



Long Valley Charter School

A Non-Profit Public Benefit Corporation

Admission Procedures Policy

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Approved by: LVCS Board of Directors	Adopted: 10/10/2019	Policy #:6018

The Board of Directors of Long Valley Charter School (“LVCS” or “Charter School”), a California nonprofit public benefit corporation operating two individual public charter schools, adopts this Admissions Procedures Policy to apply to both charter schools.

Purpose: this policy provides further details in support of Section VIII Admission Policies and Procedures of the school’s charter petition.

Student Enrollment Capacity Limits

At the March meeting, the Governing Board will approve capacity limits for each school; these numbers will be recommended by the Executive Director based on physical space at each location and current or anticipated staffing. If during the school year, significant changes in spacing and staffing occur, these limits will be adjusted at the next meeting of the Governing Board.

Current Year Enrollment Closing

On or about April 15th (determined by the Executive Director), the school will close student enrollment for the current year. If extenuating circumstances exist, the Executive Director may consider such exceptions for approval.

Re-enrollment

Currently enrolled students are exempt from the annual lottery and may seek enrollment for the next school year if a re-enrollment packet is completed and returned to the school by the due date established annually. If the packet is not completed by the due date, the student’s place is no longer reserved. Re-enrollment packets received after the due date will be processed with the open enrollment period applications.

Annual Open Enrollment Period

The open enrollment period will be established annually in October. The dates will be posted to the school’s website by the end of October. Additionally, notices will be published in the spring through the school’s communication tool, on social media (if applicable), and a flyer posted visibly from the outside at each location. If a public random drawing is needed, rules for the drawing will be distributed two weeks prior to the lottery.

For an application to be considered, applications for the fall must be completed and submitted either through the online registration (if available) or the local school office by the close of the open enrollment period. Applications submitted after the close of the open enrollment period will be time stamped and added to the wait list in the order the applications are received after the completion of the lottery.

Annual Public Random Drawing (Lottery)

Applications will be accepted during a publicly advertised open enrollment period each spring for enrollment in the following school year. Following the open enrollment period each year, applications shall be counted to determine whether any grade level or grade range has received more applications than availability. In the event that this happens, the Charter School will hold a public random drawing (“lottery”) to determine admission for the impacted grade level/ grade range.

Admission preferences in the case of a public random drawing shall be given to the following students in the following order:

1. Siblings of students admitted to or attending the Charter School
2. Children of the Charter School's staff members
3. Residents of the District in which the Charter is located
4. All other applicants.

Lottery spaces are pulled in order of grade level or if applicable, grade level ranges by the designated lottery official (appointed by the Executive Director/Superintendent). Separate lotteries shall be conducted for each grade level/grade range in which there are fewer vacancies than pupils interested in attending. The lotteries for each school shall take place on the same day in a single location. Lotteries will be conducted in ascending order beginning with the lowest applicable grade level/grade range. There is no weighted priority assigned to the preference categories; rather, within each grade level/grade range, students will be drawn from pools beginning with all applicants who qualify for the first preference category, and shall continue with that preference category until all vacancies within that grade level/grade range have been filled. If there are more students in a preference category than there are spaces available, a random drawing will be held from within that preference category until all available spaces are filled. If all students from the preference category have been selected and there are remaining spaces available in that grade level/grade range, students from the second preference category will be drawn in the lottery, and the drawing shall continue until all spaces are filled and preference categories are exhausted in the order provided above.

At the conclusion of the public random drawing, students who were not granted admission due to capacity shall be placed on a waiting list for enrollment, in the order in which their names were drawn in the public random drawing. They will be contacted in accordance with their number on the list, as vacancies in their appropriate grade level/grade range become available. In no circumstance will a waiting list carry over to the following school year.

If an application is drawn for enrollment, the supporting documentation must be submitted within five (5) business days. For applications drawn based on preferences, the supporting documentation will be verified prior to finalizing the enrollment. If the documentation is not submitted or the preference category cannot be verified, the offer of enrollment will be rescinded and the student will be placed at the bottom of the waiting list.

Admission offers will continue to be made in order from the waiting list as vacancies occur. Families shall have 48 hours to accept the enrollment offer after contacted by phone or email (provided on the enrollment application) and then five (5) days to submit the required documentation.

Effective July 1st, the waiting list and enrollment applications from the prior school year will be cleared. Students still interested in enrolling in the new school year will be required to submit a new application.

Interim Public Random Drawings

Beginning on July 1st, enrollment applications will be processed if a vacancy in the grade level/ grade range exists. If there are no vacancies, applications will be held until a space exists; at that time, a three-day notice of public random drawing will be issued to applicants with completed applications submitted. Rules for this interim drawing include following the preference order identified in the charter and the establishment of a waitlist. Those students placed on the waitlist will be offered subsequent spaces in adherence to the annual lottery rules for the waitlist.

If additional applications are received after the interim lottery is held, the applications will be held until the waiting list is exhausted, and an additional space becomes available.

A summary of the actions contained within this policy and estimated timelines follows.

Action	Estimated Timelines
Set current dates for current year including: open enrollment, closure of enrollment, re-enrollment period, and lottery.	October
The Governing Board establishes capacity limits for each grade level/range annually for the following school year.	March
Enrollment for the year closes; student enrollment will cease for the current school year.	On or about April 15 (as determined by the Executive Director)
Send out re-enrollment opportunities to current students	First two weeks in April
Spring open enrollment period	First two weeks in April
Upon closing of open enrollment period, evaluate number of applications compared to vacancies. Notify families of enrollment or lottery process if applications exceed the vacancies. If lottery is needed, distribute rules two weeks prior to date of drawing.	Immediately following closure of open enrollment.
Hold a public lottery at each school, by grade level/range and preferential categories, (e.g. first select from students with a sibling enrolled in the school)	Early to mid-May
Continue to draw names to create a “list” in order of drawing in the event that some students do not accept their opportunity. This list does not move forward past 6/30/19, instead a new application must be filed for the next available vacancies	
Interim lotteries (any time there is a vacancy and more applicants than vacancies outside of the annual timeline.)	3-day notice of lottery to applicants