



## Enrollment Policy

*Revised February 2021*

### ***Enrollment Process***

<b>Enrollment Timeline*</b>	
Registration forms available on website	December 9, 2021
Last day to register in order to participate in lottery	March 15, 2021
Enrollment lottery	March 29, 2021
Notification of acceptance or notice of waitlist	March 31, 2021
Parent decision to enroll student	April 9, 2021
Students accepted off waitlist	April 16, 2021
First day of school	August 4, 2021

\* Similar timelines will be reflected in subsequent years, with exact dates posted on our website.

The schools of the Third Future Schools (TFS) network – the Academy of Advanced Learning, Coperni 2, and Coperni 3 -- are open enrollment schools. Enrollment is available to all students without regard to race, creed, color, sex, national origin, religion, sexual orientation, ancestry, disability, socio-economic status or other protected category. TFS also does not screen on academic ability.

If the number of applications received by March 15, 2021 exceeds the number of spots available (25 students per homeroom per grade – K through 8), a random public lottery held separately at each school will be used to determine who will be able to attend. We will advertise the public lottery via email of all applicants, our website, and social media. The lottery will be publicly advertised and take place at the school site or another public space (if the site is not accessible due to renovations) on March 29, 2021. Student names for the lottery will be associated with a specific number on a lottery ball. The balls will be placed in a lottery ball cage. One of our board members or member of the school leadership team will draw the balls from the cage. A family is not required to attend the lottery to earn a seat.

All students of eligible age (no younger than 5 by October 1, 2021 or, for the 8<sup>th</sup> graders, determined by the last grade completed by October 1, 2021) and who have submitted a complete application by the March 15, 2021 deadline will be eligible for the public lottery. This process will be managed by the Principals of the three schools in the network.

### ***Priority Enrollment***

The following students will be granted priority enrollment:

- **Siblings of currently enrolled students or of students who receive a spot through the lottery.** Siblings are defined as children whose primary guardian(s) is also the primary guardian(s) of other children already enrolled in a TFS school. Guardian in this instance is defined as one who has custody of the children at least 50% of the time. Children may include half-siblings, step-siblings, adopted siblings, cousins, nieces or nephews who are being cared for as primary dependents.

If a child is drawn for an enrollment spot at a TFS school, his siblings will be automatically granted enrollment in the same school if there is space available in their grade level. The school will ensure families are aware that sibling slots are not guaranteed and dependent on space available. Siblings of currently enrolled students will not have to participate in the lottery and will be automatically granted a seat if there is space at their grade level.

- **Children of TFS employees.** Children of TFS employees who work at least half-time will be exempt from the lottery. An employee is a person who has a signed employee agreement or contract with TFS. There will be a limit of 10% on the percentage of students to be enrolled as children of staff members. However, we expect this percentage to be less than 3%.
- **Disadvantaged students.** No other student will be given priority admission. We specifically target students who are challenged by poverty or language barriers or who are students of color. However, we do not give additional weights for disadvantaged students at this time, as the overwhelming majority of our students will be disadvantaged. Should the percentage of applicants by grade who are eligible for free or reduced lunch fall below 65%, the school will weight each FRL student by a factor of 2 in future drawings.

## ***Waitlists***

Once 25 students per homeroom have been selected by lottery for a particular grade, the remaining eligible students at that grade will be placed on a waitlist by order in which their names were drawn during the lottery. As spots open up, students will be selected from the waitlists in the following order:

1. Sibling waitlist. Siblings of enrolled students who were not given a seat due to lack of space at their grade level will be selected from the waitlist first.
2. Enrollment waitlist. Students who were waitlisted in the lottery will be selected from the waitlist in the order in which they were drawn.

Waitlists will be maintained and will apply for the duration of one school year. New families who want to enroll in the school the following year, must apply and enter a lottery for the following year.

## ***Notification of Receipt of Application***

Families will be notified by email of the receipt of their application within three business days of submitting the completed application. After the lottery and within 48 hours, families will be notified of selection and be asked to enroll. If the child did not receive a seat, the family will be notified as to their position on the waitlist.

Families of selected students will have until April 9, 2021 (or two weeks after the lottery in subsequent years) to accept the seat in a TFS school. If they select to enroll their student, the TFS school will let them know that the school is in receipt of the parents' acceptance.

## ***Yearly Affirmation of Reenrollment***

Families of TFS students will have to notify intent to continue in the school in the subsequent year by March 16 (or the closest date if a weekend). We will send out an intent to return form via email or mail by the first week of March. If a family does not make this commitment, they will automatically be placed on the waitlist without priority status. For purposes of reenrollment, if a family has more than one student, each student will be treated individually. This means that the parent must commit to reenroll each student. Should the parent only reenroll one student, for example, the other siblings will be placed on a waitlist and will not receive priority placement.

## ***Withdrawal Policy***

Each family that selects to withdraw a student from the school will be asked to complete a withdrawal packet, including a questionnaire regarding reasons for withdrawal, a release form for pertinent academic records and legal documents (IEPs, etc.), and contact information for the receiving school.

## ***Transfer Policy***

Families transferring to a TFS school mid-year will submit and sign transfer paperwork and meet with the Principal or Assistant Principal before the student begins at the school. The Principal will collaborate with the parents to determine the most appropriate start date. TFS will request academic records, including IEPs or 504s, from the student's previous school and families will sign a Release of Information to ensure the school is able to obtain all records.

TFS will provide all students with their final academic report upon transferring from the school to ensure that the receiving school has the most up-to-date and accurate assessment of the student's academic performance. The receiving school and parents will also receive an assessment of progress on the Student Learning Plan and suggestions on how to continue to support academic progress for the student. The Office Manager will oversee this process and oversee the proper release of information, procuring and providing information from and to schools, and ensuring compliance with HIPPA and FOIA.

All students who transfer into a TFS school will participate in baseline reading and math assessments to determine placement and specific student needs related to proficiency in reading and math. Teachers will develop a Student Learning Plan within two weeks of the day the student starts at a TFS school.