



iPOLY HIGH SCHOOL

2014-15 APPLICATION PROCEDURE AND TIMETABLE*

**For Students Attending in the 2014-15 School Year*

The instructions and timetable provided below are for your use in completing the International Polytechnic (iPoly) High School application. Please refer to these throughout the application process. Note the following:

1. Campus Visit

A campus visit is essential to understanding the iPoly High School program and requirements. While it is optional, it is highly recommended. If you have not attended a tour or information session, please arrange to visit the school. We also offer dates for shadowing in which a student can spend a day on campus, observing and participating in classes. For event dates, please call 909-839-2331, and select *option 2*.

2. Submit Application

- a) **Applications for the incoming freshman class are released on November 14, 2013 and due by March 14th, 2014.** Transfer students that are currently in high school may submit applications year round.
- b) **Incoming freshman students, that pass his/her entrance exam, are selected by lottery on April 14th, 2014.** Enrollment is limited to a maximum of 144 students per grade level. Once spaces are filled, eligible students will be placed on a waiting list. The waiting list will carry into the following school year. **Transfer students in grades 10-12th are accepted as openings become available (please call for more information).** It is recommended that transfer students enroll within the first month of each semester.
- c) Please complete the applicant and parent/guardian portions of the application (forms one and two) and submit remaining forms to school officials for completion (forms three through six: transcript requests, discipline/attendance history, letters of recommendation). Please follow instructions on each form and have the school officials complete and sign all forms, even if they may not apply to the applicant.
- d) **Turning in a complete application at one time is preferred over turning in sections of the application.** Please note that incomplete applications will not be reviewed, however, applicants will receive notification of missing documents.
- e) Complete applications will be reviewed in order of date received. Applicants are not compared against each other, but are accepted on their own merit. Eligible applicants will be invited to take an entrance exam. Exams will be issued monthly, beginning late January.
- f) If the student does not meet our requirements at time of application, we reserve the right to deny or put the student on a hold status until requirements are met. We do take transfer students and encourage students to reapply as needed.

3. Minimum Entrance Requirements

Minimum entrance requirements include a cumulative academic grade point average of 2.5 over the past two years, review of standardized tests, acceptable discipline and attendance history, and favorable letters of recommendation. Students that transfer in from other high schools must meet the UC A-G course requirements (to determine eligibility, please submit high school transcripts to iPoly for review). Students that meet the basic criteria will be invited to take an assessment test in math and English, and participate in a group activity or interview conducted on our campus.

4. Math and English Exams

Math and English tests will be scheduled for students who meet minimum eligibility requirements (a letter will be mailed to those eligible). These tests will be for the purpose of further evaluation of student preparedness and will test for basic skills. Incoming freshmen are required to score a minimum of 70% on the math test to be considered for admission; transfer students must score 80% or above. **Entrance exam test results will be mailed home within four weeks of testing.**

(Continued on next page...)

5. Group Interview and Activity

The day of the math and English assessment test, students will participate in a group activity or interview. The purpose of the activity is to allow the applicant to further understand the Project-Based Learning aspect of iPoly, and for us to see how willing the student is to work in a team-based-setting. The ability and willingness to work in teams is essential. iPoly's Admissions Coordinator, staff, or students may administer the group activity or interview.

6. Acceptance Notification

Students that pass the entrance exam will be entered into a lottery drawing, scheduled for April 14, 2014. Lottery results will be mailed home.

Due to limited openings, once the first 144 students have been selected via lottery drawing, all spaces will be full for the incoming freshman class. Remaining student names will then be drawn to create a waiting list. Students placed on the waiting list will be contacted once there is an opening; the waiting list will be valid through the next school year.

If a student is accepted and he/she is eligible to receive Special Education Services, an IEP meeting will be held with iPoly staff and the student's home district to determine placement and appropriate services needed for student success before acceptance is finalized. *If a student is eligible for 504 accommodations, please submit documentation upon acceptance.*

7. Ongoing Report Card Request

Parents are asked to submit quarterly report cards during the remainder of the year, with the final report card submitted no later than June 30th. This allows us to track the applicants GPA in order to see whether it is still meeting our minimum requirements.

