

Section: 2000 General School Operations

Title: Admissions and Enrollment Policy

Code: 2003

Status: Active

Adopted: August 29, 2018

Revised:

The school is committed to enrolling a diverse student population and shall abide by the provisions in the North Carolina General Statutes, N.C.G.S. § 115C-218.55, that forbid discrimination on the basis of ethnicity, national origin, gender, religion, or disability.

The school will admit students of any race, color, nationality and ethnic origin, religion, sexual orientation, or gender. The school 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 accordance with N.C.G.S. § 115C-218.45(f), the charter school may give enrollment priority to the populations denoted in the Enrollment Rules, Process, and Procedures.

The school will endeavor to achieve racial/ethnic balance through the comprehensive marketing plan, in accordance with N.C.G.S. § 115C-218.45(e). It will be the goal of the school to, within one year of its operation, reflect the racial and ethnic composition of the general population surrounding the school's location. The school will focus its efforts on recruiting students in a manner consistent with the racial/ethnic balance of the community it serves. This effort will include marketing to underrepresented populations with direct mail, community postings, public service announcements, and the availability of bilingual staff.

A. Enrollment Rules, Process, 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.
2. Only applications received prior to the close of the Open Enrollment window are eligible to participate in the lottery.
 - a. All applicants offered a seat shall be required to affirmatively respond to an offer for acceptance within the designated time.
 - b. A lottery shall be conducted by the school to include all grades in which the number of applicants exceeds the number of expected seats available.

3. All offers of enrollment shall be made in the order of the lottery results.

B. Rules: Priorities

1. All priority categories shall be published prior to the lottery being conducted.
2. All applicants entitled to receive a placement priority shall be identified PRIOR to the lottery.
3. Priority status entitles an applicant to be offered an available seat ahead of applicants without a priority status.
4. All priorities shall comply with the North Carolina General Statute N.C.G.S. § 115C-218.45(f). Enrollment priority will be given to the following populations in the following order:
 - a. Limited to no more than fifteen percent (15%) of the school's total enrollment:
 - i. Children of the school's board of directors and,
 - ii. Children of the school's full-time employees.
 - b. Siblings of currently enrolled students who were admitted to the charter school in a previous year. For purposes of this subsection, "siblings" includes any of the following who reside in the same household: half siblings, step siblings, and children residing in a family foster home.
 - c. Rising 9th grade students who are currently enrolled at another NCCEF operated charter school that does not offer a high school option. (Iredell Charter Academy and Kannapolis Charter Academy)

C. Rules: Lottery Procedures for Siblings

1. If siblings apply for admission to the charter school and a lottery is needed, the charter school will enter each name into the lottery. If one sibling is selected, then all of the siblings shall be admitted to the extent that space is available and does not exceed the grade level capacity.
2. If multiple birth siblings apply for admission to the charter school and a lottery is needed, the charter school shall enter both names into the lottery. If one is selected the other multiple birth shall be admitted.

D. Process:

Applications will be made available online through our Enrollment Management System, accessible on the school website. Charter Schools USA's proprietary Enrollment Management System accepts student applications and monitors the number of applications submitted for each grade. The Enrollment Management System manages all aspects of the enrollment process including: online applications, application verification, sibling applicant



record linking, admission priority 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 age requirement is 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 Enrollment Management System. Documentation required by the school is collected for review and verification once students have been accepted for enrollment. The following items are generally required for all accepted students:

- Authorization for request of cumulative folder
- Proof of residence
- Birth certificate or other satisfactory evidence of date of birth
- Report card and/or transcript
- Current immunization records and medical history
- When appropriate, IEP, 504 Plan, ESL, literacy folder, and any conduct/discipline actions documentation

E. Procedure:

Once all current students are registered and classes have been assigned, class size and the school's compliance with N.C.G.S. § 115C-218.45(e) will determine the need for subsequent marketing efforts. Communication with prospective students is generated as appropriate, and applications are collected on an ongoing basis and maintained on a waiting list. At the beginning of each yearly enrollment period, the number of open seats available to new applicants in each grade will be determined by the number of students who confirm continued enrollment subtracted from the overall grade level capacity.

New applications will be collected 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. After the close of Open Enrollment, a lottery will be conducted if necessary. All applications received after the Open Enrollment period will be placed at the bottom of the waiting list for that particular grade level in the order in which the application is received. If an applicant is placed on the waiting list and does not receive an offer for the current academic year, they must submit a new application during Open Enrollment for the next academic year if they are still interested in the school.

Each applicant selected through the lottery process will receive an official offer. An applicant will have five (5) business days from the date that the offer was made to respond to the offer letter via the internet, phone, or mail. The applicant will have the opportunity to confirm plans for attendance at the school by either accepting or declining the offer. If the applicant fails to respond to the offer within the five (5) business day period, in either the affirmative or the negative, the offered seat will remain open and be offered to the next applicant on the waiting list.

Should the applicant respond by acceptance of the offered seat, the applicant will receive a confirmation email within 24-48 hours of the response. The parent will then need to log into the Enrollment Management System to complete registration. If the parent is unable to log into the Student Information System, they may reach out to the school for assistance. Dating from the day of the applicant's acceptance, the applicant will have ten (10) business days to complete and submit the online registration. If registration is not submitted within ten (10) business days from the date the offer was accepted, the applicant will lose the seat.

F. Lottery Process:

1. Enrollment office will verify the applicants eligible to participate in the lottery.
2. Enrollment office will determine the grade levels that are oversubscribed with applications and therefore require a lottery.
3. Enrollment office will conduct the lottery process.
4. The lottery results module of the Enrollment Management System will highlight the students selected at random who are eligible for "offer" letters, including any applicants who are entitled to an "offer" letter due to enrollment priority by operation of law.
5. "Offer Emails" will be generated for students in rank order of selection through the lottery process and will require an acceptance within five (5) business days in order to secure a seat in the school.
6. The remaining students will move to a waitlist based on their respective lottery number. For applications received after the close of the enrollment period, names of accepted students will be placed on the waitlist in the order in which the applications are received (according to date, time, and priority).

Adopted: 8/29/18

Reviewed:

Revised:

Legal Reference: [G.S. 115C-218.55](#), [G.S. 115C-218.45](#)