



## **Admission Policy**

Charter Schools USA is committed to enrolling a diverse student population and shall abide by State and Federal provisions forbidding discrimination on the basis of race, national origin, gender, marital status, ethnicity, or disability.

Charter Schools USA will admit students of any race, color, nationality and ethnic origin, religion, sexual orientation, or gender. CSUSA's schools shall enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level or building. In such cases, all applicants shall have an equal chance of being admitted through a random selection process. In addition, CSUSA schools may give enrollment preference to the populations donated in State and Federal law.

Applications will be made available online through our Student Information System (SIS), accessible on the school website. Charter Schools USA's proprietary Student Information System accepts student applications and monitors the number of applications submitted for each grade. The Student Information System is the only system designed specifically to meet the unique needs of charter school's application management needs. The Student Information System manages all aspects of the enrollment process including: online applications, application verification, sibling applicant record linking, admission preference management, manual and computerized lottery options, applicant pool management, data exports (mail merges), and statistical reporting.

Prior to the School's opening, an open enrollment period will be established. At the end of the enrollment period, parents will be notified of acceptance to the School or assigned a lottery number in the event that applications exceed capacity. If capacity is not reached after the established enrollment period, subsequent applications will be accepted as received.

Upon submission of an application the information is reviewed for eligibility of attendance. Proof of residence in a particular area and age requirements are verified. At each phase of the admission process the appropriate correspondence will be generated and communicated to each applicant. The data will be monitored and reports created to determine the need for a lottery, waitlists, and letters of acceptance. If, at the end of the Open Enrollment period, there is an over subscription for any grade level a lottery will be conducted.

In subsequent years, applications will be accepted each year during an open enrollment period and continuously to maintain capacity in each grade level. All applications will be date/time stamped as they are received and filed by grade level. If the number of applications exceeds the capacity of a program, class, grade level, or building, a public lottery will be held to determine which applicants are admitted. The number of seats available will be determined by the number of students who recommit minus the capacity. The drawing will continue until every name has been drawn and scheduled for enrollment, placed on a numerical waiting list, or placed back into the applicant pool. The lottery will be system generated. If an applicant is selected in the Lottery, the parent/guardian of the applicant will be offered a seat no later than twenty-one (21) days after the date of the Lottery. If an accepted applicant decides not to attend the school, the slot will be given to the first person on the waiting list.



All accepted applicants will be provided with access to registration requirements, via the Student Information System (SIS). Documentation required by the School District is collected for review and verification. The following items are generally required for all students:

- Authorization for request of cumulative folder
- Proof of residence
- Social security card (if requested)
- Birth certificate
- Report card, transcript
- Current immunization/medical history
- When appropriate, ESE, ESOL/ELL, literacy folder, and any conduct/discipline actions

Charter Schools USA provides a bar code tracking system for recording receipt of registration items. Reports detailing status of student registration items are produced using this data.

Once all students are registered and classes have been assigned, seat availability will determine the need for subsequent marketing efforts. Applications are accepted on an ongoing basis and maintained within the Student Information System. Communication with perspective students is generated as appropriate.

Charter Schools USA endeavors to achieve racial/ethnic balance through the comprehensive marketing plan. The School will focus its efforts on recruiting students in a manner consistent with the racial/ethnic balance of the community it serves or within the racial/ethnic range of other public schools in the same District. This effort will include marketing to under represented populations with direct mail, community postings, public service announcements, and the availability of bilingual staff.

## **Lottery Rules and Procedures**

### **Rules: General**

1. For the purposes of the following rules, the following terms are defined as follows:
  - a. All references to dates are defined to mean the CLOSE OF BUSINESS on the date indicated.
  - b. Lottery refers to the selection of applicant names by a random method such as a system generated process or the blind drawing of individual names from a container in sequence until all names in the container have been exhausted.
  - c. Lottery refers to the process whereby all eligible applicants are assigned a random number by the SIS and sorted, by grade, in order of the randomly assigned number.
2. All applicants (students not already attending school, including siblings of those already attending) participate in the lottery irrespective of preference status.
3. Only applications received prior to the end of the enrollment deadline are eligible to participate in the initial lottery.
4. All applicants offered a seat shall be required to respond to the offer within one week (7 days), starting from the date that the offer was made.
5. A lottery shall be conducted by a school to include all grades in which the number of applicants exceeds the number of expected seats available.
6. Due to the fact that each State/District has unique requirements regarding enrollment, specific lottery rules and procedures will vary in order to comply with statutes pertaining to each school's operation.



- A. If the number of applicants is less than the number of seats anticipated to be available for a specific grade, then no public lottery shall be conducted for that grade.
  - B. Siblings of applicants in another grade who are offered and have accepted admission based upon the preference established by the rescinded offer **SHALL** maintain the seat accepted and the sibling whose offer that has been rescinded shall be considered to have a preference of an applicant with a sibling applying for the same academic year.
7. **ALL** offers of registration shall be made in the order of the lottery results. **NO OFFER SHALL BE MADE TO A STUDENT NOT PROPERLY ENTITLED TO THE NEXT AVAILABLE SEAT.**

**Rules: Preferences**

1. All preference categories shall be published prior to the lottery being conducted.
2. All applicants entitled to receive a placement preference shall be identified **PRIOR** to the lottery.
3. Preference status entitles an applicant to be offered an available seat ahead of applicants without a preference status.
4. Preferences extended to applicants differ by school. Preferences are determined by State, Federal, and company requirements.

