applied to an Academy for Advanced Studies during the current or prior academic year,

- d It is no later than three weeks before the second day of the third marking period AND
- e There are openings and there is no wait list for the Academy and grade level into which the student would seek entry.

Testing will continue to remain open and available to those new students (as defined above) to Jefferson parish who meet the admission qualifications of the required application process.

IV Ranking and Parent Notification Phase:

- A Scores will be reported to the district in percentile format. A student's composite score will be the score used to rank a student.
- B A three-person committee of central office administrators will receive the scores from the outside scoring agency and rank them in descending order beginning with the 99th percentile.
- C The number of students to be invited to attend each school will depend upon the number of available seats at each grade level.
- D Students will be invited to attend in descending order of their composite scores beginning with 99th percentile. Students with composite scores less than the 85th percentile will not be considered for admission.
- E All parents and guardians whose children were tested will receive from Jefferson Parish Schools an official test score report as well as a letter indicating whether their child will be invited to attend the school indicated on the application.
- F The parent/guardian waiting list notification letter will also indicate a "cut off score" which will inform the parent/guardian of the lowest composite score used to determine which students to invite based on the number of available seats. For example, if four seats were available in 6th grade at School X, and the highest composite scores for students applying for the four 6th grade seats at School X, were 96 (2 students), 95 (1 student), 93 (1 student), 91 (3 students), 90 (2 students), the "cut off score" would be 93 in this case.
- G If there is a tie among students vying for the last seat available in a particular grade, the tie will be broken by the score earned on an established progression of the sub-tests.
- H As mentioned in the application phase, a student may apply to more than one advanced studies school for admission and will be asked to show his/her preference of schools in priority order. It is possible that a student's composite score may not be high enough to gain entrance to his/her school of first choice due to seating availability, scores of other students, and whether or not the school of first choice is in the applicant's attendance zone.
- I If a student accepts admission into a school other than his/her school of first choice, it is understood that the student will be allowed to transfer to the school of first choice only during the first five school days of the school year and only if there is no waiting list in the desired grade level at the school of first choice. Otherwise, a student who has accepted admittance into an advanced studies academy other than his/her first choice may not transfer to his/her school of first choice during the school year. Please refer to the transfer policy later in this document.
- J Composite scores applicable to one school year and period of admission cannot be applied or used for admissions purposes in later years.

- K Students not invited but whose composite score was the 85th percentile or above will be placed on a waiting list. The waiting list will be arranged in descending order of composite scores. Parents will be given a phone number of a contact person who can tell them where their child stands on the waiting list.

- 1 If an opening should materialize, students will be offered an invitation to attend based on the descending order of scores on the waiting list.
- 2 For all grade levels, the wait list will remain in effect until the second day of the third marking period. After such time has passed, the wait list will cease for the current school year. The wait list will not continue for the next school year.

- L In addition to meeting the requirements for testing into the Advanced Studies Academies, students entering grades 5 or 9 transferring to the public school system, from home study, any Louisiana nonpublic school, out of state, or out of country must take and pass the English Language Arts and Math State Placement Tests. The test will be administered by the district's testing department.

- M For students entering grades 4, 6, 7 or 8 transferring to Jefferson Parish Schools from home study or any non-approved private school must take and pass the English Language Arts and Math Jefferson Placement Tests. The test will be administered by the district's testing department

- N Just as in the Application Submission and Screening Phase and the Testing Phase a three-person committee appointed by the Superintendent will hear appeals at the Parent Notification Phase.

- O The three-person panel responsible for ranking and parent notification will sign an annual oath indicating that students with qualifying scores who live in their attendance zone school were admitted first according to the descending order of their composite scores before any student living outside a school's attendance zone who has a qualifying score.

V Transfer Policy - During the School Year:

- A Space permitting, transfers to another advanced study academy will be considered during the first five student attendance days at the beginning of the school year. Transfers will be considered if no waiting list exists for the desired school/grade level. Preference will first be given to those students who wish to transfer from a school outside their attendance zone to a school within their attendance zone.
- B Transfers will not be considered after the fifth student attendance day.

VI Transfer Policy – After the School Year Ends:

- A Students who are currently attending an advanced study academy outside their attendance zone and wish to transfer to an advanced study academy within their attendance zone for the next school year must submit an "Advanced Study Academy Transfer Request Form" to the Advanced Study Academy Admissions Office in January of the current school year.
 - 1 Transfer requests of this nature will be honored on a first come first serve basis provided there are seats available in the desired grade level at the intended school.
 - 2 Transfers from outside to inside a student's attendance zone will be granted before qualified new ap-

plicants for the upcoming school year are invited to attend.

