

## **SFCS Admission Procedure**

### **APPLICATION PROCESS**

The Charter School application process is comprised of the following:

1. Parent attendance at a school tour or phone conference
2. Completion of a student enrollment application

Registration packets for students who are admitted will also gather the following:

1. Registration Form
2. Proof of Residency
3. Proof of Immunization or Exemption note signed by a Doctor (See Appendix F)
4. Home Language Survey
5. Completion of Emergency Medical Information Form
6. Proof of minimum age requirements, e.g. birth certificate
7. Release of records

Applications will be accepted during a publicly advertised open application period each year for enrollment in the following school year. Following the open enrollment period each year, applications shall be counted to determine whether the school has received more applications than availability. In the event that this happens, the Charter School will advertise on the SFCS website and in the local newspaper, and hold a public random drawing to determine those students who will be offered admission. Existing students will be guaranteed enrollment in the following school year and will be exempt from the lottery.

The following category of students will also be exempt from the lottery and will be offered admission if space is available:

- Siblings of enrolled students (taken in order that their enrollment applications were received)
- Home School students who have been in the program for at least two trimesters may request in-seat placement for the following school year (taken in order that their re-enrollment applications were received)

If space is available after admitting siblings of enrolled students or Home School students, the following category of students will be exempt from the lottery and will be offered admission, subject to a "small percentage" limitation that the total number of students' allowed under the exemption not exceed 10 percent of total enrollment:

- Children of founders, full-time teachers and/or staff members (taken in order that their enrollment applications were received)

If space remains, a weighted lottery system will be used for the remaining non-exempt students and enrollment preferences in the form of weightings shall be as follows:

1. Residents of the District (weighting 4:1)
2. All other applicants (weighting 1:1)

This admissions process will be amended as required by future changes to the Education Code.

At the conclusion of the public random drawing, all students who were not granted

admission due to capacity shall be given the option to put their name on a wait list according to their draw in the lottery. This wait list will allow students the option of enrollment in the case of an opening during the current school year. Children who complete the application process after the open enrollment period will be added to the wait list if it already exists in the order applications were received. Classrooms will be filled off the waitlist. Each year's waitlist is independent of previous years.

If a lottery is necessary the following estimated application, public random drawing, and admission schedule and process is proposed, and may be amended by the Charter School Board as necessary.

*January – Open Enrollment Window Opens*

Enrollment applications available at school administrative office or online at the Charter School's website.

*April – Open Enrollment Window Closes and Lottery Held*

Public random drawing conducted (if necessary). Admission notification and enrollment packets are distributed upon student's selection at public random drawing.

*Two Weeks After Lottery Notification*

Completed registration form, proof of residency, and proof of age requirements are due back to the Charter School within two (2) weeks of the date of the public random lottery. Remaining enrollment documents including proof of immunizations and proof of withdrawal from prior school and district of residence, are due back to the Charter School by August 1.

**NOTE:** Existing students are guaranteed enrollment in the following school year and are exempt from the lottery, as long as an enrollment form is completed and submitted during the open enrollment period.

Siblings of enrolled students are also exempt from the lottery and will be offered admission if space is available (taken in order that enrollment applications were received).