**General Procedure:**

Applications will be made available online through our Student Information System, accessible on the school website, and in paper form at local distribution sites. Charter Schools USA’s proprietary Student Information System accepts student applications and monitors the number of applications submitted for each grade. The Student Information System is the only system designed specifically to meet the unique needs of charter school's application management needs. The Student Information System manages all aspects of the enrollment process including: online applications, application verification, sibling applicant record linking, admission preference management, manual and computerized lottery options, wait-list management, data exports (mail merges), and statistical reporting.

Upon submission of an application the information is reviewed for eligibility of attendance. Proof of residence in a particular area and age requirements are verified. At each phase of the admission process the appropriate correspondence will be generated and communicated to each applicant. The data will be monitored and reports created to determine the need for a lottery, waitlists, and letters of acceptance. If, at the end of the Open Enrollment period, there is an over subscription for any grade level a lottery will be conducted.

All accepted applicants will be provided with access to registration requirements, via the Student Information System (SIS). Documentation required by the School District is collected for review and verification. The following items are generally required for all students:

- Authorization for request of cumulative folder
- Proof of residence
- Social security card (optional)



- Birth certificate
- Report card, transcript
- Current immunization/medical history
- When appropriate, ESE, ESOL/ELL, literacy folder, and any conduct/discipline actions

### **General Procedure:**

Once all current students are registered and classes have been assigned, class size will determine the need for subsequent marketing efforts. Applications are accepted on an ongoing basis and maintained on a waiting list. Communication with perspective students is generated as appropriate.

Prior to the School's opening, an Open Enrollment period will be established and announced. During Open Enrollment, CSUSA staff will host informative meetings in areas where new schools will be opening for the upcoming school year. These meetings will not only focus on informing the community about CSUSA schools, but more specifically the meeting will provide direction for parents/guardians interested in enrolling their child(ren). At the end of these meetings, a confirmation code will be given to the parents/guardians present. This confirmation code will be a necessary prerequisite in the application process. A parent/guardian will not be able to submit an application without first attaining the confirmation code specific to the school that they wish their student to attend, and therefore a parent/guardian must attend an informative session before submitting an application for their student. If for any reason, a parent/guardian is unable to attend one of these informative meetings, they should contact Charter Schools USA's Corporate Office, in order to make supplemental arrangements. At the end of the enrollment period, parents will be notified of acceptance to the School or assigned a lottery number in the event that applications exceed capacity. If capacity is not reached after the established Enrollment Period, subsequent applications will be accepted and ordered based on the date the application was received and the preferences extended to the applicant. As seats become available, they will be offered to applicants according to this established order, until capacity is reached.

In subsequent years, applications will be accepted each year during an Open Enrollment period and continuously to maintain capacity in each grade level. All applications will be date/time stamped as they are received and filed by grade level. If the number of applications exceeds the capacity of a program, class, grade level, or building, a public lottery will be held to determine which applicants are admitted. The number of seats available will be determined by the number of students who recommit minus the capacity. The drawing will continue until every name has been drawn and scheduled for enrollment or placed on a numerical waiting list. All applications received after the Open Enrollment period will be placed at the bottom of the waiting list for that particular program, class, or grade level in the order in which they are received. The lottery will be both random and system generated.

Each applicant selected in the lottery will receive an offer letter, containing a confirmation code specific only to that applicant. This confirmation code is linked to the applicant's file in SIS (Student Information System), which makes tracking and confirming each applicant plans for attendance expedient for the Charter Schools USA enrollment staff. An applicant will have one week (7 days), starting from the date the offer was made, to respond to the



offer letter via the internet or mail. They will have the opportunity to confirm their plans for attendance at the school, by either accepting or declining the offer. If the applicant fails to respond to the letter, in either the affirmative or the negative, the offered seat will be rescinded and offered to an applicant on the waiting list.

Should the applicant decide to accept the offered seat, they will receive a confirmation email within 24-48 hours of their response. The email will contain instructions for completing the enrollment and registration process. Starting from the day of the applicant's acceptance, the applicant will have two weeks (14 days) to complete and submit several items of the required registration paperwork. If these specified registration items are not submitted within the two week window, the applicant will lose their seat. The registration items required to secure an applicant's seat can all be electronically signed online through the SIS, and they include:

- Dress Code Agreement
- Internet Use & Promotion Form
- Parent Contract
- Photograph & Video Release Permission Form
- Volunteer Form
- Special Programs Information

Charter Schools USA provides a bar code tracking system for recording receipt of registration items. Reports detailing status of student registration items are produced using this data.

**The Student Information System Based Lottery Process:**

1. Enrollment office will select the applicants eligible to participate in the lottery.
2. Enrollment office will select the grade levels which require a lottery.
3. Enrollment office will run the lottery process.
4. The lottery results module of Student Information System will highlight the students eligible for "offer" letters, along with noting the siblings.
5. Letters will be generated to offer students an acceptance in the charter school.
6. The remaining students will move to a waitlist based on their lottery number.