



Seventh grade is the only entry level for Hunter College High School (HCHS). The following procedures have been established in order to conduct a valid and equitable admissions process:

- In September, we send our admissions materials to all of the NYC public, parochial, and private schools. We ask school principals and guidance counselors to identify sixth grade students who are residents of New York City and who have previous test scores that meet eligibility to sit for the HCHS Entrance Examination. Students are eligible to sit for the **January 8, 2010 exam** by achieving scores at or above the 90th percentile (SS 712) in Total Reading/ELA and the 90th percentile (SS 734) or above in Total Math on the students' fifth grade standardized tests.
- Public schools report scaled scores from the NY State fifth grade tests. Independent and parochial schools report national percentiles from their standardized tests. We will arrange a qualifying examination for students for whom no scores are available, if the principal of the home school submits a letter of recommendation with evidence of the student's academic qualifications.
- Principals/guidance counselors give parents a letter informing them that their child is eligible and a registration form asking for contact information and parental permission for the student to sit for the exam. **Schools are asked to submit the names of all eligible candidates who are interested in attending HCHS to the Admissions Office by November 19, 2010** for admission in fall 2010. If parents find that their child is eligible, the application will also be available on the HCHS website.
- A non-refundable **administrative fee of a \$65 money order**, must be submitted with the application form to the home school or HCHS with the registration form. **Fee waivers are available** for students who qualify for free or reduced lunches. Documents (i.e., case budget listing, grant award letter or 1040 tax form) must be returned with the registration form.
- If registering through the current school, parents will return forms to them by their deadline so that the candidates' documents are prepared in time to be in the HCHS admissions office by the HCHS office deadline. The **HCHS Admissions office will not be able to accept applications after that deadline.**
- Admittance tickets and test day directions letters for the entrance examination are sent by the Admissions Office to eligible candidates by mid-December. Only those students whose qualifications have been certified in accordance with the regulations of HCHS will be permitted to take the exam.
- The HCHS Entrance Examination is administered once each year. **There are no make-ups or retests.** The examination consists of multiple-choice items in Mathematics and English and an essay. Math items emphasize the ability to use basic skills to solve problems. English items include vocabulary, reading comprehension and language usage. For the writing assignment, students write an essay or story in response to a specific situation, question or topic.
- Hunter College High School will neither release copies of past entrance examinations. HCHS does not contribute to nor endorse examination preparation services, books or other materials offered by any organization.
- Reasonable accommodations for the test are available for children with evaluated disabilities. An Individualized Education Plan (IEP) for learning needs or appropriate medical documentation for physical needs must be submitted to the Admissions Office with the registration form by the November deadline in order to guarantee consideration of an accommodation during the examination.
- The Director of Admissions offers placements based upon the HCHS faculty committee's review of the scores from the machine-scored, multiple-choice questions and the juried essay scores determined by the panel of readers. The committee review is anonymous; the faculty members see only test identification numbers and do not know the identities of the students. Selection is determined by all three components of the entrance exam.
- Offers of admission are mailed to the candidates at home in mid-February. The home schools are also sent a list of the selected candidates in mid-March.

Far more eligible students seek admission to Hunter College High School than can be accepted. The space and budgetary limitations make it impossible to admit all of the academically talented students who apply to HCHS. Please see our website at <http://www.hchs.hunter.cuny.edu> for more information and updates.