

Welcome to Houston Heights HS

Dear Prospective Parent and Student,

Thank you for considering Houston Heights HS as your school. Choosing the high school that best meets your needs is very important. We are here to provide you all the necessary information to help you make an informed choice. If you have any questions, please ask. We encourage open communication between families and Houston Heights HS.

How to Apply

- 1 Complete an application form. Applications are available on line or at the office.
- 2 The enrollment period for each year begins April 1st and ends June 5th

Selecting Students for Admission

- 3 When admission applications exceed the number of available spaces a lottery is held. The lottery is held on the 15th day of June. The application number assigned to each student is placed in a bowl. Numbers are drawn. Students are offered placement in the order that the names were drawn until all vacancies are filled. Students do not have to be present for the drawing. They are informed by phone or if a phone is not available by mail. Current students are given priority for re-enrollment. Current students may submit an application on April 1st. Any application received before the June 5th deadline is guaranteed admission. Applications received after the June 5th deadline is subject to the same lottery procedures as any other applicant. Re-enrollment applications received after the June 5th deadline are subject to the same lottery procedures as any other applicant.
- 4 This is how the lottery works. All applications for admission have a "for office use only" field that contains the "date application received" and "application number". Paper numbers that correspond to the "application number" are placed in a bowl and drawn. Applicants are contacted in the order that their names were drawn until all spaces are filled. Winning applicants are called on the day of the lottery and the day after the lottery. Applicants that do not respond within three working days are considered withdrawn and the space is given to the next number drawn. If an applicant does not have a telephone number, written notification is mailed. The application is considered withdrawn if we do not hear from the applicant within 7 working days.
- 5 Mark you calendar on June 15th. If you don't hear from us, call to be sure that you didn't miss our call.
- 6 When June 15th falls on a weekend. The lottery is held on the Friday before the weekend.

After You are Accepted

- 7 Complete the enrollment forms. They are on the Houston Heights HS web site or can be picked up at the school.
- 8 Contact your previous school. Make sure you withdraw and ask them to send us a copy of your transcript.
- 9 If you are a first time student call and schedule an appointment to review your transcript and plan your schedule.
- 10 Pick up a copy of the Student Code of Conduct. It has important information that you will need.