

ADMISSION TO BURRIS LABORATORY SCHOOL – 2010-2011 SCHOOL YEAR

Burriss Laboratory School's admissions procedures are intended to create a diverse student population in response to its role in teacher preparation in the state of Indiana. Moreover, the school is prepared to provide appropriate educational programs for students with special needs. Because Burriss identifies itself as a family school, admissions will continue to focus on enabling siblings to attend Burriss. Whenever there are grade level openings, current Burriss families will be offered priority for admission of siblings who do not attend Burriss. When class enrollment openings remain after sibling registration, Burriss will utilize a lottery system for applications from families with no current Burriss children. The school will admit students only at the beginning of the academic year, unless an unusual situation arises. By February 12, 2010, all current Burriss students will indicate their intent to enroll for 2010-2011. From this information, an estimate will be generated for the number of grade level openings for the 2010-2011 school year.

Burriss families with siblings who do not currently attend and who are eligible for enrollment will have the first opportunity to register for existing openings. If more Burriss family siblings apply than class openings exist, a lottery will be held to identify those children to be offered admission. The sibling lottery will be held in the Burriss auditorium at 2:00 p.m. on Monday, February 22. Registration of siblings will be concluded by March 19, 2010.

Kindergarten: For the 2010-2011 school year, applications for non-sibling kindergarten openings will be accepted from August 2009 until April 1, 2010. The non-sibling kindergarten lottery will be held at 3:30 p.m. in the Burriss auditorium on Monday, April 12, 2010. This lottery will fill the 2010-2011 kindergarten openings not filled by siblings and will provide a waiting list to fill openings that might occur after the lottery. Students entering Kindergarten in 2010-2011 must be 5 years of age on or before August 1, 2010.

Grades 1-12: For the 2010-2011 school year, applications for non-siblings in grades 1-12 will be accepted from August 2009 until June 11, 2010. The non-sibling lottery for grades 1-12 will be held at 2:00 p.m. in the Burriss auditorium on Tuesday, June 15, 2010. This lottery will fill any existing openings in grades 1-12 not filled by siblings and/or will provide a waiting list to fill openings that might occur after the lottery.

Applicant's names will be drawn randomly from a pool and publicly announced. A waiting list will be published. Attendance at the lottery drawings will not be required. Parents/guardians will provide a birth certificate (kindergarten entrance) or birth certificate and an official transcript from the previously attended school to verify grade placement (grades 1-12 entrance) and complete a registration form when an offer for admission is made. Parents must give consent for participation in teacher education and research activities.

For the purposes of the lottery, grade level placement at Burriss Laboratory School is based on the following:

0 credits needed to be a freshman
10 credits needed to be a sophomore
19 credits needed to be a junior
and 30 credits needed to be a senior.

There are 45-47 credits required to graduate from Burriss Laboratory School.

There is no Burriss Admissions Committee. The principal will be responsible for public announcement for applications for 2010-2011. The main office will accept sibling registrations and applications for inclusion in the lottery. The principal (or designee) will conduct the lottery and administer the registration process, including offering admission to students from the waiting list at the beginning of the 2010-2011 academic year.

Burriss Laboratory School offers a limited number of openings for students with high ability. This action is in keeping with a long-term commitment to serve students with high ability and to facilitate research on the education of high ability students. Applications for admission as a high ability student will be available on March 1, 2010 for 2010-2011. Applications will be accepted between March 15 and May 28, 2010. Applications for students with high ability will be available on-line at the Burriss web site or in the main office of the school.

Ball State University has an Admissions Appeal Committee and a policy in place for appealing admission decisions under very limited circumstances.

Burris Laboratory School Admission Appeal Procedures

Under very limited circumstances, an applicant, by his or her custodial parent or other legal guardian, may appeal the decision of the Burris Laboratory School, denying him or her admission to the School. Such appeal must be submitted in writing to the *Burris Laboratory School Admissions Appeal Committee* and must be received in the office of the Burris principal within ten (10) calendar days after the date of the admissions decision that is being appealed. An appeal that is not received within such ten (10) calendar day period or that does not state a basis for appeal conforming with the requirements of the following paragraph will be summarily dismissed by the Dean of Teachers College without review.