8. Final Evaluation

After a student is accepted, a final evaluation will be completed. iPoly reserves the right to withdraw an offer to any student should significant academic or disciplinary problems arise, whereby the student no longer meets iPoly entrance requirements.

9. Enrollment Policy

iPoly students enroll in college preparatory coursework, commonly known as the A-G course sequence. Every graduate beginning with the class of 2010 is required to complete the A-G course sequence in order to receive a diploma (*LACOE Resolution No. 14:2005-2006*). Students who are at risk of not passing the required A-G coursework, while enrolled at iPoly, may be returned to his/her local school district.

10. Sibling Priority Enrollment

Siblings of currently enrolled students are given priority status in our admissions process in the case of a waiting list. This is done as a courtesy to families, and to assist in transportation. **Completed applications must be received no later than January 31, 2014.** Siblings must still meet entrance requirement qualifications and pass the entrance exam.

11. Nondiscrimination Policy

iPoly High School is administered by Los Angeles County Office of Education (LACOE), and carefully adheres to LACOE's non-discriminatory policy: LACOE values and respects the diversity of the community it serves. Diversity is an inclusive concept, encompassing race, gender, age, education, sexual orientation, religion, employment tenure, status or rank, national, geographic and language origin, socioeconomic status, and physical ability and/or disability. All individuals involved in LACOE programs and activities are prohibited from discriminating on the basis of any of these diversity characteristics in any LACOE program, activity, facility or contract. In all LACOE operations, participants must be especially careful to guard against unconscious discrimination and/or stereotyping. (*LACOE Board Policy 7310*)

12. Application Assistance

Call 909-839-2331 if you need additional information or assistance in completing the application forms. Please make a copy of the forms for your records prior to submitting them to iPoly. Once received, documents will not be available to the applicant or parent. Please do not submit original report cards or material, as it will not be returned to you.

**Please mail completed application to:
International Polytechnic High School, Attn: Admissions Department
3851 W. Temple Avenue, Pomona, California 91768**



iPOLY HIGH SCHOOL

Form 1: APPLICATION FOR ADMISSION (2014-15 School Year)

APPLICANT INFORMATION

Please print or type

Student name _____ Birthdate _____ Female ☐ Male ☐
Last First Middle Month/Day/Year

Home address _____ Home telephone () _____
Number & Street City State Zip Code

Current grade level _____ Applying for grade 9 ☐ 10 ☐ 11 ☐ 12 ☐

Did you attend a tour? No ☐ Yes ☐ Date _____ Have you previously applied to iPoly? No ☐ Yes ☐ When? _____

How did you hear about iPoly High School? _____

Do you have a sibling who has attended iPoly? (If yes, please provide name) _____

Please list other schools to which you are applying: _____

FAMILY INFORMATION

Student resides with: ☐ both parents ☐ mother/guardian ☐ father/guardian

Mother/Guardian Information

Name: _____
First Last

Address: _____
Street address

City State Zip Code

Father/Guardian Information

Name: _____
First Last

Address: _____
Street address

City State Zip Code

Home telephone () _____ () _____

Work telephone () _____ () _____

Cell telephone () _____ () _____

Email Address _____

(Continued on next page...)

(Form 1: Application for Admission, page 2)

ACADEMIC HISTORY

Current school _____ School District _____ Entrance date _____

School address _____
Street number and address City State Zip Code

Current school is: Public ☐ Private ☐ Other (Home School, Independent Study, etc) ☐

List all schools attended in the past three years:

Date	School name	School address	School phone number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DISCIPLINE HISTORY

Has the student applicant been subject to disciplinary action or dismissal from school in the past two years? ☐ Yes ☐ No
If yes, describe event(s), resulting actions, dates, and additional details. Add pages if necessary.

Date	Disciplinary Incident	School Name
_____	_____	_____
_____	_____	_____

Additional Comments:

SCHOLASTIC ACHIEVEMENTS

Briefly describe any scholastic distinctions, honors or awards received in the past two years, including any other academic activities, such as AVID, GATE, Academic Decathlon, etc. Add pages if necessary.

