

3A.01.001 **Enrollment**

Statement of Disclosure

Excelsior Academy is a public charter school open to all Utah students without discrimination and on the same basis as other public schools. Excelsior Academy will consider the application of any student who submits a timely application. Excelsior Academy does not discriminate on the basis of race, religion, gender, ability, ethnicity, socioeconomic status, proficiency in English, or national origin. Admissions, enrollment, and transfer procedures comply with Utah Code 53A-1a506.5 which governs such processes in the State of Utah. Excelsior Academy charges no tuition and only those fees allowed by law.

School Entrance Requirements

All pupils entering kindergarten must have reached their fifth (5th) birthday in the year of entrance on or before September 1. Pupils entering first grade must have reached their sixth (6th) birthday in the year of entrance on or before September 1. Birth certificates, immunization records and proof of Utah residency must be present at the time of registration. Students transferring from other schools and from out of state who have completed kindergarten but do not meet the above birthday deadline may be admitted into first grade at the discretion of the School Director.

Ongoing Enrollment

The Intent to Return for currently enrolled students constitutes an application for enrollment for the upcoming school year.

Enrollment

Open enrollment for each new school year begins in the month of December of each current school year according to the posted calendar. Excelsior Academy enrolls current students first for any new school year, and then conducts a lottery or lotteries when the number of students seeking to enroll in exceeds the enrollment capacity in any grade, class, or program within the school. Lottery applications will be accepted on the Excelsior Academy website on an ongoing basis. All lottery applications will be placed in the General Applicant Pool.

In the event of a grade level vacancy, the vacancy will be filled by students with priority enrollment before filling vacancies from the General Applicant Pool:

Priority Enrollment

1. Children whose parent has founder status
2. Children whose parent is employed by the school
3. Children of members of the Board of Trustees
4. Siblings of students enrolled in Excelsior
 - a. In the event there are more siblings than vacancies, a sibling lottery will be held
 - b. Sibling preference is in place only while the first-placed student remains enrolled
 - c. If the first-placed student, who qualified siblings for preferential enrollment, is withdrawn before October 1, any siblings will lose sibling preference and move back into their place in the lottery.
5. Children of active duty military, National Guard, or military reserves

6. Children whose residence is located within a 2-mile radius of Excelsior Academy and the boundary school is at capacity. Proof of residency must be provided.

Lottery Procedure: If a lottery is necessary, it will begin on the date posted on the school calendar. Notifications regarding placement will be sent via email according to posted dates. If subsequent lottery drawings are required, dates will be posted and announced to the public in a timely manner.

The lottery will first choose the highest grade applicants and proceed down the grades through the lowest, giving preference to the first drawn names and then to the siblings of those first drawn. The lottery will also determine the wait list position for all other applicants at specified grade levels. Lottery applications for admission received after a scheduled lottery will be considered in the following lottery or placed at the bottom of the wait list if no other lotteries will be held.

If assessment results reflect that the student is not ready for the grade for which they applied, as evidenced by reading or math proficiency more than two grades levels below the grade they are applying for, the parents will be given the option of placing the student on the priority wait list for the appropriate grade, after staff children and siblings.

The school reserves the right to not administer placement tests in certain circumstances, including kindergarten enrollment, or cases in which other assessments are available that provide the information needed to make an accurate grade placement.

Students on Individual Education Plans (IEP) may not be subject to grade determination from assessments, depending upon the disability identified and the accommodations outlined in the IEP.

Mid-Year Vacancies: When openings occur during the school year, they may or may not be filled at the discretion of the school administration and Governing Board. Students are not generally enrolled in the school after the first quarter. However, there are times it may be determined by school administration to be the best decision to enroll a student sometime after the first quarter. The school reserves this right. When deciding whether or not to fill a vacancy, administration may consider extenuating circumstances and class size targets.

Special Circumstances

Graduating student with siblings not yet in school:

In the event there is an enrolled student who graduates from EA who has a sibling not yet of school age or enrolled at EA, the sibling will maintain sibling priority status.

Returning student with sibling enrolled at EA:

In the event a student leaves EA but desires to return and his/her sibling(s) remain at EA, the student will be entered in the General Applicant Pool and receive sibling priority status.

Family who leaves EA but wishes to re-enroll:

- In the event all students in a family leave EA and desire to return one or all students to EA, their lottery application will be placed in the General Applicant Pool with all new applicants.
- In the event a family leaves EA due to extenuating circumstances beyond their control and desires at a future time to re-enroll their students at EA, the School Director may consider their situation and determine if they qualify for priority enrollment.

Dual Enrollment

Excelsior Academy offers dual enrollment to students who desire to be simultaneously enrolled at Excelsior Academy as well as in a home school or a regularly established private school under the following conditions:

- The student will be required to attend Excelsior Academy for all the core subjects including but not limited to language arts, math, and science classes/periods.
- The parent must provide a written notification for released time away from Excelsior Academy
- If the student is a special education student, the IEP team will meet to determine an appropriate IEP.

If the student will attend Excelsior Academy less than three quarters (3/4) of the weekly instructional time, the parent shall withdraw their student from Excelsior Academy and either enroll in a private school or return to their local school and district to complete the procedures for formal home school status per *Utah Code 53G-6-204(2)(a)*.

Kindergarten students may not enroll in more than one school program during their kindergarten school year.