



Florida Enrollment Policy

Overview

The School is committed to enrolling a diverse student population and shall abide by the provisions in the Florida Educational Equity Act, Section 1000.05(2)(a), and Florida Statutes that forbid discrimination on the basis of race, national origin, gender, marital status, ethnicity, or disability.

The School will admit students of any race, color, nationality and ethnic origin, religion, sexual orientation, or gender. Pursuant to section 1002.33(10)(b) – Eligible Students, the charter school shall enroll an eligible student who submits a timely application unless the number of applications exceed the capacity of a program, class, grade level or building. In such cases, all applicants shall have an equal chance of being admitted through a random selection process.

Enrollment will also follow 1002.33(15)c, which includes enrolling students according to racial/ethnic balance provisions in 1002.33(7)(a)8. In accordance with 1022.33(10)(d), a charter school may give enrollment preference to populations denoted in its rules and procedures.

In compliance with 1002.33(7)(a)8, the School will endeavor to achieve racial/ethnic balance through the comprehensive marketing plan. The School will focus its efforts on recruiting students in a manner consistent with the racial/ethnic balance of the community it serves or within the racial/ethnic range of other public schools in the same District. This effort will include marketing to underrepresented populations with direct mail, community postings, public service announcements, and the availability of bilingual staff.

Florida Lottery Rules

Rules: General

1. For the purposes of the lottery, the following terms are defined as follows:
 - a. All references to dates are defined to mean the CLOSE OF BUSINESS on the date indicated.
 - b. Lottery refers to the selection of applicant names by a random method such as a system generated process or the blind drawing of individual names from a container in sequence until all names in the container have been exhausted.
 - c. Lottery refers to the process whereby all eligible applicants are assigned a random student ID number by the computer-based enrollment system and sorted, by grade,

- in order of the randomly assigned ID number.
2. All new applicants, including siblings of those already attending the school, participate in the lottery irrespective of preference status.
 3. Only applications received prior to the end of the open enrollment deadline are eligible to participate in the lottery.
 4. All applicants offered a seat shall be required to affirmatively respond to an offer for acceptance and complete the online registration process within the designated time. Those not responding within the designated time will have their offer rescinded.
 5. A lottery shall be conducted by a school to include all grades in which the number of applicants exceeds the number of expected seats available.
 - A. If the number of applicants is less than the number of seats anticipated to be available, no system generated lottery shall be conducted for that grade. Instead, all applicants for that grade shall receive and offer of admission.
 - B. Siblings of applicants in another grade who are offered and have accepted admission based upon the preference established by the rescinded offer **SHALL** maintain the seat accepted and the sibling whose offer that has been rescinded shall be considered to have a preference of an applicant with a sibling applying for the same academic year.
 6. **ALL** offers of registration shall be made in the order of the lottery results.

Rules: Preferences

1. All preference categories shall be published prior to the lottery being conducted.
2. All applicants entitled to receive an initial placement preference shall be identified **PRIOR** to the lottery.
3. Preference status entitles an applicant to be offered an available seat ahead of applicants without a preference status.
4. Please note that Federal Law requires immediate enrollment/placement throughout the year of children who are homeless, in new foster care placement, subject to court-ordered change in custody and/or displaced because of an emergency situation.
5. The following preferences shall be considered:
 - A. Applicant sibling of a currently enrolled student. The attending sibling must be enrolled in either the K-8 or high school system to which the applying sibling is seeking admittance.
 - B. Students of Active Duty military personnel.
 - C. Applicant children of an employee of the charter school. Due to the fact that all staff members at the school level are employed by Charter Schools USA, this preference will extend to the children of all Charter Schools USA employees.
 - D. Applicant child of a: charter board member, charter sponsor employer (charter in the workplace), charter school in a municipality, or other preference



established in the school charter application.

- E. Applicant sibling of an accepted applicant applying for the same academic year.
- 6. Siblings who are applying for the first time will receive preference only after one of the siblings has been accepted.