SIGNATURES

Parent(s)/Guardian(s): Your signatures below indicate that all of the above information is complete and correct to the best of your ability.

Date	Parent/Guardian signature(s)
_____	_____

Return completed application and all supporting documents to:
International Polytechnic High School
Attn: Admissions Department
3851 West Temple Avenue
Pomona, California 91768



iPOLY HIGH SCHOOL 2014-15 APPLICATION Form 2: PARENT/GUARDIAN COMMENTS

As parent/guardian, you have a unique perspective on your child. With that perspective in mind, we invite you to complete this form to help us to understand why he or she is a good candidate for iPoly High School.

Please print or type

Student name _____

Applying for grade _____

1) Why do you want your child to go to iPoly?

2) Why do you think iPoly High School is a good match for your child?

3) Is your student willing to work in teams?

4) Are you willing to support student team activities that require you to transport and host groups?

5) Are there any experiences or conditions that you feel would impact your child's ability to succeed in a "Project-Based Learning environment" and college preparatory school? Do you have any particular concerns about sending your child to iPoly?

6) We appreciate and welcome any additional thoughts or comments you may have. Feel free to attach additional pages if necessary.

Parent/Guardian Signature(s)

Date

Return completed application and all supporting documents to:
International Polytechnic High School
Attn: Admissions Department
3851 W. Temple Avenue
Pomona, California 91768

For assistance, please call the iPoly Admissions Department at 909-839-2331 www.ipolyhighschool.org 11/2013



iPOLY HIGH SCHOOL 2014-15 APPLICATION

Form 3: REQUEST FOR TRANSCRIPTS AND DOCUMENTATION

PLEASE SUBMIT FORMS 3 THROUGH 6 TO APPLICANT'S CURRENT SCHOOL

As part of the application process, iPoly High School requires transcripts for the current year, and one school year prior. Complete the portion below to authorize the school to release transcripts and other requested documents. Submit this form along with the *Student Discipline and Attendance* forms to the student's advisor or head of school. Collect **sealed** documents and submit them to iPoly attached to the application. If the school elects to mail these documents directly to iPoly, please request that all documents be mailed together.

Please print or type

Student name _____ Current grade _____

Parent signature _____ Home telephone number () _____

TO BE PROVIDED AND COMPLETED BY SCHOOL OFFICIAL

Dear School Official/Advisor:

The above-named student is in the process of applying for admission to International Polytechnic High School for the 2014-15 school year.

In a sealed envelope to be picked up by the student/parent, please include the following:

- 1) Print out of past three years grades/transcripts,* with a cumulative academic grade point average for a two-year period (please also include most current grades). *Please include 6th, 7th, and 8th grade transcripts for incoming 9th grade students. (Students applying from a high school must submit all high school transcripts.) Updated quarterly report cards should be submitted throughout the year via parent/guardians.
- 2) Standardized test scores (past two years' official results). *Please include 6th and 7th grade standardized test scores for incoming 9th grade students.
- 3) Discipline history (see attached form). Please complete this form even if student did not have any disciplinary problems. Please attach a full school disciplinary or attendance report if available.
- 4) Student health and immunization record (copy of records from school or yellow card from physician)

These documents and forms are required for the application to be considered complete. Until all documents are received, the application will not be considered "received" and will not be placed in the queue to test. Please complete the attached forms with the appropriate responses and signatures.

Feel free to call 909-839-2331 if you have any questions. Please notify the parent/guardian if you prefer to submit the requested documents directly to iPoly.

Mail to: **International Polytechnic High School**
 Attn: Admissions Department
 3851 W. Temple Avenue
 Pomona, California 91768

Thank you for your time in completing these documents.

