**ENROLLMENT POLICY**

SCHOOL is a public, common school open to all children free of charge.1 Pursuant to Washington State law, SCHOOL may not limit admission on any basis other than age group, grade level, or capacity and must enroll all students who apply within these bases. SCHOOL is open to any student regardless of his or her location of residence.2

SCHOOL’S recruitment plan and admissions policies support its mission, vision, and goals. It will actively recruit the students who are most at need and ensure that all students can apply and be enrolled in our school in a fair and equitable manner.

A random selection process (lottery) is required for all charter schools if the number of timely submitted applications of eligible students for admission to a grade exceeds the capacity of the grade level (or building if the school does not distinguish between grades).

Non Discrimination Statement: SCHOOL does not discriminate against any student on the basis of the characteristics listed in Education Code section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics) in any of its policies, practices, or procedures. Green Dot Public Schools “Discrimination/Harassment Policy” complies with the requirements of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Individuals With Disabilities Education Act of 1990, and other applicable federal and state laws.

**I. Recruitment Targets and Marketing Efforts**

SCHOOL’S recruitment and enrollment policy is culturally inclusive and prohibits discrimination on the basis of disability, race, creed, color, gender, national origin, religion, ancestry, home language, housing status, or need for special education services. Every aspect of SCHOOL’S enrollment and recruitment practices will comply with state and federal standards. SCHOOL is founded on a strong core belief that all students - no matter their race, socio-economic status or level of academic skill - have the ability to succeed in middle school, high school and college. It is critically important that our student population reflects the racial, ethnic, and socioeconomic demographic make-up of local traditional schools and that the school serves a population that is similar in regards to eligibility for free and reduced lunch, special education needs and English Language Learner status. Further, to help ensure that our student population is reflective of local schools, all of our marketing and presentation materials will explicitly state that ALL students, regardless of academic history, special needs, 504 plans, IEPs, and other status distinctions, are welcome.

Charter schools are required to demonstrate good faith efforts to attract and retain a comparable or greater enrollment of students with disabilities, ELLs, and students who qualify for the federal Free and Reduced Price Lunch program (FRPL) when compared to the enrollment figures for such students in the school district or community in which the charter school is located. For example, schools may need to translate application materials into other languages in order to attract ELLs; specifically target low-income neighborhoods; or develop methods to reach out to parents of students with disabilities. Thus, SCHOOL will employ an active and robust recruitment strategy to avoid one of the primary challenges faced by other open enrollment schools - maintaining local demographic representation.

*INCLUDE A SPECIFIC, DETAILED EXPLANATION OF TRANSLATED MATERIALS, PETITIONING, MARKETING AND OUTREACH EFFORTS NARRATIVE HERE AND BY POPULATING THE CHART ON THE FOLLOWING PAGE:*

1 RCW 28A.710.020(1)  and 2 RCW 28A.710.050(1)

# II. Student Recruitment and School Marketing Effort Summary

Please indicate which of the following media you intend to employ as part of your marketing/outreach during student recruitment for the 201X-1X school year.

|  |
| --- |
| **Total Student Recruitment and Marketing Budget: $** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Outreach** | **English Language Learner (ELL)** | **Special Education (SPED)** | **General** | **Approximate Region to be Covered** (city, county, school district, or neighborhood) |
|  | **Yes / No** | **Yes / No** | **Yes / No** |  |
| **Free Print Advertising** |  |  |  |  |
| **Paid Print Advertising** |  |  |  |  |
| **Free Radio Advertising** |  |  |  |  |
| **Paid Radio Advertising** |  |  |  |  |
| **Free Television Advertising** |  |  |  |  |
| **Paid Television Advertising** |  |  |  |  |
| **Group Meetings** |  |  |  |  |
| **Direct Mail** |  |  |  |  |
| **Telemarketing** |  |  |  |  |
| **Door-to-Door** |  |  |  |  |
| **Flyers** |  |  |  |  |
| **Website** |  |  |  | Please provide web address: |
| **Facebook** |  |  |  | Please provide Facebook address: |
| **Other?** (use additional sheets if needed) |  |  |  |  |

**III. Pre-admission Activities: Summer Orientation**

All new students registering at a SCHOOL are brought together during the summer for an introduction to our culture of high expectations and personal accountability. During Summer Orientation, students meet with their future teachers, attend classes and take initial placement exams. Throughout the summer, SCHOOL academic teams analyze diagnostic test scores and students assessed below grade level are assigned to RTI levels. Counselors, special education teachers and curriculum specialists review Individual Education Plans (“IEPs”) and student records, developing appropriate interventions that are shared with classroom teachers.

