



# IPOLY HIGH SCHOOL

## 2018-19 APPLICATION PROCEDURE AND TIMETABLE\*

\*For Students Attending in the 2018-19 School Year

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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 campus information session, please arrange to visit the school. On dates that there are campus information sessions, we also offer 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 October 26, 2017 and due by March 9, 2018.** 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 the week of March 26, 2018.** Enrollment is limited to a maximum of 136 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 10-12<sup>th</sup> 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. *For incoming freshman, the academic GPA (from math, science, social science and language arts) will be calculated using 7<sup>th</sup> and 8<sup>th</sup> grade semester/trimester grades. At the time of the initial submission, 7<sup>th</sup> grade must be submitted.* Students transferring 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 exams will be scheduled for students who meet minimum eligibility requirements (a letter summarizing test content 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. **Entrance exam test results will be mailed home within four weeks of testing.** Students that pass the exam will be entered into a lottery drawing for final student selection.

### 5. Group Activity and Interview

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.

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## 6. Acceptance Notification

Students that pass the entrance exam will be entered into a lottery drawing, scheduled for the week of **March 26, 2018**. Lottery results will be mailed home.

Due to limited openings, once the first 136 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 report cards throughout the year, with the final transcript submitted no later than June 30<sup>th</sup>. This allows us to track the applicants GPA in order to see whether it is still meeting our minimum requirements.

**Important: Students must submit 1st semester or 1st trimester report card in order to test, and must submit the transcript in order to have acceptance finalized.**

## 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. **Siblings must submit completed applications by December 29 in order to ensure priority enrollment.** Siblings must still meet entrance requirement qualifications and pass the entrance exam.

## 12. Interdistrict Transfer Requirement for Students Living Outside of Los Angeles County

Accepted students that live outside of Los Angeles County are required to submit an approved Interdistrict Transfer Permit in order to attend IPoly. Parents/guardians must request the permit directly from the School District they belong to once the student is accepted to IPoly. **A copy of the approval must be submitted to IPoly no later than registration week in order to attend.** A letter will be mailed home to families upon acceptance to IPoly to clarify the process.

## 13. 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

You may call 909-839-2331 for 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**



# IPLY HIGH SCHOOL

## Form 1: APPLICATION FOR ADMISSION (2018-19 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**

#### **Father/Guardian Information**

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

Address: \_\_\_\_\_  
Street address Street address  
City State Zip Code City State Zip Code

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

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

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

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

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**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 2018-19 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?

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

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3) Is your student willing to work in teams?

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

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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?

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

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\_\_\_\_\_  
**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**



## IPOLY HIGH SCHOOL 2018-19 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 2017-18 school year.

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

- 1) Print out of past two years grades/transcripts,\* with a cumulative academic grade point average (please also include most current grades). *\*Please include 7<sup>th</sup>, and 8<sup>th</sup> grade transcripts for incoming 9<sup>th</sup> 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 (last two years' official results that are on file).
- 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 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,

Ginger Merritt-Paul, Principal



**IPOLY HIGH SCHOOL 2018-19 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 SEAL:

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

\_\_\_\_\_  
 Date

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



**IPOLY HIGH SCHOOL 2018-19 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? \_\_\_\_\_

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**(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"/>
<b>Mathematical Ability:</b>					
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 2018-19 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](http://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? \_\_\_\_\_

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