



Michigan Enrollment Policy

Overview

The Academy is committed to enrolling a diverse student population and shall abide by the provisions in the MCL 380.504(2) that forbid discrimination on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a student with a disability, or any other basis that would be illegal if used by a school district.

The Academy 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 accordance with MCL 380.504(3), charter school may give enrollment preference to the populations denoted in the Enrollment Rules, Process, and Procedures, according to Michigan law.

The Academy is committed to enrolling a diverse student population. The Academy will endeavor to achieve racial/ethnic balance through its comprehensive marketing plan, which will focus 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.



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 5 PM 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. 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 close of the Open Enrollment window are eligible to participate in the lottery.
4. All applicants offered a seat shall be required to affirmatively respond to an offer for acceptance within the designated time. Those not responding (excludes declines) will be moved to a pool for the subsequent lottery.
5. 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.
 - A. If the number of applicants is less than the number of seats anticipated to be available, no lottery shall be conducted for that grade. However, the computer system shall assign each applicant a random number. In the event the number of available seats for a grade level in which a lottery was not conducted is less than the number anticipated at the close of the initial enrollment data, **ALL** offers shall be rescinded and applicants shall be offered admission based upon the system assigned numbers.
 - 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 has been rescinded shall be considered to have a preference of an applicant with a sibling attending for the same academic year.
6. **ALL** offers of enrollment shall be made in the order of the lottery results.

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. All preferences shall comply with MCL 380.504(4). Enrollment priority will be given to the following populations:
 - A. A sibling of a pupil enrolled in the public school academy.
 - B. A child of a person who is employed by or at the public school academy or who is on the board of directors of the public school academy. As used in this subdivision, "child" includes an adopted child or a legal ward.



Process:

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. Student Information System is the only system designed specifically to meet the unique needs of charter school's application management needs. 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 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 Academy 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
- Social security card (optional)
- Birth certificate or other satisfactory evidence of date of birth
- Report card and/or transcript
- Current immunization records and medical history
- When appropriate, IEP, ESL, literacy folder, and any conduct/discipline actions documentation

Procedure:

Once all current students are registered and classes have been assigned, class size 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. Students are able to reserve their seat for the next school year by confirming with the school that they interested in “recommitting”. If a student does not confirm with the school their plans to



“recommit” during the specified window of time, their seat will become “open” and eligible for offer to a new applicant.

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 they are 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 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 enrollment staff. An applicant will have one week (7 calendar days) from the date that the offer was made to respond to the offer letter via the internet 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 letter within the 7-day period, in either the affirmative or the negative, the offered seat will be rescinded and 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 email will contain instructions for completing the enrollment and registration process. Dating 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 the seat. The registration items required to secure an applicant’s seat can all be electronically signed online through SIS, and include:

- Dress Code Agreement
- Internet Use & Promotion Form
- Parent Agreement
- Photograph & Video Release Permission Form
- Volunteer Form

Student Information System (SIS) Based 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 over subscribed with applications and therefore require a lottery.
3. Enrollment office will conduct the lottery process.



4. The lottery results module of the Student Information 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 preference by operation of law.
5. "Offer Letters" will be generated for students in rank order of selection through the lottery process, and will require an acceptance within seven (7) 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. Applications received after the close of the enrollment period will be placed on the waitlist in the order in which they are received (according to date, time, and preference).