



# IPOLY HIGH SCHOOL

2021-22\* APPLICATION PROCEDURE AND ADMISSIONS INFORMATION

*\*For Students Applying for the 2021-22 School Year*

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## THE THREE EASY STEPS to Apply

### 1 Submit a Completed Application

Applications for the incoming freshman class are accepted beginning November 10th, 2020 and are due by March 19, 2021 to participate in the lottery.

- Form 1: Applicant and Family Information
- Form 2: Extracurricular Sheet
- Form 3: Request for Transcripts and Discipline History (requested from your current school)
- Forms 4a and 4b: Teacher Recommendations (requested from one **MATH** teacher and one **OTHER ACADEMIC** teacher)

### 2 Take a Math Test and Submit an Essay

Applicants who meets minimum eligibility requirements (see below) will be scheduled for an online math test (beginning in late January) and will be asked to submit an essay.

### 3 Participate in a Group Interview

Conducted remotely over video conferencing, the group interview's purpose is to discover more about the applicant's interests and abilities, as well as to allow the applicant to further understand the collaborative nature of IPoly.

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## OTHER ADMISSIONS INFORMATION

### Attend a Virtual Information Session

Students and families are encouraged to attend a virtual orientation through Zoom to learn more about IPoly's innovative program. While not required, these interactive sessions are highly recommended to understand the advantages of choosing IPoly. If you are unable to attend, all sessions will be recorded and archived on IPoly's website.

Please visit [www.ipolyhighschool.org](http://www.ipolyhighschool.org) for upcoming session dates and RSVP instructions. You may also email [info@ipolyhighschool.org](mailto:info@ipolyhighschool.org) or call 909-839-2331 to request information.

### Minimum Eligibility Requirements

Minimum eligibility requirements include a cumulative academic grade point average for the current school year and one year prior of 2.5, acceptable discipline history, and favorable recommendation forms. Students that transfer in from other high schools must meet the UC A-G course requirements.

### Admissions Lottery

IPoly has a limited capacity for incoming freshmen. All of the applicants who complete the application process (including meeting the eligibility requirements, receiving an acceptable score on the math test, submitting an adequate essay, and successfully completing the group interview), will be entered into a lottery drawing, scheduled for mid-April, 2021. Once the spaces are full for the incoming freshman class, students may be placed on a waiting list. The waiting list will be valid through the next school year.

### Transfer Students

Transfer students that are currently in high school may submit applications year-round and are accepted as openings become available. Students may be admitted to IPoly within the first month of each semester.

### **Students with Accommodations**

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. If a student is eligible for 504 accommodations, please submit documentation upon acceptance. If the student has an IEP and/or 504 plan and you would like accommodations during the entrance exam, please submit the documents to the office.

### **Ongoing Report Card Request**

After submitting the application, parents are asked to submit semester report cards as they become available, with the final report card submitted no later than June 28th. This verifies the applicant's GPA is still meeting our minimum requirements.

### **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 eligibility requirements.

### **Enrollment Policy**

IPoly students enroll in college preparatory coursework, commonly known as the A-G course sequence. Every graduate is required to complete the A-G course sequence in order to receive a diploma (LACOE Resolution No. 14:2005-2006). IPoly students who are at risk of not passing the required A-G coursework while enrolled at IPoly may be sent back to their local school district.

### **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. Siblings must submit completed applications by December 31st, 2020 in order to ensure priority enrollment. Siblings must still meet entrance requirement qualifications and pass the entrance exam.

### **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)

### **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 become property of IPoly. Please do not submit original report cards or material, as it will not be returned to you.

## **APPLICATION SUBMISSION**

Once complete, **please email Form 1 and 2 together to [application@ipolyhighschool.org](mailto:application@ipolyhighschool.org)**  
Please put the applicant's full name in the subject line. Forms 3, 4a, 4b and supporting documents should be submitted to IPoly by the applicant's current school.

### **Or you may print out and mail Forms 1 and 2 to:**

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



**IPOLY HIGH SCHOOL**  
**Form 1: APPLICATION FOR ADMISSION (2021-22 School Year)**

**APPLICANT INFORMATION**

*Please print or type*

Student name: \_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Last First Middle Month/Day/Year*

Student Email address: \_\_\_\_\_ Gender:  female  male  non-binary

Home address: \_\_\_\_\_ Primary Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
*Street address City State Zip Code*

Applying for grade:  9  10  11  12 Have you previously applied to IPoly?  No  Yes

Did you attend a virtual information session or open house?  No  Yes \_\_\_\_\_  
*date attended*

How did you hear about IPoly High School? \_\_\_\_\_

What school are you currently attending? \_\_\_\_\_  
*school name city*

**FAMILY INFORMATION**

Do you have a sibling who has attended IPoly? If yes, please provide name and year(s) of attendance: \_\_\_\_\_  
*(Leave blank if no siblings have attended)*

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

**Mother/Guardian Information**

**Father/Guardian Information**

Name: \_\_\_\_\_  
*First Last*

Name: \_\_\_\_\_  
*First Last*

Address: \_\_\_\_\_  
*Street address*

Address: \_\_\_\_\_  
*Street address*

\_\_\_\_\_  
*City State Zip Code*

\_\_\_\_\_  
*City State Zip Code*

Home telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Home telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Work telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Work telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Cell telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Cell telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Email Address \_\_\_\_\_

Email Address \_\_\_\_\_



**IPLY HIGH SCHOOL**  
**APPLICATION FOR ADMISSION (2021-22 School Year)**  
**Form 2: Extracurricular Sheet**

Applicant Name: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

APPLICANT: The IPoly admissions process endeavors to look at the whole student, not just grades and test scores. In an effort to get to know you, please tell us about extracurricular activities, pursuits, and hobbies pursued outside of the classroom. These might include organized sports, specialized activities like yearbook, volunteer opportunities within the community or with a non-profit organization, time spent practicing a performing art such as music or dance, or vocational experience such as working in an office, helping with the family business, or taking care of the very young or the elderly. Please list any of these experiences below, indicating the time spent and describing the nature of your involvement in the activity. The first one is done as an example.