ACE Enrollment System

Applications will be made available online through our computer-based enrollment system, accessible on the school website. Charter Schools USA's proprietary ACE Enrollment System (hereafter ACE) accepts student applications and monitors the number of applications submitted for each grade. ACE is the only system designed specifically to meet the unique needs of the charter school's application management needs. ACE manages all aspects of the enrollment process including: online applications, application verification, sibling applicant record-linking, admission preference management, manual and computerized lottery options, wait-list management, data exports (mail merges), and statistical reporting.

Upon submission of an application, the information is reviewed for eligibility of attendance. At each phase of the admission process, the appropriate correspondence will be generated and communicated to each applicant. The data will be monitored and reports created to determine the need for a lottery, waitlists, and notification of acceptance. If there is an over subscription for any grade level at the end of the open enrollment period, a lottery will be conducted.

All accepted applicants will be provided with access to registration requirements, via the ACE Enrollment System. Documentation required by the School District is collected for review and verification.

Lottery Procedure

Prior to the School's opening, an open enrollment period will be established and announced. During open enrollment, Charter Schools USA (hereafter CSUSA) staff will host informative meetings in areas where new schools will be opening for the upcoming school year. These meetings will not only focus on informing the community about CSUSA schools, but more specifically will provide direction for parents/guardians interested in enrolling their child(ren). At the end of the open enrollment period, parents will be notified of acceptance to the School or advised that a lottery will be held due to applications exceeding capacity. If capacity is not reached after the established open enrollment period, subsequent applications will be accepted and ordered based on the date the application was received and the preferences extended to the applicant. As seats become available, they will be offered to applicants according to this established order until capacity is reached.

In subsequent years, applications will be accepted each year during an open enrollment period and continuously to maintain capacity in each grade level. All applications will be date/time

stamped as they are received and filed by grade level. If the number of applications exceeds the capacity of a program, class, grade level, or building, a random, computer-generated lottery will be held to determine which applicants are admitted. The number of seats available will be determined by the capacity minus the number of students who recommit. This is in compliance with 1002.33(10)(b). All applications received within the open enrollment period will be randomly scheduled for enrollment or placed on a numerical waiting list based on the school's available preferences. All applications received after the open enrollment period will be placed at the bottom of the waiting list for that particular program, class, or grade level in the order in which they are received. Parents will be notified by email of their child's acceptance and will have a specific timeline to respond to the school using the ACE Enrollment System of their decision to attend. If an accepted applicant decides not to attend the school, the slot will be given to the next eligible person on the waiting list.

Each applicant selected in the lottery will receive an email containing a confirmation code specific only to that applicant. This confirmation code is linked to the applicant's file in the ACE Enrollment System, which makes tracking and confirming each applicant's plans for attendance expedient for the Charter Schools USA enrollment staff.

An applicant will have five (5) business days, starting from the date the offer was made, to respond to the offer online via the ACE Enrollment System. They will have the opportunity to confirm their plans for attendance at the school, by either accepting or declining the offer in ACE. If the applicant fails to respond to the offer, in either the affirmative or the negative, the offered seat will be rescinded and offered to an applicant on the waiting list.

Should the applicant decide to accept the offered seat, they will receive a confirmation email within 24-48 hours of their response. The email will contain instructions for completing the enrollment and registration process. Starting from the day of the applicant's acceptance, the applicant will have 10 business days to complete the online registration form and provide the required documents. If these specified registration items are not submitted within 10 business days, the applicant will lose their seat.

During all school years, once all current students are registered and classes have been assigned, class size will determine the need for subsequent marketing efforts. Applications are accepted on an ongoing basis and maintained on a waiting list. Communication with prospective students is generated as appropriate.

Charter Schools Plan (CSP) Grant recipient schools' enrollment policy complies with enrollment procedures and preferences pursuant to Federal, state and contractual guidelines without the use of any further optional "weighted" allowances / opportunities / chances referenced therein.