

STUDENT ADMISSIONS POLICY

Stewart Creek High School
Commonwealth High School

Any student who is qualified under the laws of this State for admission to a public school is qualified for admission to Stewart Creek High School and Commonwealth High School. Students may submit applications throughout the year at the school, and will be admitted regardless of race, gender, ethnicity, religion, disability or national origin. The School's admission and dismissal procedures will be equitable for all students.

Prospective students may visit the school during the week or may call a toll free number on the school's website throughout the week and on weekends to ask questions or to inquire about admission into the program.

The process for admission is as follows:

1. All students interested in enrolling in the School will complete a one-page application.
2. The School will set and advertise an open enrollment period to begin in March of each year. The open enrollment period will extend for at least thirty days. Each qualified applicant who submits a complete application during the open enrollment period will be accepted and enrolled.
3. If the number of applicants exceeds the stated capacity each student's number will be placed in a random lottery. In such cases, all applicants shall have a fair and equal chance of being admitted. The lottery will be advertised at least 30 days prior to the drawing through various forms of media with established open and close dates. Applications will be available at the school and/ or mailed to parents who have a barrier to obtain and submit this information. Students who live out of state must be domiciled to participate in the lottery process.
4. Each application will be time and date stamped, assigned a number, and all numbers will be placed in a container. Numbers will be drawn on a random basis by a neutral party and all slots will be filled based on the order of the drawing. The remaining numbers/ names will be drawn and used to create the wait list. As the students on the wait list enter the School, the list will be updated accordingly to minimize confusion and frustration for parents. Parents will be allowed to contact the school and receive an update on their child's spot on the admissions wait list. The lottery report will show name, rank order, lottery number and lottery date.
5. If multiple birth siblings apply for admission and a lottery is needed, the school shall enter one surname into the lottery to represent all of the multiple birth siblings applying at the same time. If that surname of the multiple birth siblings is selected, then all of the multiple birth siblings shall be admitted.
6. There will be at least two staff members present during the lottery drawing, and the lottery will be open to the public.
7. After the Lottery is completed, students will be contacted in the order in which names were randomly drawn and established on the waiting list.
8. As openings arise throughout the year, the next student on the wait list will be offered admission. Applications will be accepted throughout the school year and eligible students will be

admitted if there are openings or, if there are no openings their names will be added to the bottom of wait list.

9. The parent/ legal guardian, or eligible student, has seven days to accept/ refuse the opening and must complete all required documentation for admission into the program. If the parent/ legal guardian, or eligible student, does not respond after multiple attempts are made to contact them through email, phone call, letter or home visit, the space will go to the next student on the waiting list. The applicant will be removed from the list and requested to reapply in the future if he/ she would like to be considered for admission at a later date. If a student's name is drawn and the family is out of town due to extenuating circumstances, an extension of four days will be granted for the completion of the application.

10. If a student successfully enrolled, and is expected to be in attendance but fails to attend during the first days of the school year, all reasonable efforts will be made to contact the parent through email, phone call, letter or home visit prior to removing the student's name from the roster.

The following categories of students shall receive enrollment priority, in the following order:

- a. Siblings of currently enrolled students which includes any of the following who reside in the same household: half siblings, stepsiblings, and children residing in a family foster home (beginning in year two of the school's operation to the extent that space is available and does not exceed grade level capacity);
- b. Siblings of students who have completed the highest grade level offered by the school and who were enrolled in at least four grade levels offered by the charter school or, if less than four grades are offered, in the maximum number of grades offered by the charter school;
- c. A student who was enrolled within the two previous school years but left the school to participate in an academic study abroad program or a competitive admission residential program, or due to vocational opportunities of the student's parents;
- d. Children of the school's full-time employees; and

e. Only for its first year of operation, children of the initial members of the School's board of directors.

All questions or concerns about admissions procedures should be directed to the Principal. Matters that are not resolved through the Principal may be appealed in writing to the Board.