

Mountain Island Day School

Board Policy-Admission and Enrollment (Includes lottery procedures)

1. **Purpose**
	1. Mountain Island Day School encourages students from the Mountain Island Lake, Northwest Charlotte, 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**
	1. Open Enrollment Period
		1. Each school year, a period of open enrollment shall be identified during which MID will advertise enrollment opportunities to the community and accept Intent-to-Reenroll forms from existing students for the following fall. (Intent-to-Reenroll forms will be accepted for school years following the first year of operations, 2019 and beyond.)
			1. This period shall run from January 1st through March 1st.
			2. In the event acceleration is granted in year one, the open enrollment period will be open for 30 calendar days following the charter application approval.
3. **Admission**
	1. Applications for admission will be accepted through the open enrollment period preceding the school year for which the application pertains.
		1. If there is room for all applicants at the close of the open enrollment period, then all the applicants will be enrolled. Applicants will continue to be enrolled, on a first come first serve basis, until classes are filled. Any applicants received after classes are filled will be placed on a waiting list in the order the applications were received.
		2. If a class or classes have more applicants than space at the close of the open enrollment period a lottery shall be held. A waiting list shall be maintained for applicants that exceed available space in the rank order of selection through the lottery process.
		3. Parents will have seven (7) calendar days to respond from the time they are notified to enroll their student before the space shall be offered to the next applicant on the waiting list.
		4. If an applicant on the waiting list enrolls and has a sibling(s) also on the waiting list, the sibling(s) shall be moved to the top of the waiting list behind any other siblings that may already be on the waiting list.
		5. MID will not limit admission to students on the basis of race, creed, national origin, religion, or ancestry.
4. **Re-Enrollment**
	1. Currently enrolled students intending to maintain their enrollment for the following school year 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 at the start of the open enrollment period. This will aid the school in determining the amount of space per class for new students. (Intent-to-Reenroll forms will be accepted for school years following the first year of operations, 2019 and beyond.)
	2. Once enrolled in MID, students are not required to reapply in subsequent enrollment periods. The purpose of the Intent-to-Reenroll form is to determine the amount of available space available to the community in subsequent years.
5. **Enrollment**
	1. The Head of School or designee shall be responsible for defining procedures for gathering and maintaining all required documentation for legally enrolling a student in the school.
6. **Enrollment Priority**
	* 1. Currently enrolled students with an Intent to Reenroll Form on file. (2019-2020 school year)
		2. Siblings of currently enrolled students with an Intent-to-Reenroll Form on file. (2019-2020 school year)
		3. Children of the school's full-time employees.
		4. Children of the charter school's board of directors.
7. **Lottery**
	* 1. The Admission staff, under the direction of the Head of School, will determine the grade levels that are oversubscribed at the end of the open enrollment period with applications and therefore require a lottery.
		2. The Admission staff will conduct the lottery process.
			1. Lottery procedures for siblings:
				1. Each year; if multiple birth siblings apply for admission to MID and a lottery is needed, MID school shall enter one surname into the lottery to represent all of the multiple birth siblings applying at the same time. If that surname of the multiple birth siblings is selected, then all of the multiple birth siblings shall be admitted.
				2. In year one, if sibling(s) apply for admission to MID and a lottery is needed, MID will enter one surname into the lottery to represent all of the siblings applying at the same time. If the surname of the sibling(s) is selected, then all of the sibling(s) shall be admitted to the extent that space is available and does not exceed the grade level capacity.

In year two and beyond, MID will enter each individual sibling(s)name into the lottery.

* + 1. The lottery results will highlight the students selected at random who are eligible for "offer" letters. The “offer letters” will be generated for students in rank order of selection through the lottery process, and will require an acceptance within seven (7) calendar days in order to secure a seat in the school.
		2. The remaining students will move to a waitlist based on their respective lottery number. Applications received after the close of the enrollment period will be placed on the waitlist in the order in which they are received (according to date, time, and preference).
1. If an applicant enrolls in school based on available space and they have a sibling(s) that are on a wait list, the sibling(s) shall be moved to the top of the waiting list behind any other siblings that may already be on the waiting list.
2. **Adoption**
	1. This board policy was initially adopted by Mountain Island Day Schools’ governing board on November 30th, 2017.

Items addressed:

* Admission
* Lottery

\* Some verbiage within this policy was copied from 115C-218.45. Admission requirements.