

## Admissions Frequently Asked Questions

### Application Submission

- **Has my application been submitted correctly?** Upon submission of a Campus School, University Middle School, or University High School application, you will receive a confirmation email of your submission. If you are applying to the ELRC, you will receive a receipt via email from [lipman@memphis.edu](mailto:lipman@memphis.edu).
- **I'm having technical issues submitting my application, can I email the application form?** If you are experiencing technical issues submitting your application in the online platform, please email [enrollus@memphis.edu](mailto:enrollus@memphis.edu) with a description of the issue and we will work with you to address the issue to ensure your application is submitted.
- **Are there any academic requirements for admission?** No, there are no academic requirements for admissions to a University School. However, for current students to return each year a satisfactory conduct grade and attendance record must be demonstrated. For new students applying for admission at University Middle and University High, we require proof of satisfactory conduct and an attendance record with no more than 15 unexcused absences for the prior academic year. If your student is admitted, but their final report card does not meet conduct or attendance expectations, your student will no longer be admitted.
- **What is the kindergarten cut off date? Can I apply if my student does not meet the birthday requirement?** Per state law, your child must be 5 years old on or before August 15, 2022 to qualify for enrollment in kindergarten.

### Admissions Priority Criteria

- **How do I know if I live in the 2-mile radius of University Schools?** You can map your home address to the address of the University of Memphis Administration Building which is the address we use to determine proximity: 3720 Alumni Avenue. The University of Memphis Geography department uses mapping software to submit official mileage proximity for departmental use in the 2-mile radius admissions consideration, so you will not need to submit a map, etc. along with your application.
- **Is my child more likely to be admitted if I live closer to the University of Memphis than the 2-mile radius?** No. All proximity applicants are given the same priority regardless of their level of proximity to the University.
- **What proof do I need to submit to show that I live in the 2-mile radius?** You will only need to submit your official home address and two official documents for proof of residency (for example, MLGW bill, mortgage statement, lease agreement, etc.).
- **What do you need to confirm that I am part of the University of Memphis faculty, staff, or student community?** We ask for your University ID (UID) number as part of the application to verify your employment/enrollment with the University.
- **Do University of Memphis faculty or staff members receive priority for the length of employment or tenure at the University?** No, faculty and staff members receive the same priority regardless of the length of their employment or tenure status at the University. All faculty and staff members must be employed full-time at the University, regardless of their office or department or role.
- **I work for the University of Memphis, but live out of state, does my child still get priority admission?** While you still qualify for priority admission to University Schools, in order to attend Campus School, University Middle School, and University High School, you would be required to pay out-of-state tuition to attend. This is a state and district policy that we are unfortunately

unable to adjust. Typically this rate is around \$14,000 per year. This policy does not apply to ELRC students. Families can find the current ELRC Tuition and Fees on the [ELRC's website](#).

- **I work for Shelby County Schools, does my child get priority admission?** No. Priority status is only extended to current University of Memphis faculty, staff, and students and families who live within a 2-mile radius of the University, and siblings of current students.
- **I am a part-time staff member or adjunct faculty member. Does my child get priority?** No. Priority status is only extended to full time faculty or staff. Please contact us at [enrollus@memphis.edu](mailto:enrollus@memphis.edu) if there are circumstances related to your employment status that we should consider.
- **My child's sibling attends a University School, is my child guaranteed admittance?** Unfortunately we are not able to guarantee admission to any student. However, we do strive to promote an educational experience that allows siblings to learn together across our compendium. For that reason, siblings of currently enrolled students are given priority status for admission across our schools.
- **If one of my children gets in, does the other automatically get in as well based on your sibling priority?** No. The sibling priority only extends to currently enrolled students. However, once one sibling is admitted it would move the other sibling(s) to the top of the waitlist as a priority admit should a space become available.
- **If I meet a priority criteria, could my child be placed on the waitlist?** Yes – a student, regardless of their priority criteria, may be placed on a waitlist if a grade-level does not have enough space in a grade level for the number of students who have applied. No student is guaranteed admission to a University School, regardless of priority status. When there are more applicants in a category (i.e. priority applicants and general applicants) than available seats in a grade-level, decisions will be made by lottery.

### Current University Schools Families

- **My child currently attends University Schools, do I have to reapply?** Current families will complete an Intent to Re-Enroll form, indicating that they want to re-enroll for the 2022-2023 school year.
- **My child currently attends a University School, are they guaranteed admission to the "next" school (Pre-Kindergarten to Kindergarten, 5th grade to 6th grade, etc)?** Unfortunately we are not able to guarantee admission to any student. However, we do strive to promote an educational experience that students can matriculate through from birth to graduation - across our compendium of schools. For that reason, currently enrolled students are given priority status for admission across our schools which means a student currently enrolled at one school has a high likelihood of being admitted into the next school within the compendium (ELRC to Campus, Campus to Middle, Middle to High).

### Admissions & Enrollment Timeline

- **When will I find out if my child is accepted?** First round of acceptances will be shared on January 12, 2022.
- **Does it help my chances if I apply early in the application window?** No. The timestamp of application does not factor into admissions decisions at all.
- **What if I accept a spot, and then my child is unable to attend in the fall?** We will offer your child's space to another student and you would reapply for the next school year.

- **Can I wait to confirm acceptance until I see what other schools my child is admitted to?** No. Once our application process closes, we send our final roster to the Shelby County Schools SEED office and optional schools program so they are aware of each student's enrollment status.

### Waitlist

- **I was on the waitlist for the 2021-22 school year. Will I get to keep my spot on the waitlist?** The waitlists for Campus School, University Middle, and University High School renew each application cycle for the upcoming school year on October 1<sup>st</sup>. ELRC waitlist applications roll over each year and it is not necessary to reapply as applications are accepted throughout the year.
- **What is my waitlist number?** As the list is constantly changing, we are not able to provide waitlist numbers for families.
- **How is the lottery conducted for admission and the waitlist?** When there are more applicants in a category (i.e. priority applicants and general transfer applicants) than available seats in a grade-level, decisions will be made by lottery. A lottery will first be conducted for students who meet one or more priority criteria and then a lottery will be conducted for general transfer students.

### Miscellaneous

- **Will there be a fully virtual option for the 2022-2023 academic year?** We are not currently planning to offer an exclusively virtual option.
- **Do we also need to complete a Shelby County Schools application for Campus School, University Middle or University High School?** No, the Shelby County Schools general choice transfer application is not the application to University Schools.
- **We are also planning to apply to optional schools in Shelby County Schools, but their application does not open until after the University Schools admission confirmation is due. Can I wait to confirm acceptance until I see what other schools my child is admitted to?** No. Once our application process closes, we send our final roster to the Shelby County Schools SEED office and optional schools program so they are aware of each student's enrollment status. If you choose to enroll at a Shelby County Schools optional school, please email [enrollus@memphis.edu](mailto:enrollus@memphis.edu) to let our enrollment team that your student will not attend for the upcoming school year.