



POLICY TITLE: Admission Preference Policy	
ADOPTION/EFFECTIVE DATE: September 30, 2011 October 14, 2014	MOST RECENTLY UPDATED: October 28, 2019

POLICY

This policy describes the preferences in admission that public charter schools may give to applicants. The policy applies to all schools, including those participating in My School DC, the citywide common lottery system.

All charter schools may give enrollment preference to siblings of current students. In the case of a conversion of a school, priority should be given to the students enrolled at the school at the time of the conversion, siblings of those students, and students who reside within the District of Columbia Public Schools (DCPS) attendance boundaries in which the school is located.

Preference in admission may be given to an applicant who is a child of a member of the public charter school's founding board so long as enrollment of founders' children is limited to no more than 10% of the school's total enrollment or to 20 students, whichever is less.

Preference in admission may be given to an applicant who is a child of a member of the public charter school's full-time staff so long as enrollment of employees' children is limited to no more than 10% of the school's total enrollment.

A multi-campus local education agency (LEA) or network of member schools¹ may opt to provide an admission preference to a student who is currently enrolled at another campus within the LEA.² Such an LEA or network may also provide an admission preference to the sibling of a transferring student from another campus within the same LEA so long as both siblings will be enrolled at the same school facility³ at the same time.⁴ For schools participating in My School DC, all transfers, including those that happen after the lottery and

¹In order for a group of schools to be deemed a network of member schools, the arrangement must be authorized by law and the schools' charters (e.g., DC Code § 38-1802.01(c-1)). This preference shall apply only with respect to admission into the jointly operated school, but not among the other member schools.

² For example, a student enrolled at Campus A may use this preference to enroll at Campus B within the same LEA.

³ Per DC PCSB's Definition of School, Campus, and Facility Policy (<https://dcpcsb.org/definition-school-campus-and-facility-policy>) a facility is a building that houses a part of a campus, an entire campus, or multiple campuses. It may be temporary or permanent. A school may operate a single-campus among multiple facilities, or a school may operate multiple campuses in one facility.

⁴ For example, an 11th grade student at a standalone high school facility may confer a preference onto their 8th grade sibling enrolling at the same LEA's middle school campus because they will both attend the same school high school facility for one year, when the students are in 12th and 9th grade. However, an 11th grade high school student at a standalone high school facility may not confer a preference onto their 6th grade sibling enrolling at the same LEA's middle school campus because they will never share a school facility.



throughout the year, must be facilitated through My School DC.⁵ If a campus does not have any open seats to receive a transferring student, the student will be placed on the waitlist in accordance with the LEA's order of preferences and My School DC policy.

With prior approval from the DC Public Charter School Board (DC PCSB), LEAs may provide an admission preference to an applicant with an Individualized Education Program (IEP) or an applicant in a disability category pursuant to the Individuals with Disabilities Education Act (IDEA).

With prior approval from DC PCSB, an LEA may provide an admission preference to children of active duty members of the United States Armed Forces; provided, that DC PCSB may not permit more than one public charter school with such a preference to operate at the same time, and that the preference shall not apply to more than half of the LEA's seats.

Each year, schools will be required to include an Admissions Preference Policy in their Student/Family Handbook (or other document available to families). This policy will explain which preferences the school has opted to use and how they will be implemented. If a multi-campus LEA or network of member schools implements a transfer preference, schools must explain how and when transfers between campuses can happen.

None of the above preferences relieves the obligation of the school to comply with DC residency requirements for all students. These residency requirements apply to all children, including siblings, children of founders, and children of employees.

In accordance with DC PCSB's Open Enrollment Policy,⁶ any school found to be implementing a preference that is inconsistent with the SRA or DC PCSB policy shall be issued a notice of concern if the actions are deemed systemic. All preferences implemented must be aligned to DC PCSB policy and, if the school participates in My School DC, to My School DC policy. Schools participating in My School DC that violate My School DC policy⁷ shall be issued a notice of concern if the actions are deemed systemic.

⁵An internal transfer outside of the lottery process will be flagged in the My School DC audit as one that is against My School DC policy. These transfers will be reviewed on a case by case basis with the LEA to determine what requires corrective action.

⁶ DC PCSB's Open Enrollment Policy can be found here: <https://dcpcsb.org/open-enrollment-policy>

⁷ My School DC's Policy Guide can be found here: <https://dcpcsb.egnyte.com/fl/1B9Mti5KID>



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