

## ENROLLMENT POLICY

**POLICY STATEMENT:** Excelsior Village Academies (EVA) shall abide by Federal and State law regarding enrollment and forbids discrimination on the basis of race, color, national origin, sex, disability, or age in its programs and activities. As such EVA will adhere to the following enrollment provisions:

### OFFICIAL ATTENDANCE ZONE

The official attendance zone for EVA shall be a defined attendance zone, as has been duly approved in the charter by State Charter Schools Commission of Georgia. We will serve students residing in APS, Henry, Fulton, Dekalb and Clayton counties.

### ENROLLMENT/ELIGIBILITY CRITERIA

Any eligible student who resides with a parent/legal guardian within the official attendance zone and provides a timely and valid proof of residency within the official attendance zone shall be considered eligible for enrollment except as set forth herein.

The enrollment criteria above notwithstanding, a student shall be restricted from enrolling in the following circumstances:

1. The student is currently subject to a suspension or expulsion disciplinary order from another school system and the offense for which the student was suspended or expelled would be an offense for which suspension or expulsion could be imposed by EVA. In such case, the student will be denied enrollment for the remainder of the time remaining in the pre-existing disciplinary order.
2. If after being accepted for enrollment, a student's records indicate that he/she withdrew from his/her previous school prior to receiving disciplinary action for a violation of the school's code of conduct and the alleged infraction would also be a violation under EVA's Code of Conduct, EVA will convene a disciplinary tribunal in accordance with its disciplinary hearing policies and procedures to determine whether a violation of the code of conduct occurred and, if so, the appropriate disciplinary action.

EVA shall not have any other enrollment criteria.

### PRE-ENROLLMENT PROCESS

Annually, there shall be an open application period, during which time students interested in attending EVA may submit a pre-enrollment application for the next school year. The dates and times for the open application period shall be set by the Board and advertised in accordance with State Rules. Once the open application period has been set, the School shall actively communicate and notify the community of the start and end dates, and the admissions and enrollment processes and procedures for no less than two weeks prior to the start of the open application period.

The pre-enrollment application shall require only basic information such as name, date of birth, grade, address, parent contact information, and which, if any enrollment priority the prospective student qualifies for. All information provided on the pre-enrollment application must be verified and confirmed if the student is selected for enrollment.



The pre-enrollment application may not request any information related to the student or parent's race, ethnicity, religion, or socio-economic status, nor shall it request information related to the student's previous school or academic performance, including but not limited to the name of the school, transcripts, work product, whether he/she received special education services or language assistance. Such additional information may be requested during the registration and enrollment process, to the extent allowed by law.

Pre-enrollment applications will be accepted from interested students in all grades in which EVA enrolls students; provided however, submission of a pre-enrollment application does not guarantee the prospective student a seat for enrollment at EVA. If the number of applications exceeds the capacity of the program, class, grade level, or building, an enrollment lottery will be conducted in accordance with EVA Lottery Policies and Procedures.

Application Timeline: SY 2024- 2025

Application Open Date: October 19<sup>th</sup>, 2023

Application Deadline: January 11<sup>th</sup>, 2024

Lottery: January 15<sup>th</sup>, 2024

**ENROLLMENT PRIORITY**

All eligible students currently enrolled in EVA shall be guaranteed a seat in subsequent school years, unless the student no longer resides in the official attendance zone, the student's enrollment is restricted by a disciplinary order, or due to other circumstances permitted by law.

As allowed by law and in accordance with the charter, EVA may give enrollment priority to the following categories of applicants and in the following priority:

1. A sibling of a student currently enrolled in EVA; and
2. A student whose parent/guardian is a member of the EVA Governing Board or is a full-time teacher, professional, or other employee of EVA.

For the purposes of this policy, the term "sibling" is defined as children who share at least one common biological or legal parent, whether through natural or adoptive means, including the following:

1. Biological siblings that share parents;
2. "Half" siblings that share a single parent;
3. "Step" siblings that share a parent or parents through marriage;
4. Children who share a parent or parents through adoption or guardianship; and
5. Foster children awaiting permanent placement while sharing the same household with a current student.

Lottery Priority

The enrollment priority for siblings shall extend to the lottery. A family with multiple students entering a random lottery for the same grade shall be assigned one number for all applicants. If the number is selected during the random lottery and space is available, a seat shall be reserved for all students in the family in that grade.

### Weighted Lottery

In accordance with O.C.G.A. 20-2-2066(a)(1)(A), and as required based on the terms of the charter agreement, EVA shall implement a weighted lottery for educationally disadvantaged to increase the chance of admission. The additional “weight” for economically disadvantaged students will be calculated each year to maximize the probability that 50 percent of students admitted to EVA through the lottery will be economically disadvantaged; provided, however, that the weight for economically disadvantaged students will be a minimum of 4.1 and a maximum 20 each year of the charter term that the weighted lottery is used. EVA will continue to use a weighted lottery and the 50 percent target for students admitted through the lottery at least until the school year following a year in which 50 percent of the students at the school are economically disadvantaged, or until no weight is necessary to maximize the probability that 40 percent of newly admitted through the lottery are economically disadvantaged. To facilitate the weighted lottery, applicants may indicate their educationally disadvantaged status on the pre-enrollment application and EVA shall verify this status for selected students as part of the registration process. If selected during the lottery, the applicant will be required to provide documentation/proof of the educationally disadvantaged status. “Economically disadvantaged” shall mean students who qualify for free or reduced priced lunch, whose families live below the poverty line, or whose families qualify for one or more of the following federal benefits: SNAP, TANF, WIC, Medicaid, or PINS. New student applicants may voluntarily indicate “economically disadvantaged” status on the pre-enrollment application and such status will be verified as part of the enrollment process.