Sincerely,

Jennifer Flores, Principal



iPOLY HIGH SCHOOL 2014-15 APPLICATION

Form 4: STUDENT DISCIPLINE AND ATTENDANCE HISTORY

Please print or type

Student name _____ Current grade _____

Parent signature _____ Home telephone number () _____

TO BE COMPLETED BY SCHOOL OFFICIAL

NOTE TO SCHOOL OFFICIAL: The above-named student is applying to International Polytechnic (iPoly) High School. This document is a requirement of our application process. Please indicate whether this student has had behavior and/or attendance problems at schools attended **within the last 24 months** by checking all that apply. Also include dates and explanations if appropriate, and attach additional reports as necessary. Please contact iPoly's Admissions Coordinator at 909-839-2331 if you have any questions or concerns. You may return this document in a **sealed** envelope to the student/parent, or if you would prefer, mail it directly to iPoly at the address listed below. This information will be kept confidential.

Date of Student Enrollment: _____

Please check all that are applicable regarding disciplinary history for the above-named student:

☐ This student has not had disciplinary problems **within the last 24 months**

☐ This student has had the following disciplinary problems **within the last 24 months**:

☐ Student has had an attendance problem **(please attach report)**

(explain) _____

☐ Student has had a pattern of defiance and/or violent behavior **(please attach report)**

(explain) _____

☐ Student has had a pattern of disciplinary problems suspendable by Ed Code **(please attach report)**

(explain) _____

☐ Student has been removed from campus for disciplinary reasons. **(please attach report)**

(explain) _____

☐ Student was expelled from an educational institution in the past 24 months **(please attach report)**

(explain) _____

Other disciplinary problems include: **(explain)** _____

School Official Signature

School Official Title

Date

SCHOOL SEAL:

International Polytechnic High School Attn: Admissions Department
3851 W. Temple Avenue, Pomona, CA 91768

For assistance, please call the iPoly Admissions Department at 909-839-2331 www.ipolyhighschool.org 11/2013



iPOLY HIGH SCHOOL 2014-15 APPLICATION

Form 5: TEACHER RECOMMENDATION (MATH)

APPLICANT: Please complete the information below and give this form to your current math teacher. Collect the completed form from your teacher in a sealed envelope and return it with your application, unless your teacher chooses to mail it directly to iPoly. Your parent's signature will authorize release of information by the teacher, which will be kept confidential.

Please print or type

Student name _____ Current grade _____

Parent signature _____ Home telephone number () _____

TO BE COMPLETED BY CURRENT MATH TEACHER

TEACHER: The above-named student is applying to International Polytechnic High School. iPoly is a public college preparatory high school with a unique and challenging *Project Based Learning* curriculum. All students are expected to meet the A-G requirements and earn a diploma. Your careful evaluation of this student will greatly assist us in our admission process. Your response will be kept confidential, and once received, students have no access to admission records. Please contact iPoly's Student Admissions Coordinator at 909-839-2331 if you have any questions or concerns.

To obtain information about iPoly please visit our website at **www.ipolyhighschool.org** or check the box on the back of this form. When you have completed the form, place it in a sealed envelope and sign across the envelope's flap. The applicant will return the form with the application. If preferred, you may mail this document to the address on the back of this form, and inform applicant of this action. We sincerely appreciate your time and effort in completing this evaluation. Applications will not be reviewed without teacher responses.

Teacher's name _____ Position _____

School name: _____ Telephone number () _____

School Address _____

Course title _____

Nature of this course: (circle one) Advanced Average Remedial

General topics covered in this course: _____

Student attendance -- absences per semester: ☐ None ☐ 1 to 5 ☐ 6 to 10 ☐ more than 10

How long have you known this student and in what context? _____

Please comment on this student's personal characteristics/qualities:

Motivation and Initiative _____

Aptitude _____

Integrity _____

Concern for Others _____

Do you consider this student to be shy or outgoing? _____

Does this student consistently turn work in on time? _____

(Continued on next page...)