An appeal under these procedures must set forth unusual and compelling circumstances involving extreme personal hardship to the applicant that is reasonably certain to arise if the applicant is not admitted to Burris. Such hardship must have arisen from circumstances beyond the control of, and not due to the fault of, the applicant or the applicant's custodial parent or other legal guardian.

The *Burris Laboratory School Admissions Appeal Committee* will review an appeal meeting the requirements of these procedures as soon as reasonably practicable. The Committee reserves the right to require the applicant to submit such evidence as the Committee may reasonably require prior to making its decision.

Once the *Burris Laboratory School Admissions Appeal Committee* has made a determination regarding the appeal, the Committee will submit a recommendation to the Dean of Teachers College regarding the appeal. The Dean will review this recommendation, add such comments and additional recommendations as the Dean deems appropriate, and submit the recommendation to the President.

The President will review the Dean's recommendation and will make a final determination. There are no appeal procedures beyond the decision of the President.

The membership of the *Burris Laboratory School Admissions Appeal Committee* will consist of five (5) members to be appointed by the Dean of Teachers College. No one may hear an appeal who has a demonstrated conflict of interest or a personal interest in the appeal. A decision regarding such conflict or personal interest, if alleged or declared by an interested party, shall be made by the Dean of the Teachers College, whose decision shall be final. A member from the Office of University Compliance will serve as a non-voting, ex-officio member of the committee.

The Dean of Teachers College may modify these procedures or establish additional procedures to ensure a fair and complete review of each appeal.

BURRIS LABORATORY SCHOOL
BALL STATE UNIVERSITY
MUNCIE, INDIANA 47306
765-285-1131

Grade for 2010-2011: _____

School Year: 2010-2011

APPLICATION FOR REGULAR ADMISSION TO BURRIS LABORATORY SCHOOL

Student Name: _____ **Gender:** ___Female
(Last) (First) (Middle) ___Male

Birth Date of Child: _____ **Grade Student Will Enter for the 2010-2011 School Year:** _____

School and School District Student Attended for the 2009-2010 School Year: _____
(School)

(School District)

Parents Names: Mother: _____
(Last) (First) (Middle Initial)

Home Phone: _____ Day Phone: _____

Father: _____
(Last) (First) (Middle Initial)

Home Phone: _____ Day Phone: _____

Address Where Child Resides: _____ Phone: (____) _____
(Street)

(City) (State) (Zip)

Because Burris Laboratory School is an integral part of the Teachers College, it is often called upon to assist in the educational training and/or practicum experience required of Ball State University students in their respective course of study. We perceive these professional experiences to be of significant value to your child and our school. Initial each item indicating that you give permission and understand specific parent expectations. Your child's application will not be considered without all six items initialed.

- ____ My child may participate in approved and supervised research projects conducted by Burris faculty, other University faculty or Ball State University students.
- ____ My child may participate in approved and supervised observation and educational experiences conducted in the various teacher education programs of the University.
- ____ My child may participate in class sessions in which photographs or videotapes are taken. I understand that these videotapes or photographs may be used to illustrate educational practices in a variety of professional settings.
- ____ My child may participate in individual testing conducted by a Ball State University student. I understand that the results of such testing and reports thereof will be used only for the education and training of the Ball State students and will not become a part of my child's school records.
- ____ I further understand that information about my child will not be released to any person or agency outside Ball State University without my permission.
- ____ I understand that Burris Laboratory School does not provide transportation for its students. I understand it is my responsibility to have my child arrive at school no earlier than 7:30 a.m. (for breakfast) and picked up no later than 15 minutes after the class is dismissed.

The signature of the parent or guardian assures that all parts of this application are understood, and that the parent/guardian and student agree to the admission policy of Burris Laboratory School. It is also understood that parents are required to meet financial obligations annually.

Date of application

Signature of parent/guardian

