



Innovations

Public Charter School

Admission Policy

Date Originally Adopted: 2/12/15

Date: Revised and Approved by Commission: 1/10/2019

Purpose: To outline the process by which students will be admitted to Innovations Public Charter School.

Procedure:

- Enrollment maximum will be determined by the Governing Board at its annual budget approval meeting, with input from the teacher team, based on Innovations' current facility capacity, class sizes, budgetary considerations and current staffing allocations and other factors.
- Enrollment preference seats for children of Innovations Staff and Governing Board Members combined will not exceed 10% of the total school population.
- Admission will be granted for enrollment openings in the following order:
 1. Current Innovations students applying for the following school year will be accepted.
 2. Children of staff, who work for 17 hours a week or more, not to exceed 10% of the total school population. Staff who do not complete one full school year of employment are allowed to have their children complete the school year, but for the subsequent year, at the board's discretion, their child may have to go through the regular enrollment process.
 3. Children of current Governing Board Members, who have successfully served at least six months of their term and submitted an enrollment application for their child by the March admissions deadline, not to exceed the 10% of the total population will be granted enrollment preference. Further, board members children will not receive enrollment if their child's enrollment will constitute more than 1/3 of the board members being parents of Innovations' students.
 4. Kindergarten applicants that are siblings of currently enrolled students or Innovations graduates (students who have graduated from 8th grade at Innovations) who submit applications by the March deadline. Siblings are defined as children related by blood or legal relation as brother or sister. Step-children are defined as a sibling if parents are legally married. Foster children are not considered siblings for enrollment preference.
 5. "Previously Enrolled" applicants as approved by the board. Any family may submit a lottery exemption request to the school office, to be reviewed by the

board. Requests will be considered on a case by case basis. Examples of exemptions provided include re-enrollment after a withdraw due to medical issues, death in family, change in custody, change in parents work location.

6. Siblings of currently enrolled students (for all grades other than Kindergarten) that have requested to be put on the sibling waitlist by submitting an enrollment application by the March admissions application deadline.
 7. Siblings of newly admitted students for the upcoming school year (all grades) that have submitted an enrollment application to be placed on the siblings' waitlist.
 8. Applicants applying via the lottery.
- Applications to be included in the lottery will be accepted from February 1 through the fourth Friday in March at 3 p.m. for the following school year (exact dates will be established by annual admission timeline).
 - Eligibility Requirements: Students must be at least age (5) by July 31st of the school year for Kindergarten enrollment and age (6) for 1st grade enrollment.
 - The lottery date shall be held on the first Thursday in April of each year. Students will be offered admission based on space available. The director shall have the authority to leave up to 4 open enrollment seats per grade reserved for new staff children for the upcoming school year. Students not offered admission on the first Thursday in April will be placed on a waiting list via the lottery until October 15th.
 - During the period from the first Thursday in April to the 3rd Thursday in July, only children of newly hired staff who will be working for 17 hours a week or more will be enrolled to the extent that staff children (GB children + staff children shall not exceed 10%) do not exceed 10% of the total school population.
 - Beginning on the third Thursday in July, all remaining enrollment seats held for children of new staff members that were not filled shall be offered for admission based on an established admissions order via lottery.
 - Siblings of students that were offered enrollment based on the April admissions may be added to the sibling waitlist. These new students' siblings will have a lottery for order of admittance which will take place on the third Thursday in July. Siblings not offered an enrollment seat will remain on the sibling waitlist. Sibling waitlists will carry over from year-to-year.
 - Applicants on the waitlists will continue to be offered enrollment as space becomes available based on the admissions preference order, until official count date for charter schools. After the official enrollment count date, no new students will be enrolled.
 - The "Previously enrolled" waitlist and the "Siblings" waitlist will carry over to the following year. The "Lottery" wait list will be purged as of October 15th. New lotteries will be held the following year for grades that may have space available.
 - Students accepted for enrollment are notified by telephone and/or email. Students accepted for enrollment via the lottery are notified within a week of the lottery in April. Applicants offered enrollment will be given 48 hours to respond to an offer. If a family

cannot be reached and/or did not respond to the phone call or email, the school will offer that spot to the next eligible applicant.

- Any student who does not attend within the first 10 days of the school year may be considered as forfeiting their enrollment slot due to non-attendance. The governing board reserves the right to review each situation on a case-by-case basis.