

Admissions, Registration, and Enrollment

Purpose

This policy outlines the enrollment process for both new/prospective families, existing families, children of staff, and children of Board members.

Duration

This policy is permanent, but it is subject to yearly revision based upon APS requirements.

Policy

SECTION 1. Yearly Enrollment Process Overview

Enrollment is handled as a three-step process:

- **Step 1.** Re-enroll current students via the Intention to Re-Enroll form.
- **Step 2.** Enroll siblings and children of staff and Board members.
- **Step 3.** Open enrollment for all attendance zones.

SECTION 2. Re-Enrollment

Current ANCS families are sent an Intention to Re-Enroll form in January. The form must be returned by the deadline. All proof of residency paperwork must be submitted as requested.

SECTION 3. Enrollment of Siblings and Children of Staff and Board Members

- a. Current ANCS families indicate on the re-enrollment paperwork if a sibling will be entering ANCS for the following school year.
- b. Children of current staff members or current Board members who are enrolling at the school for the first time must indicate their intention to enroll the child by submitting a completed enrollment application form for the child by the stated deadline.

SECTION 4. Open Enrollment / Lottery

- a. Enrollment materials are posted on the ANCS website by mid-February. At this time, informational meetings are scheduled.

b. Prospective families complete all enrollment materials and address verification as presented and submit them. Typically, they are due by mid-March. After turning in paperwork, families will receive a numbered receipt. The number acts as a lottery number should enrollment requests exceed available spaces.

c. After open enrollment closes, ANCS will hold a lottery at the school. The lottery is public, with all interested parties invited to attend. **YOU DO NOT HAVE TO BE PRESENT TO HAVE YOUR NUMBER DRAWN.**

d . “Economically disadvantaged” students will be provided an increased chance of admission. The additional “weight” for economically disadvantaged students will be calculated each year to maximize the probability that 40% of students newly admitted to the Charter School through the lottery will be economically disadvantaged; provided, however, that the weight for economically disadvantaged students will be a minimum of 1.5 and a maximum of 4.0 each year of the charter term that the weighted lottery is used. The Charter School will continue to use a weighted lottery and the 40% target for students admitted through the lottery at least until the school year following a year in which 30% of the students at the school are economically disadvantaged, or until no weight is necessary to maximize the probability that 40% of students newly admitted through the lottery are economically disadvantaged. “Economically disadvantaged” shall mean students who qualify for free or reduced lunch, whose families live below the poverty line, or whose families qualify for one or more of the following federal benefits: SNAP, TANF, WIC, Medicaid, or PINS. New student applicants may voluntarily indicate 'economically disadvantaged' status on the admissions application and such status will be verified as a part of the registration process.

d. An outside representative will draw numbers during the lottery to determine each prospective student’s placement on the list for their grade level. Places go in order of zoned attendance. All numbers are drawn until every prospective students has either been assigned a place or has been assigned to the waiting list.

e. Families not present for the drawing can call the school after the lottery to find out if they were assigned a place or were assigned to the waiting list.

f. All registration paperwork must be submitted within two weeks of families being notified that their child has a spot before a student is confirmed as having a place on the class list.

SECTION 5. Waiting List

a. The waiting list is considered “permanent” as long as interested families submit a new application each year indicating their continued interest. Families must submit the application indicating continued interest by the deadline indicated by ANCS, which is typically within the first two weeks of January following the end of the school’s Winter Break.

- b. At the time your waiting list position is offered a spot at ANCS, you must complete the address verification process.
- c. Prospective families are notified via phone or email if they have an opportunity to move off the waiting list and into enrollment. Parents have 24 business hours to accept the spot.
- d. ANCS does not enroll students past the first week after the resumption of classes from Winter Break.
- e. Families can defer enrollment only once (the deferral is for one year). If families are notified there is a spot available the following year and they do not accept the spot, they are removed from the waiting list. This includes being offered a spot in the middle of the year.
- f. If a family is on the kindergarten waiting list, there is no deferment. If the spot is offered to a family and they defer, they will have to go through the lottery again for the following year.
- g. Children of incoming new Board members approved by the Board and ratified by the PTCA will be given enrollment preference on the waiting list behind any siblings or children of current staff members currently on the waiting list.

SECTION 6. Proof of Residency Requirements

ANCS follows the residency requirement process from APS. Forms and requirements may differ from year to year.

SECTION 7. Students Enrolling From Home Study Program

- a. When a student enters ANCS from a home study program, the parents/guardians of the student should provide records of the student from any prior schools and/or home study program, including any standardized test scores.
- b. Based on these records, the Campus Principal will make a placement of the student at what he/she feels is the most appropriate grade level for a probationary period of at least one term.
- c. Near the end of the probationary period, the Campus Principal will consult with the student's teachers and parent/guardian to assess the performance of the student, and the Campus Principal will then determine if any change in placement is necessary.
- d. If a student enters ANCS from a home study program without any prior educational records, the Campus Principal will decide whether the student should be placed in the grade level of his/her most recent period in the home study program or whether a different grade level placement should be made.

e. In either case, the placement will be for a probationary period of at least one term. Near the end of the probationary period, the Campus Principal will consult with the student's teachers and parent/guardian to assess the performance of the student, and the Campus Principal will then determine if any change in placement is necessary.

Resources

See "Attendance Zones" on page 172.