University Schools

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually; March	**Campus School, Campus School Kimball, University Middle School, University High School Admissions Eligibility and Enrollment Priority**	**6.2033**	**June 2025**
		Rescinds: **200.3**	Issued:

University Schools does not have a traditional school zone for attendance and enrollment - each student attends on transfer admission. TCA § 49-2-128 governing transfer student application and enrollment provides that University Schools take into consideration attendance and conduct in enrollment. There are two qualifications required for admission: satisfactory attendance and satisfactory conduct. Satisfactory Attendance is defined as fewer than 15 combined excused and unexcused absences and tardies or early dismissals in the prior school year. Medical exceptions may be granted on the basis of extreme cases that are documented by a health professional as having an unavoidable and adverse impact on a student's ability to attend school due to a documented severe medical condition or course of treatment (i.e. long term hospitalization, chemotherapy treatments, in-patient therapy, etc.). Satisfactory Conduct is defined as a student having received less than 3 office referrals or in-school suspensions, less than 2 short term out-of-school suspensions, and no long-term out-of-school suspensions for the year. Final attendance and conduct records are required to confirm admission in June of the preceding academic year. Attendance and conduct records that do not meet the requirement will result in a student's admission status being revoked. This decision is final. University Schools enrollment does not provide a process for appeals. All decisions are made based on official records submitted as part of the enrollment process.

While there is no academic requirement for admission, each school's leadership team may require a student to participate in a summer bridge or other supplemental instruction program prior to confirming admission, based upon academic criteria established by the school.

Admission to a University School is limited and based on a school's enrollment capacity in each grade-level in a given school year. No student is guaranteed admission to a University School. Admission priority is granted to applicants who meet the following priority admissions criteria including:

- Priority Group 1: children of full-time University of Memphis faculty and staff members, siblings of currently enrolled University School students attending the same school, students matriculating directly from a University School.

- Priority Group 2: siblings of currently enrolled University School students attending a different University School, applicants living within a 2.0-mile radius of the U of M administration building for Campus School Zach Curlin, University Middle, and University High applicants; and a 2.0-mile radius of the Campus School Kimball Campus for Campus School Kimball applicants, including full-time UofM students living in university provided Graduate and Family Housing.

Remaining space in each grade-level will be offered to students from within Shelby County. In the event that there are more applicants than available seats in a grade-level, admissions decisions in each category (priority groups 1, 2, and general transfer) will be made by lottery.

All applications need to be submitted on or before the designated conclusion of the Enrollment Period.

If there are more applicants than seats available, the seats will be awarded through a lottery format. Applications received after the deadline will be placed on a wait list until the start of the school year.

Transportation is not provided for any student that is granted admission into University Schools.

Students who are participating in the Enrollment process must maintain satisfactory attendance and academic standing. While it is the intent to allow the student to remain at the school through exit grade, if behavior or attendance is not acceptable, the Director has the authority to rescind the enrollment at the end of the school year and the student will return to his/her school of zoning for the following year. The Vice Provost/Director of Schools has the authority to rescind or modify a transfer for reasons other than those listed above.

University Schools Admissions and Enrollment team reviews all applications that indicate a student meets a priority admissions criterion, including the verification of employment at University of Memphis, student enrollment, and proof of residency, based on documentation provided by the applicant. If an applicant's priority admission criterion is not current or valid, the parent or guardian will be notified, and the applicant will be considered in the general transfer admissions category.

All University Schools applicants that fail to submit application materials by the advertised application deadline will not be considered for admission and will not be added to the waitlist after the admissions window has closed. An exception will be made for newly hired University of Memphis full-time faculty or staff members upon verification of full-time employment and hire date. These applicants will be accommodated if space becomes available in a grade-level or added to the waitlist in accordance with admissions priority.