(Form 5: MATH TEACHER RECOMMENDATION, page 2)

Please compare this applicant to other students you have taught:

	No basis for Judgment	Below Average	Average	Above Average	Outstanding
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sense of responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respect for others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peer compatibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mathematical Ability:					
Computational Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Logical reasoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands word problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to solve word problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal Explanation of solution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asks clarifying questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy (positive)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation/Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How would you rate this student based on ability to work with others? (circle one)

Top of the Class Average Below Average Weak

How would you rate this student based on academic ability? (circle one)

Top of the Class Average Below Average Weak

How would you rate this student's potential to achieve at iPoly? (circle one)

Top of the Class Average Below Average Weak

I recommend this student to iPoly High School: (circle one)

Strongly Without Reservation With Reservation Not recommended

If response is "with reservation" or "not recommended" please explain:

Once again, thank you for taking the time to complete this form.

Please return to parent/student in a sealed envelope or mail to:

International Polytechnic High School
Attn: Admissions Department
3851 W. Temple Avenue
Pomona, CA 91768

Teacher Signature _____

Date _____

☐

I would like more information about iPoly High School.

Information will be mailed to school address, unless alternate address is provided.



iPOLY HIGH SCHOOL 2014-15 APPLICATION

Form 6: TEACHER RECOMMENDATION (ENGLISH)

APPLICANT: Please complete the information below and give this form to your current English teacher. Collect the completed form from your teacher in a sealed envelope and return it with your application, unless your teacher chooses to mail it directly to iPoly. Your parent's signature will authorize release of information by the teacher, which will be kept confidential.

Please print or type

Student name _____ Current grade _____

Parent signature _____ Home telephone number () _____

TO BE COMPLETED BY CURRENT ENGLISH TEACHER

TEACHER: The above-named student is applying to International Polytechnic High School. iPoly is a public college preparatory high school with a unique and challenging *Project Based Learning* curriculum. All students are expected to meet the A-G requirements and earn a diploma. Your careful evaluation of this student will greatly assist us in our admission process. Your response will be kept confidential, and once received, students have no access to admission records. Please contact iPoly's Student Admissions Coordinator at 909-839-2331 if you have any questions or concerns.

To obtain information about iPoly please visit our website at **www.ipolyhighschool.org** or check the box on the back of this form. When you have completed the form, place it in a sealed envelope and sign across the envelope's flap. The applicant will return the form with the application. If preferred, you may mail this document to the address on the back of this form, and inform applicant of this action. We sincerely appreciate your time and effort in completing this evaluation. Applications will not be reviewed without teacher responses.

Teacher's name _____ Position _____

School name: _____ Telephone number () _____

School Address _____

Course title _____

Nature of this course: (circle one) Advanced Average Remedial

General topics covered in this course: _____

Student attendance -- absences per semester: ☐ None ☐ 1 to 5 ☐ 6 to 10 ☐ more than 10

How long have you known this student and in what context? _____

Please comment on this student's personal characteristics/qualities:

Motivation and Initiative _____

Aptitude _____

Integrity _____

Concern for Others _____

Do you consider this student to be shy or outgoing? _____

Does this student consistently turn work in on time? _____

(Continued on next page...)

(Form 6: ENGLISH TEACHER RECOMMENDATION, page 2)

Please compare this applicant to other students you have taught:

	No basis for Judgment	Below Average	Average	Above Average	Outstanding
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sense of responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respect for others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peer compatibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written expression:					
Mechanics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sentence clarity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Logical organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading comprehension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy (positive)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation/Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How would you rate this student based on ability to work with others? (circle one)

Top of the Class Average Below Average Weak

How would you rate this student based on academic ability? (circle one)

Top of the Class Average Below Average Weak

How would you rate this student's potential to achieve at iPoly? (circle one)

Top of the Class Average Below Average Weak

I recommend this student to iPoly High School: (circle one)

Strongly Without Reservation With Reservation Not recommended

If response is "with reservation" or "not recommended" please explain:

Once again, thank you for taking the time to complete this form.

Please return to parent/student in a sealed envelope or mail to:

International Polytechnic High School
Attn: Admissions Department
3851 W. Temple Avenue
Pomona, CA 91768

Teacher Signature _____ Date _____

☐

I would like more information about iPoly High School.

Information will be mailed to school address, unless alternate address is provided.