

BOSTON METCO ADMISSIONS POLICY GUIDELINES

1. Each participating METCO district will use the common application form developed and administered by METCO, Inc. Districts may not collect any additional documentary information from an applicant prior to making an admissions decision in accordance with the guidelines below.
2. The **application window** will be October 2, 2019 – January 15, 2020.
 - After verifying the accuracy and completeness of all applications, METCO, Inc. will assign a random referral number to each applicant. For the school year 2020-21, Priority Status will be given to applicants who meet the following criteria:
 - A sibling of a student currently enrolled in a participating district at the time of application (and who will continue to be enrolled in the district in the upcoming school year) will be referred to that district, IF the parent/guardian requests AND if space is available in the appropriate grade level for that student.
 - A student entering grades 1-10 who completed an application for the 2019-20 school year but was not enrolled in a METCO district, will be referred in the order of their original Wait List date.
 - A student entering Kindergarten in 2020 who was entered into the Wait List by April 29, 2019 will be referred in the order of their original Wait List date.
 - Only students with complete and verified applications for the 2020-21 school year will be referred. Applications from previous years are not considered. All enrollments, including siblings of current students, are subject to availability of space in the appropriate grade level.
 - METCO, Inc. receives requests from districts between January and September, as those districts estimate available seats in each grade in the coming school year. The order of these requests varies every year and is not influenced by METCO, Inc. With the exception of eligible siblings, METCO, Inc. does not determine which district a given application is referred to. Family preferences for specific districts are not taken into account.
 - METCO, Inc. refers eligible applicants in the following order:
 - Applicants entering the requested grade with Priority Status due to sibling eligibility, in order of random referral number
 - Applicants entering the requested grade with Priority Status due to previous application or Wait List status (2020-21 only), in order of original Wait List date
 - Applicants entering the requested grade in order of random referral number
 - Applicants will be referred to a maximum of one district. Referral does not guarantee enrollment in that district (see #4 and #5).
 - If selected, applicants have the option to decline enrollment in that district. Declining enrollment in a district will remove them from consideration for METCO enrollment in that school year; the application and assigned referral number expires and the parent/guardian may re-apply during the application window beginning October 2 for the following year.
 - *Note: Additional application windows may be announced and added for certain grades if an insufficient number of applications are received.*
3. Districts may request applications for admissions consideration for a specified number of open seats in particular grades during the **referral window** from January 15, 2020 – October 1, 2020. In accordance with the referral lottery rank order, METCO, Inc., will provide a **referral cohort** of 100% - 250% of the number of open seats (rounded to the nearest whole number) to each district for consideration, based on the district's request within the 100% - 250% range. The district may request additional referral cohorts during the referral window until all available open METCO seats are filled, *after all applicants from any prior referral cohort for that grade have been offered admission. A referral does not guarantee admission.*

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4. Prior to making a selection decision, the district may conduct an interview, request a teacher recommendation and discipline records, and/or require an orientation of the parent and/or student (provided that reasonable accommodations are made for alternative scheduling arrangements when necessary).
5. In making admissions decisions to select applicants from the referral cohort, the district may holistically consider information provided on the common application form and through the interview/recommendation/orientation process, student/family commitment to participate in the program (including prior family experience with the METCO program through alumni and family members), and local district goals related to the purpose of METCO.
6. Districts must make and communicate a final admissions decision to METCO, Inc. for each applicant in a referral cohort provided prior to April 30 no later than June 30, 2020, though districts are strongly encouraged to do so sooner if possible. All other decisions must be made no later than October 1, 2020.
7. Districts must identify a staff member parents can contact with questions about the admissions process or admissions decisions, so that DESE and METCO, Inc. can direct inquiries accordingly.
8. Applicants with disabilities and applicants with limited English proficiency may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process. Upon request, a qualified representative from METCO, Inc. and/or the district will provide these applicants with the full range of assistance to complete the necessary forms and provide interpretation services and/or reasonable accommodations. Information on limited English proficiency and disability submitted voluntarily by the applicant, for the purpose of receiving assistance and accommodations during the application and admission process, will not affect admissions decisions.
9. Non-Discrimination Statement: See METCO, Inc. Application Form.
10. If a referred applicant is not selected for admission by a participating district by the end of the enrollment period on September 30, the application and assigned referral number expires. The parent/guardian may re-apply during the application window that begins on October 2. If eligible, the applicant will receive a new randomly generated referral number for potential referral the following year.

BOSTON METCO APPLICATION FORM

COVER PAGE

A. Introductory Statement

The purpose of the state-funded METCO Program is to expand educational opportunities, increase diversity, and reduce racial isolation by permitting students from Boston to attend public schools in other communities that have agreed to participate. Since its founding, the METCO program has enrolled tens of thousands of Boston students of color in participating school districts and has provided the opportunity for students in those districts to experience the advantages of learning and working in a racially and ethnically diverse setting.

The statute that authorizes the METCO program is M.G.L. Chapter 76, Section 12A, the Racial Imbalance Act.

B. METCO, Inc. Mission Statement

The Metropolitan Council for Educational Opportunity, Inc. (METCO) provides students with a strong academic foundation rich in cultural, educational, ethnic, socioeconomic, and racial diversity, fostering the opportunity for children from Boston and from neighboring suburbs to develop a deeper understanding of each other in an integrated public-school setting.

