Board Policy – Admissions and Enrollment

1. **Purpose**
    a. Forest Ranch Charter School encourages students from Forest Ranch and surrounding communities to take advantage of the educational opportunities presented by our school. The purpose of this policy is to ensure that all students are enrolled legally and fairly.
2. **Procedures**
    a. Open Enrollment Period
        i. Each school year a period of open enrollment shall be identified during which Forest Ranch Charter School shall encourage applications for enrollment and intent-to-reenroll forms to be filed with the school for the following fall. This period shall run for a minimum of two weeks.
    b. Admission
        i. Applications for admission will be accepted through the open enrollment period preceding the school year for which the application pertains.
        ii. If there is room for all applicants then the applicants may all be enrolled and applicants will continue to be enrolled until classes are filled. If a class or classes have more applicants than space a lottery shall be held.
        iii. A waiting list shall be maintained in the event that a lottery was not necessary but a class fills later. Openings in the full class shall be filled from the top of the waiting list. Parents shall have 24 hours from the time they are notified to enroll their student before the space shall be offered to the next applicant on the waiting list.
        iv. If an applicant on the waiting list enrolls and has sibling(s) also on the waiting list those sibling(s) shall be moved to the top of the waiting list behind any other siblings that may already be on the waiting list.
    c. Re-Enrollment
        i. Currently enrolled students intending to maintain their enrollment shall express this intent in writing prior to the end of the Open Enrollment Period. This will be done by filling out a school-provided Intent-to-Reenroll Form which will be sent home two weeks prior to the beginning of the Open Enrollment Period.

d. Enrollment

    i. The Director or designee shall be responsible for defining procedures for gathering and maintaining all required documentation for legally enrolling a student in the school.

e. Enrollment Priority

    i. Currently enrolled students with an Intent-to-Reenroll form on file are exempt.

    ii. Siblings of currently enrolled students with an intent-to-reenroll on file are exempt.

    iii. Children of current faculty/teachers are exempt.

    iv. Children of founders are exempt.

    v. Forest Ranch residents, residency as described by the Forest Ranch Community Association official boundaries, have weighted priority. Weighted priority shall be achieved by reserving 75% of the available seats in each classroom for residents as described by FRCA boundaries. If all residents have been enrolled and there are still seats available within the 75%, those seats will be offered to other students. If the number of Forest Ranch resident applicants exceeds the number of reserved seats the same lottery process shall be used to fill the reserved seats. Forest Ranch residents exceeding weighted priority space available shall be included in the general lottery.

    vi. In the general lottery, Forest Ranch resident applicants shall have three chances in the draw, in-district applicants shall have two chances in the draw, out-of-district applicants shall have one chance in the draw.

    vii. The children of faculty/teachers and founders will not exceed 10% of total enrollment.

f. Lottery

    i. The Director or designee shall create procedures to ensure that a lottery list is created for each grade or class, ordered by enrollment priority and lottery draw.

    ii. Each application for admission shall be assigned a random number within each grade or class and enrollment priority category. For example a first grade sibling might be assigned 1s6 to designate the application as a first grade sibling with a lottery number of six.

    iii. Immediately following these assignments families shall be notified of their student's lottery number and informed about the lottery process. At this time families shall be notified when and where the lottery will be held.

    iv. The public, random lottery shall randomly select numbers which will correspond to applications, filling each enrollment priority and grade or class in turn until all are at capacity. Parent will then have 24-hours to

complete the enrollment process or their spot will go to the first applicant on the waiting list.

3. Adoption

a. This board policy was initially adopted by the Forest Ranch Charter School governing board on February 3, 2009.

b. This board policy was most recently reviewed and approved by the Forest Ranch Charter School governing board on November 15, 2016.

c. The next annual review will occur on or before November 15, 2017.