Activity/Organization	Position	Number of years involved	Hours per week*	Weeks per year
Yearbook	Story Editor	2	4	36

Describe your involvement in this activity or organization and what skills you developed:  
 I worked with staff members to write and edit stories for the yearbook. I had to give assignments, review the students' work, and make sure we made our deadlines. I became a better leader and learned time-management.

Activity/Organization	Position	Number of years involved	Hours per week*	Weeks per year

Describe your involvement in this activity or organization and what skills you developed:

Activity/Organization	Position	Number of years involved	Hours per week*	Weeks per year

Describe your involvement in this activity or organization and what skills you developed:

Activity/Organization	Position	Number of years involved	Hours per week*	Weeks per year

Describe your involvement in this activity or organization and what skills you developed:

\*Hours per week can be a rough estimate or an average



**IPOLY HIGH SCHOOL**  
**APPLICATION FOR ADMISSION (2021-22 School Year)**  
**Form 3: Request for Transcripts and Discipline History**

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**PLEASE SUBMIT THIS FORM 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. Please request that all documents be mailed together.

Student name \_\_\_\_\_ Current grade level \_\_\_\_\_

Parent signature \_\_\_\_\_ Home telephone number (\_\_\_\_\_) \_\_\_\_\_  
*electronic signature is acceptable*

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**REQUEST FOR TRANSCRIPTS**

Dear School Official/Advisor:

The above-named student is in the process of applying for admission to International Polytechnic High School for the 2021-22 school year.

Please send the following:

- 1. Grades/transcripts for the current year and one school year prior** (i.e., 7th and 8th grade transcripts for incoming 9th grade students), with a cumulative academic grade point average for that period. Please include the most current grades available. Students applying from a high school must submit all high school transcripts.
  - 2. This form, with the Discipline/Attendance History section completed**, and attached explanations and/or reports, if necessary.
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**DISCIPLINE/ATTENDANCE HISTORY**

Please indicate whether the above-named student has had discipline and/or attendance problems within the last 24 months. Please include dates and explanations if appropriate, and attach additional reports as necessary.

Please check a box below regarding disciplinary history for the above-named student:

- This student has **NOT** had disciplinary problems within the last 24 months
- This student **HAS** had one or more **DISCIPLINARY** problems within the last 24 months (please attach report or explanation)
- This student **HAS** had one or more **ATTENDANCE** problems within the last 24 months (please attach report or explanation)

School Official Signature \_\_\_\_\_ Date \_\_\_\_\_  
*electronic signature is acceptable*

School Official Title \_\_\_\_\_

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These documents and forms are required for the application to be considered complete. Feel free to call 909-839-2331 if you have any questions. Please submit the requested documents directly to IPoly.

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

**Or email to:** [application@ipolyhighschool.org](mailto:application@ipolyhighschool.org)  
(include applicant's name in subject line)

Thank you for your time in completing these documents.  
Sincerely,

Ginger Merritt-Paul, Principal



**IPOLY HIGH SCHOOL  
APPLICATION FOR ADMISSION (2021-22 School Year)  
Form 4a: MATH Teacher Recommendation**

APPLICANT: Please enter your name and current grade level, then send this form to a current or former **MATH** teacher.

Student name \_\_\_\_\_ Current grade level \_\_\_\_\_

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. 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.

We sincerely appreciate your time and effort in completing this evaluation. Applications will not be reviewed without teacher responses.

Teacher's name \_\_\_\_\_ School name \_\_\_\_\_

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

Please compare this applicant to other students you have taught:

	No basis for Judgment	Below Average	Average	Above Average	Outstanding
Ability to Work as part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course/Subject Aptitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment on student's strengths and challenges:

Once again, thank you for taking the time to complete this form. Your forthright assessment will help us as we evaluate this student's potential for success at IPoly High School.

Teacher Signature (electronic signature acceptable) \_\_\_\_\_ Date \_\_\_\_\_

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(include applicant's name in subject line)



**IPOLY HIGH SCHOOL**  
**APPLICATION FOR ADMISSION (2021-22 School Year)**  
**Form 4b: OTHER ACADEMIC Teacher Recommendation**

APPLICANT: Please enter your name and current grade level, then send this form to a current or former **ACADEMIC** teacher.

Student name \_\_\_\_\_ Current grade level \_\_\_\_\_

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. 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.

We sincerely appreciate your time and effort in completing this evaluation. Applications will not be reviewed without teacher responses.

Teacher's name \_\_\_\_\_ School name \_\_\_\_\_

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

Please compare this applicant to other students you have taught:

	No basis for Judgment	Below Average	Average	Above Average	Outstanding
Ability to Work as part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course/Subject Aptitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment on student's strengths and challenges:

Once again, thank you for taking the time to complete this form. Your forthright assessment will help us as we evaluate this student's potential for success at IPoly High School.

\_\_\_\_\_  
 Teacher Signature (electronic signature acceptable)

\_\_\_\_\_  
 Date

These documents and forms are required for the application to be considered complete. Feel free to call 909-839-2331 if you have any questions. Please submit the requested documents directly to IPoly.

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