

## **Florida Enrollment Policy**

### **Overview**

The School is committed to enrolling a diverse student population and shall abide by the provisions in the Florida Educational Equity Act, Section 1000.05(2)(a), and Florida Statutes that forbid discrimination on the basis of race, national origin, gender, marital status, ethnicity, or disability.

The School will admit students of any race, color, nationality and ethnic origin, religion, sexual orientation, or gender. Pursuant to section 1002.33(10)(b) – Eligible Students, the charter school shall enroll an eligible student who submits a timely application unless the number of applications exceed 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.

Enrollment will also follow 1002.33(15)c, which includes enrolling students according to racial/ethnic balance provisions in 1002.33(7)(a)8. In accordance with 1022.33(10)(d), a charter school may give enrollment preference to populations denoted in its rules and procedures.

In compliance with 1002.33(7)(a)8, the School will endeavor 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 underrepresented populations with direct mail, community postings, public service announcements, and the availability of bilingual staff.

Charter Schools Plan (CSP) Grant recipient schools' enrollment policy complies with enrollment procedures and preferences pursuant to Federal, state and contractual guidelines without the use of any further optional "weighted" allowances / opportunities / chances referenced therein.

### **Controlled Open Enrollment**

Controlled Open Enrollment allows a parent to enroll and transport their child to any public school, including charter schools, that has not reached capacity. For more information, please review the Florida Department of Education's website at <http://www.fldoe.org/schools/school-choice/other-school-choice-options/controlled-open-enrollment.stml>.

### **Enrollment Management System**

Charter Schools USA's Enrollment Management System (hereafter EMS) manages all aspects of the enrollment process. Links to the EMS are accessible on the school's website and by contacting the school directly. If a parent does not have access to a computer or to internet, they may contact the school to submit an application.

## Open Enrollment

Prior to a new school's opening, an open enrollment period will be established and published on the school's website. In subsequent years, open enrollment and lottery dates will be established and published on the school's website 60 days prior to the open enrollment start date.

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.

## Lottery Procedures

1. For the purposes of the lottery, 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, system generated process within the enrollment management system.
  - c. Lottery refers to the process whereby all eligible applicants are assigned a random lottery ID number by the computer-based enrollment system and sorted, by grade, in order of the randomly assigned ID number.
2. All new applicants, including siblings of those already attending the school, participate in the lottery irrespective of preference status.
3. The number of seats available will be determined by the capacity minus the number of students who recommit. This is in compliance with 1002.33(10)(b).
4. Only applications received prior to the end of the open enrollment deadline are eligible to participate in the lottery.
5. All applicants offered a seat shall be required to affirmatively respond to an offer for acceptance and complete the online registration process within the designated time. Those not responding within the designated time will have their offer rescinded.
6. Lottery results will be emailed to the address entered in the application as well as posted on your dashboard in the EMS.
7. 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. In the event a lottery priority applies, the application will be placed according to the approved lottery priority hierarchy.
8. 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.
  - A. If the number of applicants is less than the number of seats anticipated to be available, a system generated lottery shall be conducted for that grade and all applicants for that grade shall receive an offer of admission.
  - 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

### **Lottery Priorities**

1. All preference categories shall be published on the school's website prior to the lottery being conducted.
2. All applicants entitled to receive an initial 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. Please note that Federal Law requires immediate enrollment/placement throughout the year of children who are homeless, in new foster care placement, subject to court-ordered change in custody and/or displaced because of an emergency situation.
5. Siblings who are applying for the first time will receive preference only after one of the siblings has received an offer.
6. The following preferences shall be considered:
  - A. Applicant sibling of a currently enrolled student. The attending sibling must be enrolled in either the K-8 or high school system to which the applying sibling is seeking admittance.
  - B. Students of Active Duty military personnel.
  - C. Applicant children of an employee of the charter school. Due to the fact that all staff members at the school level are employed by Charter Schools USA, this preference will extend to the children of all Charter Schools USA employees.
  - D. Applicant child of a: charter board member, charter sponsor employer (charter in the workplace), charter school in a municipality, or other preference established in the school charter application.
  - E. Applicant sibling of an accepted applicant applying for the same academic year.

### **Registration and Enrollment**

Parents will be notified electronically of their child's acceptance. An applicant will have seven (7) calendar days, starting from the date an offer is made, to respond to the offer by either accepting or declining in the EMS. If the applicant fails to respond, 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 an electronic confirmation within 24-48 hours of their response. This communication will contain instructions for completing the enrollment and registration process. Starting from the day of the applicant's acceptance, they will have 14 calendar days to complete the online registration form and provide the required documents. If these specified registration items are not submitted within 14 calendar days, the applicant will lose their seat.

If capacity is not reached after the established open 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.