

## POLICY CODE: 501404 ENROLLMENT AND ADMISSIONS

### **Purpose**

The purpose of this policy is to clarify the procedures and guidelines the Board of Directors of North East Carolina Prep will follow regarding enrollment applications, any required lottery, admissions requirements, admissions documentation, and ultimate enrollment into the school.

### **Definitions**

"Sibling"--Any of the following who reside in the same household: half siblings, stepsiblings, and children residing in a family foster home.

"Multiple Birth Siblings"--Siblings born together as twins or other multiple-birth events.

### **Applications for Enrollment**

#### Key Dates

- Open Enrollment Period--January 15 to March 15
- Lottery (if necessary)--Prior to March 31st

Enrollment Groupings: Enrollment will be by grade.

#### Enrollment Preferences

- Child of a founding Board member, for the first year of operation only. NOTE: Board members' children and full-time employees' children, in total, may not make up more than 15% of the total school enrollment.
- Child of a full-time employee as of the lottery date. NOTE: Board members' children and full-time employees' children, in total, may not make up more than 15% of the total school enrollment.
- A student who was enrolled in the school within the prior two school years but left to participate in an academic study abroad program or a competitive admission residential program.
- Siblings of currently enrolled students who were admitted to NECP in a previous year or siblings of students who have graduated from NECP and who were enrolled in at least four grade levels.
- All other applicants.

#### Application Requirements

- Child's legal name and address
- Parent/Guardian names and addresses
- County of residence
- Phone numbers
- Email addresses
- Indication of a multiple-birth situation (therefore applying as one entry per family) the grade to which they are applying.

- In a multiple-sibling scenario that spans multiple grades, for lottery purposes only, the combined applications will be submitted into the grade with the most open slots.
- Indication of any enrollment preference qualification (e.g. child of teacher, sibling, etc.).
- Attestation of understanding of the enrollment/lottery procedures and the NC Statutes regarding in-state residency.
- Signature of at least one parent and signature of the child.

### Application Process

- Prior to the start of the open enrollment period, the school shall select the planned number of open slots for each grade, with Board approval, and make publicly known these numbers. The Board may also choose to "reserve" a number of slots for the children of full-time employees and founding board members (up to a maximum of 15% of the total school population). These slots may be filled at a later time in the process.
- Applications that are received shall be assigned a unique ID and recorded with the receipt time and date.
- Each application is validated for completeness and accuracy, as best can be determined. If an application is deemed invalid, the family will be notified and given the opportunity to resubmit an application within the enrollment period. The original application will be marked "INVALID" and not accepted.
- Any application that is valid but does not contain all the evidence of meeting the Academic Admissions Standards will be marked as "PROVISIONAL".
- At the end of the open enrollment period, all valid applications shall be grouped by grade and then sub-grouped by enrollment preference.
- If any grade has fewer than the planned open positions for that level, then all those applicants will be offered admission to the school.
- If any grade exceeds the number of planned open positions, then the Board may approve to expand the number of open positions within that grade and offer enrollment to those who submitted a timely application. In doing so, the Board may choose to also reduce the number of open positions in another under-applied-for grade as long as the new number of open positions doesn't go below the number of applicants in that grade (i.e., no new waiting list is created as a result).
- For each over-applied-for grade, in order by sub-group, all members of each sub-group shall be offered admission if there remain enough open positions. If a sub-group is reached that exceeds the number of remaining open positions, then applications shall be selected from that sub-group, via a randomized lottery, until the remaining open positions are filled.
- All applicants that were not chosen for admission via the specified procedure shall have their applications entered into a waiting list for their grade. Each waiting list shall be grouped and ordered by enrollment preference. Each group shall then be further ordered via a randomized lottery up to a maximum sized waiting list, as specified by the Board of Directors.

- All new and valid applications received after the end of the open enrollment period shall be treated on a "first come, first served" basis. They will be added to the end of the waiting list for their grade or offered admission if there are remaining open slots.
- Prior to the first day of school, any reserved slots may be filled by children of full-time employees and founding board members, if any have applied and meet all admissions requirements for their grade. If there are more applicants than open slots, then a special lottery may be held for these applicants if the Board doesn't choose to expand enrollment. If there are fewer applicants than open slots, then they will be offered admission and the remaining slots will be offered to applicants on the waiting list.

## **Admissions**

### Key Dates

- All students offered admission by July 1st must accept/decline enrollment and provide all required admissions information must by July 21st.
- All students offered admission after July 1st must accept/decline enrollment and provide all required admissions information within 20 calendar days.
- All students offered admission after August 1st must accept/decline enrollment and provide all required admissions information within 5 calendar days.

### Required Admissions Information

- An affirmation that students intend to attend the school;
- All contact information;
- Any required immunization records and other necessary medical documentation;
- Transcripts from their prior schooling;
- Evidence that the student has been promoted to their applied-to grade by their prior school;
- All new and returning students must sign to acknowledge that they have received and reviewed the Student/Parent Handbook at the beginning of each school year;
- IEP's or 504 plans, if applicable.

### Reasons for Denial of Admission

- The school administration will make efforts to obtain any missing information from the family, but failure to receive the information will result in the placement of that application at the end of the waiting list for their grade.
- In the event that a student was not promoted to the applied-for grade, the student will be moved down a grade (e.g. 10th to 9th). If that grade is full, then the student will be placed in the waiting list for that grade at the top of their enrollment preference sub-group.
- NECP reserves the right to refuse to enroll any student currently under a term of expulsion or suspension by his or her school until that term is over.
- NECP reserves the right to refuse to enroll a student if a parent willingly and knowingly provided incorrect information on the enrollment application.

- If a student has accepted enrollment at the school, but does not appear at the school in the first two days of school, the school will make reasonable attempts to contact the parents. If there is no response from the parent by the 5th day of school, the school reserves the right to remove the student from the enrollment roster and offer the next student on the wait list the spot.

#### Waiting List Admissions

When it is determined that an admitted student will not be attending the school, the next person on the waiting list for their grade will be offered a position in the school. If he or she does not accept, then the next student will be notified, and so forth, until the list is exhausted.

#### Non-Waiting List Admissions

After the open enrollment period(s), if a particular grade has open positions and no waiting list exists for that level, then additional applicants will be accepted on a first-come first-served basis.

#### Returning Students

- Current students at NECP will not be required to re-enroll. They will be asked to sign a letter of intent for the coming year during the first week of February to allow the school to plan appropriately for the lottery.
- At the end of each year, a new application must be submitted for all students who are not currently enrolled at NECP, including any student who is on the waiting list from the previous year.

#### Appeals Process

- All appeals must be received in writing to the Executive Director by July 31st or within 1 calendar month after a student was offered or denied admission, whichever comes later.
- The Executive Director shall first attempt to resolve the appeal and forward any unresolved issues, with recommendation, to the Board of Directors for review and a final decision.
- Any remaining appeals shall be reviewed and decided by the Board of Directors. These decisions shall be considered final.
- Any decisions made by the Executive Director or the Board shall be in conformance with the enrollment and admissions policies as best as possible based on the unique conditions of the appeal.