- B Students who are currently attending an advanced study academy within their attendance zone and who wish to transfer to an advanced study academy outside their attendance zone must submit an Advanced Study Academy Transfer Request Form" to the Advanced Study Academy Admissions Office.
 - 1 Students seeking such a transfer will be invited to attend after those students who are attending an advanced study academy outside their attendance zone and wish to transfer to a school within their attendance zone and after new applicants for the upcoming year living in the desired school's attendance zone qualify through the admissions process.
 - 2 If after these two groups of students residing within a school's attendance zone are placed and no waiting list exists, then transfer requests from students residing outside the desired school's attendance zone will be granted on a first come first serve basis provided there are seats remaining in the grade level at the academy outside a student's attendance zone.
 - 3 It is understood that Jefferson Parish Schools will not provide transportation to a student who attends an academy outside his/her attendance zone.
- C If a parent of siblings who are attending two different advanced study academies and wishes to unite them, an "Advanced Study Academy Transfer Request Form" must be submitted to the Advanced Study Admissions Office for the child(ren) to be transferred.
 - 1 If the transfer request for a sibling is to a school within the student's attendance zone, the transfer request will be granted before qualified new applicants for the upcoming year are admitted and before those who are seeking a transfer from outside the intended school's attendance zone.
 - 2 If the transfer request for a sibling is from a school within a student's attendance zone to a school outside the student's attendance zone, the transfer request will be granted after those students who are seeking a transfer from an academy outside their attendance zone to an academy within their attendance zone and before any new applicants for the upcoming year are considered for admittance. It is understood that the Jefferson Parish Schools will not provide transportation to a student who attends an academy outside his/her attendance zone.

VII Academic and Behavioral Dismissal

- A The Advanced Study Academies are designed to expose the most highly capable students to a challenging, rigorous, and accelerated curriculum. Student progress is closely monitored by the administration of each school. In cases where student performance is deficient, the following dismissal policies will be followed.

VIII Academic Dismissal:

- A Each advanced Studies student's final course averages in grades six through tenth will be reviewed at the end of a school year. A student's final/end of course letter grade for all courses attempted excluding physical education and health, will be averaged using the following un-weighted (honors points not included) quality point values: A = 4, B = 3, C = 2, D = 1, and F = 0.

So that all qualifying courses may be averaged, in grade 2 a final letter grade in Language Arts and math will be averaged. In grade 3, a final letter grade will be calculated for science and social studies and averaged in addition to Language Arts and math.

If a student earns less than a 2.0 final average (rounding up is not permitted) in all qualifying courses attempted during a school year, he/she will be dismissed from the school for advanced studies and not be allowed to apply for readmission to an advanced studies school in Jefferson Parish for at least one academic year.

In addition to the grade point average requirement, a student's performance in all courses attempted during the school year will be reviewed at the conclusion of a school year. If a student earns a final/end of course letter grade average of "F" for any two courses attempted during the course of a school year, the student will be dismissed and not be allowed to apply for readmission to an advanced studies school in Jefferson Parish for at least one academic year.

Families who wish to appeal an academic dismissal may submit an Academic Dismissal Appeal Form to the Compliance Office for consideration.

IX Enrollment Interruption due to natural disasters and/or pandemics

- A Current ASA students who are displaced and enroll in a school or home study program due to a natural disaster or pandemic shall not have their admissions status revoked for the current academic year. Current ASA students will not be required to retest for admission to their current ASA school for the next academic year. Enrollment interruption is only valid for one academic year. If a student's enrollment is interrupted beyond the current academic year, the student must reapply and meet all admissions requirements.

Enrollment Interruption Forms must be completed within ten school days of Jefferson Parish Schools reopening. Parents must enroll their child in an accredited school or apply with a state's department of education as a Home Study student. Upon their return to JP Schools, Home Study students may be required to take and pass a proficiency test to be promoted to the next grade (see Jefferson Parish Pupil Progression Plan). Parents of high school students must consult with their school's administration and counselor to ensure students are enrolled in courses required for a Louisiana High School Diploma. Additionally, to be eligible for the honor of valedictorian and salutatorian, students must be enrolled for the last four semesters in the high school from which they are to graduate.

X Behavioral Dismissal

- A Students attending advance studies schools will be expected to adhere to Jefferson Parish Schools' discipline guidelines as outlined in the Procedures and Policies for Parents and Students.



Dr. James Gray
Superintendent

Jefferson Parish School Board

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