**IV. Enrollment Timeline**

As required by Washington state law, participation in the lottery for SCHOOL will be based on parental choice and will be open to all parents and students. SCHOOL will provide ample time and opportunity to families to elect to apply and participate in the lottery process. SCHOOL will make the application easily accessible in a number of formats and languages.

**Summary of Key Enrollment and Lottery Dates**

|  |  |
| --- | --- |
| **Event** | **Deadline** |
| Application Made Public |  |
| Applications Due | (include date and time) |
| Admissions Lottery (no later than 1 week) |  |
| Second Enrollment due date (if needed) |  |
| School notifies admitted students |  |
| Intent to Enroll forms due |  |

**1. SCHOOL will start its formal recruitment and enrollment period on:** MONTH XX. SCHOOL will advertise for open registration at this time (please see section I, above, for more information about recruitment plan); all interested parties will be able to meet with the SCHOOL’S staff and learn about the mission, vision, structure and expectations of the school. Applications can be submitted in-person or can be mailed to the address listed on the application.

Because preference is given to siblings in the event of a random, public lottery, the application will ask parents/guardians to identify if they are applying to enroll two students who are siblings. School will track sibling applicants on an on-going basis, and confirm with parents/guardian if students are eligible for the preference in advance, to ensure a streamlined lottery process, if necessary.

School defines sibling as: XX

**2. SCHOOL will stop receiving applications** **at**: X:00 pm on XX, XX, XX, thus any mailed application must be postmarked no later than this date. Any applications received after this time and date will be placed at the end of the lottery-generated waitlist. All applications received in person will receive a confirmation receipt. Families are welcome to mail or email their application to an address still to be determined. An acknowledgement letter will be sent upon receipt of the mail or email application, but if a family does not receive or keep this receipt SCHOOL is not responsible for claims that an application was sent by mail but not received by the deadline. (All receipts will be closely tracked and it is highly unlikely SCHOOL will lose the record, but SCHOOL cannot take responsibility should an application be unaccounted for and the family does not have their record).

**3.** **Should there be more applicants than seats available, SCHOOL will hold an admissions lottery** **on**: XX, MONTH X - ensuring that a random selection process is used in admission. As required by Washington state law, SCHOOL will give an enrollment preference to siblings of already enrolled students.3 After the lottery is complete, all parents will be notified of the results of the lottery within 48 hours. Parents of accepted children will receive an Intent to Enroll form, which can either be picked up at the school, or mailed to the parent with a return envelope and postage included.

**4. If capacity is not reached, a second enrollment deadline will be established for**: XX, MONTH, XX **and students will be added to the list on a first-come, first-serve basis. If the number of students surpasses the number of seats, the student is added to a waitlist, in the order that they submitted their application.**

**5.** **Should there be more applicants than seats available after the second enrollment deadline, SCHOOL will create a waitlist and add students**.

**6. Parents will have fourteen days to submit the Intent to Enroll form. Accordingly, it will be due no later** **than:** XX, MONTH, XX; if mailed, the intent to enroll form must be postmarked no later than this date. After this date, SCHOOL will attempt to verify personally with each parent by phone or at home that they are indeed forfeiting their seat at SCHOOL. If SCHOOL is unsuccessful in contacting the family for verification it will then give up their seat and place them on the waitlist. After all seats have been assigned, the waiting list will be utilized for the remaining students who have registered in the event that a seat should open up. If there are still seats available after the lottery, SCHOOL will begin accepting students on the waitlist. In all cases, SCHOOL will adhere to any and all schedules and requirements pursuant to Washington State law concerning the recruitment and enrollment of students.

3 RCW 28A.710.050(4)

**V. Lottery Policies**

The lottery will be governed by the following rules:

1. The deadline for applications will be no later than COB on the day of its application submission deadline of each year. Therefore, every application received on or prior to MONTH X should be considered a “live” application and must be processed according to your school’s procedures. Note that your school may set a later admissions deadline as long as all applications are accepted through that deadline.
2. A lottery may be conducted thereafter. It is best practice to schedule the lottery as soon as is practicable after the close of business on the day of its application submission deadline. There are two reasons for this. First, many other charter schools have lotteries at that time. As parents apply to multiple schools it is best to have them make decisions quickly and inform the other schools their students will not be attending rather than wait for a late lottery. Second, school districts will have more time to transfer student records, provide to the charter school the resources required under the law (such as text books), and better plan their own staffing for the upcoming year.
3. All students who fit the criteria as established by WA law are enrolled in the lottery.
4. Pursuant to Washington state law, charter schools must grant sibling preference for siblings applying to the charter school in the same year, such that if one sibling applicant is admitted to the school, his/her sibling will also be admitted, provided a seat is available in that grade. Enrollment is not guaranteed if the number of sibling applicants exceeds the number of seats available, in which case, a lottery will determine which students will be able to enroll.
5. If a student is chosen in the lottery and there is a sibling or siblings on the waitlist OR in the lottery pool for that grade or another grade, they will move out of the lottery or off the waitlist and be awarded a spot at SCHOOL, as long as space is available in their particular grade level.
6. After the available slots are filled, SCHOOL will keep drawing the names of the remaining applicants in  the appropriate category and place them on a waitlist in the order they are drawn.
7. The charter school shall provide public notice of the date, time and place of the lottery, consistent with 42.30 RCW Open Public Meetings Act.
   1. Provide notice of the time and place of the lottery to the news media (the same media outlet your school uses to notice board meetings) at least one week prior to the lottery; AND
   2. Conspicuously post notice of the lottery in the one or more designated places where your school posts notice of its board meetings at least 72 hours before the lottery; AND,
   3. Conspicuously post notice of the lottery on the school’s website at the same time as the media notice.
8. The person(s) conducting the selection of lottery applicants or acting as an impartial observer of the selection of lottery applicants shall not be a board member or employee of the school, or a parent, person in parental relationship, grandparent, sibling, aunt, uncle or first cousin of any applicant to the school or of any pupil enrolled in the school.
9. The lottery shall be held in a space that is open and accessible to the public and capable of accommodating the anticipated number of attendees.  If anticipated attendance exceeds capacity, separate grade level lotteries may be held in separate locations provided that each lottery is publicized in a manner consistent with the requirements of 42.30 RCW.  Nothing herein shall be construed to require or exclude attendance at the lottery by parents, persons in parental relationships, guardians and/or students participating in the admissions process. The site of the lottery must be:
   1. accessible by all persons in terms of being able to sign in or pass through security;
   2. accessible by persons with disabilities (or reasonable accommodation should be made for them to access the space); and
   3. accessible for parents and guardians of ELLs with translators or translated materials available based on community need or targeted recruitment.
10. A charter school may structure the actual lottery process in any manner consistent with its approved admissions policy. The random process used in the lottery may be generated by any traditional lottery ball system, technology-based software, paper ticket process or other methodology, which generates random results.
11. The charter school shall document the lottery process, and make such records available to the state and/or the charter authorizing entity upon request.  Records shall be sufficiently detailed to enable the reviewer to identify the process used, compare the process used to the lottery procedures contained in the charter school’s charter, and determine that the procedures used were consistent with those set forth in the charter.

**VI. Lottery Procedures**

School will initiate enrollment-lottery process with Lottery Application Forms.

All students, including siblings need to turn their Lottery Application Form in prior to the lottery deadline.

-Lottery Application Forms received after the lottery deadline will be placed on the waitlist in the order they were received.

- Lottery Application Forms received after the lottery deadline for all preference groups outlined in the school’s charter will be placed at the top of the waitlist

Once lottery is complete, school will use Intent to Enroll Forms to confirm student attendance.

Students residing in the conversion schools’ attendance area must submit an Intent to Enroll form prior to the lottery date. After the lottery date, students will be placed in a school based on availability.

For purposes of the lottery, school will define sibling preference as:

*Include your definition here.*

School will use the following procedures when conducting random, public lottery

*List your school’s recommended lottery procedures here. Be clear!*

School will manage a Waitlist.

All students that do not receive a placement during the random, public lottery will be placed on a waiting list to enroll should space become available. Waitlist ranking will be assigned in the order selected. A student is only removed from a waitlist per parent request.

**VII. Enrollment Procedures**

Enrollment Packet

Once a student has been selected in the random public lottery we must mail out an acceptance letter to the family and allow the family two weeks to send back its acceptance. During this two week period, schools should also call the families to confirm attendance. Staff members will document all attempts to call the families and any responses. If school has not received confirmation within two weeks the student will be dropped and a student on the waitlist will be offered placement. Each school must ensure that each admitted student submits:

\_\_\_*LIST FORMS YOU WANT TO COLLECT HERE*

\_\_\_Completed Information Packet

\_\_\_Emergency Card

\_\_\_Immunization Records in accordance with RCW 28A.210 and Chapter 392-380 WAC.