### **ENROLLMENT LOTTERY & WAITING LIST**

If, after priority admissions have been granted, the number of remaining applicants exceeds the capacity of the program, class, grade level, or building, a random lottery will be conducted in accordance with state law and EVA policies and procedures to fill the allotted number of vacancies and, if necessary, establish a waitlist. Students who have submitted a complete pre-enrollment application by the end of the open application period will be automatically placed into the lottery.

Once the allotted number of seats has been assigned through the random lottery, the lottery will continue to establish the order of the waitlist until all numbers have been selected. The waitlist shall establish the order in which students will be offered enrollment in a particular grade if a prospective student declines a seat or a vacancy occurs during the school year. The waitlist does not roll over to subsequent school years. A new application must be submitted during the open application period each year to be considered for enrollment or included in the lottery for the next school year.

### **ACCEPTANCE**

Following the conclusion of the lottery, an official email will be sent to notify each parent/guardian whether their child has been selected to be offered a seat for enrollment or of his/her placement on the waitlist. The initial notification shall begin a 14-day acceptance period, during which time the school will send two additional notifications (for a total of three) and reminders to parents/guardians through email and/or phone calls. Families will not be contacted through the mail for these purposes.

After the initial notification, parents/guardians shall have 14 calendar days to accept or decline any enrollment seat for the next school year. Accepted enrollments shall be provisional until documentation

is provided to confirm the following: 1) Residency in the attendance zone; 2) date of birth; 3) grade level.

The failure to accept the seat within the acceptance period shall be treated as a decline and the seat shall be offered to the next student on the waitlist. Once the seat has been formally accepted, a complete comprehensive registration packet must be submitted to complete the enrollment process.

### **Mid-Year Acceptance**

During the school year, every reasonable effort shall be made to contact the next person on the waitlist if a seat becomes available. A seat offered to a prospective student on the waitlist after the school year has begun must be accepted within 72 hours of notification. If a seat has not been accepted within that time period, the offer will be extended to the next student on the waitlist. All enrollment documentation must be provided within ten (10) days of mid-year enrollment.

### **Attendance**

Newly enrolled students must be present on the first day of the school year or the first school day after enrolling. Failure to be present on the first day or make alternate arrangements with the school may result in the student's seat being offered to the next student on the waitlist.

### **ENROLLMENT DOCUMENTATION (SY 2024- 2025)**

The following documentation must be provided prior to the stated deadline to secure a student's seat for enrollment. After the initial notification, parents/guardians shall have 14 calendar days to accept seat and submit documents in column (A). August 30<sup>th</sup>, 2024, parents/guardians of currently enrolled students shall submit all documents in column (B). By December 2<sup>nd</sup>, 2024, all documents in column (C) for enrolled students will have been submitted. Failure to submit the required documentation by the stated deadlines may jeopardize a student's enrollment status.

<b>(A) Enrollment</b>	<b>(B) Post Enrollment</b>	<b>(C) Mid-Year Enrollment</b>
<input type="checkbox"/> Acceptance of Seat <input type="checkbox"/> Copy of Parent/Guardian identification <input type="checkbox"/> Proof of Student's Age* <input type="checkbox"/> Proof of Residency (utility bill +) **	<input type="checkbox"/> Social Security Card+ <input type="checkbox"/> Immunization Certificate (Form 3231)+ <input type="checkbox"/> Certificate of Vision, Hearing, Dental, and Nutrition Screening (Form 3300) <input type="checkbox"/> Documentation of Medical or Specialized Services, if applicable (i.e. medical documentation regarding allergies or other conditions, special education records, etc.)	<input type="checkbox"/> All documentation from Columns A and B <input type="checkbox"/> Documentation of Withdrawal and Request for Records from previous school, if applicable



**\*Proof of Age:** The following original documents may be accepted to show the student's date of birth: a certified copy of a birth certificate, certified hospital issued birth record or birth certificate; a military ID; a valid driver's license; a passport; an adoption record; a religious record signed by an authorized religious official; an official school transcript; or if none of the foregoing can be provided, a sworn affidavit signed by the parent/guardian/grandparent/other enrolling person and a certificate of age signed by a licensed practicing physician that states the physician has examined the child and believes that the age as stated in the affidavit is substantially correct. Upon presentation of the original document, the school shall make a copy to be placed in the student's file and return the original to the family.

**\*\* Proof of Residency:** A current utility bill including the name of the enrolling adult and a street address AND at least one of the following documents may be accepted as proof of residency: current lease/rental agreement; most recent income tax return; current property tax statement or bill; current home purchase agreement; current homeowners' insurance policy; current warranty or deed; current motor vehicle registration; or current paycheck stub.

+ A signed waiver may be provided in lieu of a social security card. A sworn affidavit of religious objection may be provided in lieu of immunization certification.

### **Initial Year Deadlines**

For the initial enrollment year, all documents in Column A above must be provided no later than March 1 and all documents in Column B must be provided no later than August 30<sup>th</sup>.

### **After Initial Year**

After the initial enrollment year, the Board may set alternate deadlines for enrollment documentation as necessary. All deadlines shall be communicated in advance on the EVA website and in any other communications related to enrollment.

### **Mid-Year Enrollment**

A student who enrolls after the first day of school must provide all documents in Column A and Column B within ten (10) days of enrollment. Additionally, a student transferring from another school or district must also provide documentation evidencing withdrawal from the previous school, proof of grade placement/promotion, and a signed authorization for EVA to request the student's records from the previous school or district.

### **RE-ADMISSION**

If a student withdraws from EVA or declines an offered seat, the student must reapply and follow the enrollment and lottery process again to be readmitted. If the lottery has already been held, the student will be placed at the bottom of the waitlist.

The parent/guardian must complete withdrawal paperwork prior to withdrawing a matriculating student from EVA.