



# THE APPLICATION PROCESS

For **Carnegie Vanguard** high  
School



# How to apply

## STEP 1:

Fill out an **application online**

*(a link to the application is available on CVHS website under quick links).*

➤ **Deadline is December 7, 2018!**

## STEP 2: HISD GT status

If your student is already **GT** by **HISD**

■ **APPLY**

■ **SUBMIT**

➤ **NO DOCUMENTS ARE NEEDED.**

➤ **STUDENT IS ALREADY QUALIFIED.**

# If your student is **NOT GT** by HISD

1. Request testing to your HISD Zoned school  
**by December 8<sup>th</sup>**
2. Upload your last year's final report card on the application **by January 23<sup>rd</sup> 2019.**
3. Request using the online system  
a teacher recommendation **by January 23<sup>rd</sup> 2019.**

## Step 3: GT Testing (if needed).

- Achievement test= 4 hours: Math and English
- Ability test= 30 min: non verbal test

# Testing location

- If applying to 9<sup>th</sup> grade please request testing to your HISD zoned **MIDDLE school**
- If applying to 10<sup>th</sup> grade, please request testing to your HISD zone **HIGH school**

# Testing dates

- **Each school has scheduled their own dates for the GT testing.**
- **Please contact your zoned school GT coordinator to schedule the test and confirm the testing dates.**
- **The testing window for GT is from 12/1/18 to 1/12/19.**

# Additional information about testing

- No other tests are acceptable.
- We can only accept tests if they were taken **on HISD premises** and are dated from the current school year.



## STEP 4: Last year report card

Upload on the online application:

- If applying to the **9<sup>TH</sup> GRADE** : Upload **your 7<sup>TH</sup> grade FINAL REPORT CARD**
- If applying to the **10<sup>TH</sup> GRADE**: Upload **your 8<sup>TH</sup> grade FINAL REPORT CARD.**
- If you cannot upload it please email your documents to [lmoumni@houstonisd.org](mailto:lmoumni@houstonisd.org)

# Step 5: Request a teacher recommendation

## ■ Option 1:

On the online application, enter your **child's current core teacher's name and email address**. The teacher will then submit it back to us.

## ■ Option 2:

**Print a paper copy** from the Vanguard Magnet application:

- Current Core teacher complete the paper recommendation and **return it to you in a sealed envelope with his/her signature across the seal**.
- Submit the sealed Core Teacher Recommendation directly to me!

## ■ Option 3:

The Core teacher may also scan the completed Teacher Recommendation and send it to me directly at [lmoumni@houstonisd.org](mailto:lmoumni@houstonisd.org).

All Teacher Recommendations must be **submitted by January 23, 2019**.

## Emails will be sent:

- *To confirm **application submission**.*
- *To notify you if **documentation is required**.*
- *To send you **reminders**.*

***Pick an email you check often!***

# Step 6: Ranking!!!

- 5 magnet schools .
- How to rank them: Order of importance!
- Ranking does not affect the lottery!
- But it does affect your school's statuses after the lottery

# Ranking information

- The deadline to rank is **DECEMBER 7<sup>TH</sup>** !
- After this date you WILL NOT be able to change your ranking!
- Make sure to rank your schools according to where your child wants to go!

# Example

- Rank 1= CVHS
- Rank 2= Bellaire HS
- Rank 3= DeBakey HS
- Rank 4= Westbury HS
- Rank 5= Heights HS
  
- Scenario1 /scenario 2

# Scenario #1

■ Rank 1= CVHS accepted

■ ~~Rank 2= Bellaire HS~~

■ ~~Rank 3= DeBakey HS~~

■ ~~Rank 4= Westbury HS~~

■ ~~Rank 5= Heights HS~~

1. You have until **April 5<sup>th</sup>** to let us know you want the seat otherwise your seat will be dropped.
2. Provide a **Proof of Residence**
3. Sign the **Entrance Agreement**

## Scenario #2:

- Rank 1= CVHS waitlisted and ALIVE!
- Rank 2= Bellaire HS waitlisted and ALIVE!
- Rank 3= DeBakey HS accepted
- ~~Rank 4= Westbury HS~~
- ~~Rank 5= Heights HS~~

You **MUST accept** your seat at Debakey HS;  
it will not drop you from your higher ranked choice!



# Lottery/notification

- In February /March : calculate the matrices
- March: Lottery is run with all the qualified applicants.
- Thursday, March 21, 2019: Notifications

# Step 7: Accept or decline!

Parents have until **Friday April, 5 2019** to make a decision.

*3 contact attempts : 2 emails and a phone call.*

*If no answer by April 5th= declined seat*

# Waitlist management after April 5<sup>th</sup>

- We will start **moving students from the waitlist** on **April 8<sup>th</sup>**.
- If you are called from the waitlist usually on a **Monday, you will have until Friday** of the same week to let us know if you want the seat or not.
- **After the 3 points of contacts** ( 2 emails and a call) **without an answer we will drop your seat** and move on to the next person on the waitlist.
- We moved the waitlist until **one week before school starts**.

# What about transportation?

- **HISD guarantees transportation to all magnet schools (for students accepted to that school).**
- Transportation has been changed to a HUB system.
- Please be aware that the first weeks of school, the transportation department often adjusts and changes the routes.

# To summarize:

- Step 1: **Apply online** and submit **before December 7<sup>th</sup> 2018**
- Step 2: **Confirm** GT status
- Step 3 if not GT: Testing (**request before December 8<sup>th</sup>**)
- Step 4 if not GT: Upload last year's final report card (**by 01/23/19**)
- Step 5 if not GT: Request teacher recommendation (**by 01/23/19**)
- Step 6: **Ranking** before **December 7<sup>th</sup> 2018**
- Step 7: After notification **accept or decline** seat before **April 5<sup>th</sup> 2019** and provide necessary documents.