\_\_\_Transcripts

\_\_\_Lunch Application x IEP or Section 504 plan, if applicable

Student Transfers

SCHOOL will NOT restrict the ability of parents/guardians to exit a particular school, apply for admission at any other school, enroll at another school, or maintain a waitlist slot at another school.

Homeless Students

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students. A homeless student is defined as a person between the ages of two and eighteen who lacks a fixed, regular, and adequate nighttime residence and may:

* Live in an emergency or transitional shelter; abandoned building, parked car, or other facility not designed as a regular sleeping accommodation for human beings
* Live “double-up” with another family, due to loss of housing stemming from financial problems (e.g., loss of job, eviction or natural disaster)
* Live in a hotel or motel x Live in a trailer park or campsite with their family
* Have been abandoned at a hospital
* Be awaiting foster placement in limited circumstances
* Reside in a home for school-aged, unwed mothers or mothers-to-be if there are no other available living accommodations
* Be a migratory or abandoned, runaway, or throwaway youth that qualifies as homeless because he/she is living in circumstances described above

The law requires the immediate enrollment of homeless students. Schools cannot delay or prevent the enrollment of a student due to the lack of school or immunization records. It is the responsibility of the new school to request all necessary documents from the previous school, and refer parents to all programs and services for which the student is eligible.

Returning Student Policy

Enrolled students may at any time request to transfer to another school. SCHOOL will encourage them to stay, especially if it is mid-semester. In a situation that a student does leave and later chooses to return, the student must complete an application and return it to the main office. When the application is submitted, the student will be informed if there is space available or if they will be placed on the waiting list, pursuant to the enrollment policy. Students who have been incarcerated must attend a conference with their parent/ guardian and an administrator before returning to the school. Students who have been previously expelled must complete the re-enrollment process outlined in the SCHOOL Discipline Policy prior to being eligible to return to school.

Student Withdrawal

If a parent wishes to withdraw or transfer a student from SCHOOL, it is his/her responsibility to notify the Principal. In some cases, the Principal may want to meet with the student’s parents as well. In addition, the student must follow the returning student policy if he/she wishes to return to SCHOOL. Students will receive unofficial transcripts until all books are returned and fees are paid.

**VIII. The following records should be completed and submitted to the authorizer after the school’s lottery. The school should also retain a copy for their records.**

1. Lottery Third Party Observer Certification
2. Lottery Third Party Observer Certification – Board Member
3. Application Admissions Summary

DATE OF LOTTERY

**LOTTERY THIRD PARTY OBSERVER CERTIFICATION**

To whom it may concern, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, unaffiliated with SCHOOL, officially observed the SCHOOL 201X lottery, and by my signature below certify that the lottery was run as per their documented processes and with full transparency and fairness.

Signed,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

LOTTERY DATE

**LOTTERY THIRD PARTY OBSERVER CERTIFICATION – BOARD MEMBER**

To whom it may concern, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Board Member of SCHOOL, officially observed the SCHOOL’S 20XX lottery, and by my signature below certify that the lottery was run as per their documented processes and with full transparency and fairness.

Signed,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Application and Admissions Summary** | | | | | |
| **201X-1X School Year** | | | | | |
|  | | | | |  |
|  | | | | | |
|  |  |  |  |  |  |
| **Name of Charter School:** |  | | | |  |
| **Today's Date:** |  | | | |  |
| **Date Lottery Occurred:** |  | | | |  |
|  |  |  |  |  |  |
| **Grade** | **Total Chartered Enrollment for 2014-2015 [1]** | **Number of Returning Students [2]** | **Number of Timely New Applications Received** | **Total Number of Students on Waiting List [4]** | **Projected Number of Students as of May 1, 2014. [5]** |
| K |  |  |  |  |  |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| TOTAL |  |  |  |  |  |
|  |  |  |  |  |  |
| [1]This is your chartered enrollment.- Permission from authorizer needed for enrollment numbers outside of 25 student collar. | | | |  |  |
|  |  |  |  |  |  |
| [2] Returning students should be listed for the grade they will be attending in the 201X-1X school year. Please include all returning students. Those students being retained would be listed in their current grade. Those being promoted would be listed in the next grade up. | | | | | |
|  |  |  |  |  |  |
|  | | | | |  |
|  |  |  |  |  |  |
| [4] Includes all applicants from previous waiting lists that may have rolled forward, as well as those applicants who participated in a lottery but did not win a seat at the school. | | | | |  |
| [5] This is the total of returning students plus students accepted in the lottery. It is not necessarily your chartered enrollment. | | | | | |