

Bristow Student Selection Process

For the 2019-2020 School Year

Bristow Middle School announces its enrollment process for the 2019-2020 school year. The enrollment process for incoming 6th grade students will be held in January.

All students who are **attending** West Hartford Public School are **automatically entered** in the process.

Students who reside in West Hartford, but are **not enrolled** in West Hartford Public Schools **must apply** to be included in the process. This includes any student who attends an Inter-District magnet school, including the University of Hartford Magnet School.

We also expect to have a limited number of openings for incoming 7th and 8th grade students. **All students**, whether attending West Hartford Public School, or residing in West Hartford and not attending our public schools, **must apply for these 7th and 8th** grade openings.

Below are the selection procedures and timelines for the process.

5th to 6th grade 2019-2020 process

We will run 11 different processes – one for each elementary school. We will admit 105 students from the 11 elementary schools. The table below shows the number of slots for each school. These are subject to change based on enrollments at the time that the process is run.

School	Bristow Middle school slots
Aiken	9
Braeburn	8
Bugbee	11
Charter Oak	10
Duffy	15
Morley	9
Norfeldt	6
Smith	7
Webster Hill	9
Whiting Lane	8
Wolcott	13

We will randomly assign each student who attends the school a number.

The process also includes non-public students who apply for admission. These students will be assigned to an elementary school based on the elementary attendance zone they live in.

We will check the demographics of each school's random sample to ensure that the balance is maintained through out the sample. For example, we will check for balance among the following characteristics:

- Gender
- Race/Ethnicity
- Special/Regular education
- Free/reduced lunch status

The purpose is to make sure that students are split equally across the sample (e.g. the first 10 students are not all boys.) If the first random sample is not uniform then a different random sample is drawn until the sample is uniform. In practice it takes 50 to 100 random samples to achieve a uniform sample.

We will communicate the results to parents. Based on the results of the 2018-19 and 2017-18 selection processes, here are the expected cut off numbers for each elementary school. If a student receives a number equal to or less than the number of the Bristow slots, then the student is guaranteed the choice of going to Bristow. If a student receives a number less than the projected cutoff number then that student has a good chance of being able to choose Bristow, if not in the first round, then off of the waitlist. Hopefully, these cutoffs will help parents decide which middle school information sessions to attend.

School	Bristow Middle school slots	Projected Cutoff Number
Aiken	9	18
Braeburn	8	11
Bugbee	11	18
Charter Oak	10	17
Duffy	15	41
Morley	9	14
Norfeldt	6	14
Smith	7	16
Webster Hill	9	20
Whiting Lane	8	13
Wolcott	13	39

6th to 7th and 7th to 8th grade 2019-20 process

We will take applications from students interested in filling the small number of vacancies we anticipate at grade 7 and grade 8 in the 2019-20 school year. This process will be run later than the grade 6 process. Applications are due by March 22, 2019. If you do not apply, you will not be considered.

This enrollment process will be a simple random selection. All students will be randomly assigned a number from 1 to the total number of applying students and we will use that ordered list to fill the vacancies that arise.

The number of vacancies for grade 7 and grade 8 are both small and variable. For the 2018-19 school year, we admitted seven 7th graders and four 8th graders. During the parent information sessions in March of 2019, we will be able to provide you with more information as to the expected number of slots for the 2019-20 school year at grades 7 and 8.

Special situations:

Siblings of current Bristow 6th and 7th grade students will be automatically assigned the lowest numbers in the process.

Siblings of current 5th grade students who indicate they are coming to Bristow prior to March 22nd, will be automatically assigned the lowest numbers in the process.

Students who live on Highland Street or at 684 Farmington Avenue are automatically admitted.

Twins or triplets will be considered as a single student for the process and will be assigned the same number.

If a student gets in as a 7th or 8th grader and is ENROLLED at Bristow and has a 6th grader who did not receive a low enough number, we will accept the 6th grader as well in order to keep the family at the same school. This is only if the 7th/8th grader is enrolled. The 6th grader would be an extra for that elementary school and not count as part of the original number we take.

Grade 6 Bristow 2019-20 Process Timeline		
Date	Item	Comments
January 10, 2019	Deadline	All enrolled grade 5 students and all applying nonpublic school students will be entered into the process as of this date
January 24, 2019	Mail letters	Results mailed home to parents
March 11 & 14	Parent Meetings	Informational Meetings for parents and students interested in attending Bristow next year
March 22, 2019	Deadline for 1 st round of acceptances	First deadline – Parents of low number students need to indicate YES or NO
April	Waitlist	Fill from the waiting list to fill the slots from each elementary school
May/June	Student Orientation	Hold student orientations at Bristow for incoming 6 th graders
May 31, 2019	Final decision point	Students who decide to change schools must drop out by this date.
July	Final list of students	Fill in from wait list if any changes

Grade 7 and 8 Bristow 2019-20 Process Timeline		
Date	Item	Comments
March 11 & 14	Parent meetings	Informational Meetings for parents and students interested in attending Bristow next year
March 22, 2019	Deadline	All grade 7 and grade 8 applications need to be filled out by this date
April 5, 2019	Mail letters	Results mailed home to parents
May 1, 2019	Deadline for acceptances	Deadline for accepted students to say yes
May and June	Waitlist	Fill vacancies from waitlist.
June 1, 2019	Final decision point	Students who decide to change schools must drop out by this date.
July	Final list of students	Fill in from wait list if any changes