C. 40 Dimock Street, Roxbury, MA 02119 - (617) 427 -1545

D. List of Participating METCO Districts

Arlington
Bedford
Belmont
Braintree
Brookline
Cohasset
Concord/Carlisle
Dover/Sherborn
Foxborough
Hingham
Lexington
Lincoln
Lincoln/Sudbury
Lynnfield
Marblehead
Melrose
Natick
Needham
Newton
Reading
Scituate

Sharon
Sudbury
Swampscott
Wakefield
Walpole
Wayland
Wellesley
Weston
Westwood

E. Eligibility Statement¹

Only Boston residents are eligible. Any student whose primary residence is outside of Boston is not eligible for the METCO program. Before any student is referred to a METCO district, their parent or legal guardian must prove legal residency in the City of Boston. The guardian must also provide images of their photo ID, the student's birth certificate, and the student's current immunization record. Once enrolled, families must continue to be residents of Boston for the duration of the school year and throughout matriculation in order to be enrolled in a METCO partner school.

F. Application Timeline

The application window will be October 2, 2019 – January 15, 2020.

G. Statement of Non-Discrimination

METCO, Inc. and participating METCO school districts do not discriminate on the basis of race, color, sex, gender, gender identity, disability, religion, national origin or sexual orientation.

PARENT/GUARDIAN INFORMATION

LEGAL PARENT/GUARDIAN #1

A. Relationship to student

- Mother
- Father
- Stepfather
- Stepmother
- Sibling
- Aunt
- Uncle
- Brother
- Sister
- Cousin
- Grandparent
- Caretaker

¹ See <https://www.bostonpublicschools.org/residencypolicy> and also see questions 2 and 3 of <http://www.doe.mass.edu/charter/guidance/2016-3-faq.html?section=Eligibility>

- Foster parent
- Other
- B. First Name
- C. Last Name
- D. Home Address
- E. Mobile Phone
- F. Home Phone
- G. Work Phone
- H. Email Address
- I. Preferred contact method (please check):
- J. Preferred language for application

LEGAL PARENT/GUARDIAN #2 (optional)

- A. Relationship to student
 - Mother
 - Father
 - Stepfather
 - Stepmother
 - Sibling
 - Aunt
 - Uncle
 - Brother
 - Sister
 - Cousin
 - Grandparent
 - Caretaker
 - Foster parent
 - Other
- B. First Name
- C. Last Name
- D. Home Address
- E. Mobile Phone
- F. Home Phone
- G. Work Phone
- H. Email Address
- I. Preferred contact method (please check):
- J. Preferred language for application

How did you learn about the METCO program or application process?

Proposed list of options to choose from:

- Community meeting – write in location
- Print ad
- Family member/friend
- School – write in school
- Contact at METCO receiving community
- DESE website
- Other – write in

APPLICANT INFORMATION

- A. Name *First name, middle name, last name (if no middle name, use NMN)*
- B. Birthdate *(MM/DD/YYYY)*
- C. Home Address – Same as Parent/Guardian #1 (check box) Same as Parent/Guardian #2 (check box)
- D. Proof of Residency
- E. Applicant Race and Ethnicity
 - a. African American
 - b. Asian
 - c. Hispanic
 - d. Native American
 - e. White
 - f. Native Hawaiian, Pacific Islander
 - g. Multi-race, Non-Hispanic
- F. Applicant Gender: Male Female Non-Binary
- G. Grade applicant is applying to (identify grade)
- H. Prior Educational Record: Grades and attendance from two most recent academic years.
- I. Does applicant have a sibling² currently enrolled in the METCO program? Yes/No
 - If yes, please list the district
 - Sibling name (first, middle, and last name)
 - District, School, and Grade
 - Please indicate if you want your child referred to the same district. **Important note:** *Identifying a priority district may result in the forfeiture of a seat in the METCO program if the applicant does not successfully complete the local holistic admissions process and/or if space is not available in the requested grade.*

CONSENT TO RELEASE STUDENT INFORMATION and PARENT AGREEMENT

- Upon enrollment, student records and contact information may be requested by METCO, Inc. to support students and/or research associated with the program.
- Parent Agreement– I certify that the information submitted is accurate and complete. I understand that any false claims will result in the disqualification of my child's application or may child's removal from the program.

² Sibling definition can be found in the "Enrollment Process" section of <http://www.doe.mass.edu/charter/guidance/2016-3.html>

PARENT AGREEMENT

I understand that:

- I must be a Boston resident to participate in the METCO program
- If my student relocates outside of Boston before or after enrollment in a METCO partner school, they will no longer be eligible for referral or enrollment there
- Completing an application does not guarantee that my student will be referred to or enrolled in a partner district
- Referral is based on eligibility for METCO, validity and completeness of documentation, and space available in corresponding grades in partner districts
- I cannot choose the district to which students are referred
- Siblings will receive preference for referral to a partner district if there is availability in the corresponding grade, but acceptance and placement are not guaranteed
- Referrals to districts occur between January and October 1st of each school year, based on lottery number and sequence of district requests
- If referred to a district, I may be asked by that district to complete additional steps (including an interview, open house, or orientation) and/or to submit discipline records and/or teacher recommendations before enrollment is finalized, and failure to complete them may result in my referral being denied
- I may decline enrollment in a district after it is offered, and my student will not be referred to other towns this school year
- Transportation to METCO districts is available from a limited number of bus stops in Boston; I am responsible for getting my student to an existing bus stop or arranging other transportation
- METCO does not transfer students between one district and another
- Any falsification, alteration, or withholding of information may result in the termination of my student from the referral and enrollment process

I agree that:

- I will notify METCO HQ if anything changes related to my student's residency and/or contact information
- I will keep my child enrolled in options outside the METCO program in the event my child is not enrolled in METCO

I certify that:

- I am the legal guardian of this student and the child resides with me
- I have provided true, accurate, and complete information

Parent Signature_____

Date_____

