



POLICY TITLE: Student Admission Guidelines Policy	
ADOPTION/EFFECTIVE DATE: Application and Lottery Guidelines – N/A Charter Participation in <i>My School DC</i> – December 16, 2013	MOST RECENTLY UPDATED: October 26, 2015

PURPOSE

Public charter schools are required to comply with the District of Columbia School Reform Act of 1995 (“SRA”) and with the provisions of their charter agreement in admitting students for enrollment. This policy provides guidance for schools to comply with those requirements.

POLICY

My School DC

All public charter Local Education Agencies (“LEAs”) and their constituent campuses that participate in the citywide common lottery system, My School DC, will be participating in a student admission process that is consistent with the SRA and with the provisions of their charter agreement. Schools not participating in My School DC must comply with the following guidelines; schools participating in My School DC will be considered to have met the requirements of this policy.

Non-Discrimination

Pursuant to the SRA § 38-1802.06, as amended, enrollment in public charter schools is open to all students who are residents of the District of Columbia, and if space is available, to non-resident students who pay tuition at the rate established by the Office of the State Superintendent of Education. A public charter school may not limit enrollment based on a student’s race, color, religion, national origin, language spoken, or intellectual or athletic ability. In addition, a public charter school may not limit enrollment based on a student’s sexual orientation or gender identification. A school may limit enrollment to specific grade levels.

Enrollment applications should only request basic contact information for the student applying. Only *after* the student is accepted through the application/lottery process may the school request information regarding Individualized Education Plans (“IEPs”), home language, special needs, etc. Schools authorized by the DC Public Charter School Board (“PCSB”) to offer an admission preference to students with disabilities may request information regarding IEPs at the time of application for those students applying for the preference.

Public Announcement

Schools determine their application periods and must make public announcements of application deadlines in multiple postings or listings. Evidence of each school's public announcements is a requirement and will be verified during PCSB's Annual Compliance Review. Therefore, LEAs should collect and maintain the information for reporting to PCSB.

Lottery

If a school receives more applications for enrollment from students who are residents of the District of Columbia than it has spaces available in any particular grade, it must hold a lottery and develop a waitlist for students who were not admitted through the lottery. The lottery must be a random selection process for each enrollment grade. Except when implementing preferences permitted by law, every student in the lottery is given equal standing in the lottery. The lottery should be conducted in a manner that permits later auditing of the process and results.

Preferences

A school may provide an admission preference to siblings of current students or students selected for admission, as well as to children of members of the school's founding board and of full-time staff, as further described in the Sibling, Founder and Staff Preference Policy. Pursuant to the Special Education Quality Improvement Act of 2014, with prior approval from PCSB, LEAs may provide an admission preference to students with disabilities.

Application Waiting List

These requirements apply to all LEAs, including those participating in My School DC.

Schools may arrange the waitlist in one of three ways:

- 1) **Lottery:** Upon reaching capacity, continue the lottery to develop the waitlist. The names of students who apply after the application deadline are added to the end of the waitlist in the order in which applications are received.
- 2) **First come, first served:** Upon reaching capacity, place the names of applicants on the waitlist in the order the in which the applications are received.
- 3) **Pooling:** The names of all students not admitted through the initial lottery, including those who apply after the application deadline, are placed in an unranked pool and are drawn through a random selection process each time a seat becomes available.

Space Availability during the School Year

These requirements apply to all LEAs, including those participating in My School DC.

As schools make spaces available during the school year, schools must return to their waitlists and select a new student for enrollment. Schools with open slots, but no waitlists, are required to accept new students who wish to enroll throughout the school year.

Board Approval Acknowledged By:



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