

Board Policy #: [INSERT]

Adopted/Ratified: 07/17

Revision Date: 06/23



**SAN DIEGO COOPERATIVE CHARTER SCHOOL**  
**ADMISSIONS AND ENROLLMENT POLICY**

The San Diego Cooperative Charter School (“SDCCS” or “Charter School”) is open to any student in the State of California who meets the admissions requirements described herein. If the number of students who wish to attend the Charter School exceeds the school’s capacity, attendance (except for existing students of the Charter School) shall be determined by a public random drawing, the process for which is described below.

The Charter School shall admit all students who wish to attend the Charter School. No test or assessment shall be administered to students prior to acceptance and enrollment into the Charter School. The Charter School will comply with all laws establishing minimum and maximum age for public school attendance in charter schools.

In accordance with Education Code Section 47605(e)(4)(A), the Charter School shall not discourage a student from enrolling or seeking to enroll in the charter school for any reason, including, but not limited to, academic performance of the student or because the student exhibits any of the characteristics described in Education Code Section 47605(e)(2)(B)(iii), including students with disabilities, academically low-achieving pupils, English learners, neglected or delinquent students, homeless students, or student who are economically disadvantaged, as determined by eligibility for any free or reduced-price meal program, foster youth, or students based on nationality, race, ethnicity, or sexual orientation. Similarly, in accordance with Section 47605(e)(4)(C), the Charter School shall not encourage a student currently attending the Charter School to disenroll from the Charter School or transfer to another school for any reason, including, but not limited to the academic performance of the student or because the student exhibits any of the characteristics described in Education Code Section 47605(e)(2)(B)(iii), as listed above.

Pursuant to Education Code Section 47605(e)(4)(D), the Charter School shall post a notice developed by the CDE on the Charter School website, outlining the requirements of Section 47605(e)(4), and make this notice available to parents<sup>[A2]</sup>.

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The following enrollment requirements pertain to all students who apply:

- A parent or guardian must honestly complete and return a simple, non-discriminatory application by the published priority enrollment deadline. Applications received after the published enrollment deadline are placed on a priority specific wait list in the order received, which shall be appended to the lottery wait list, if any.
- The parent/guardian must attend one (1) school tour. It is not required before submitting an application; however, it is mandatory before attending SDCCS. Students may participate in this event, but it is not required. Charter School tours are held regularly throughout the school year at various times in order to accommodate a range of schedules. These tours provide opportunities for families to ask questions and become familiar with our Charter School facility and community.
- The parent/guardian must attend an annual orientation session. Multiple sessions will be provided to accommodate the diverse schedules of those expected to attend. These sessions detail the expectations of the families who elect to enroll at SDCCS and give families additional opportunities to ask questions and become familiar with our Charter School.
- Although acknowledged as not an enforceable contract per se, SDCCS asks the student and the parents/guardians to affirm that they are familiar with and agree to abide by all policies and procedures set forth in the Parent and Student Handbooks.
- A parent or guardian must complete and/or provide all documents required for registration in a public school including but not limited to immunization records, proof of residency, proof of age, enrollment form, etc.
- In accordance with Education Code Sections 49011 and 47605(d)(2)(B)(iv), admission preferences shall not require mandatory parental volunteer hours as a criterion for admission or continued enrollment.

In order to attain SDCCS' vision of a racially, economically, and geographically diverse population, SDCCS will develop an outreach program designed to reach out to all families and enable the Charter School to have a balanced and diverse applicant pool.

### **Public Random Lottery Procedures**

All applicants from the priority enrollment period will become members of the applicant pool. Should the number of pupils who wish to attend SDCCS exceed the Charter School's capacity, then a random public lottery shall be held to determine the order of enrollment from each applicant pool. Each campus will have a separate applicant pool and separate random public lottery to establish priority order for each campus. Enrollment at a specific campus or

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employment as an employee on a specific campus does not give admission priority to another campus within the SDCCS charter.

### **Preferences**

Following the open enrollment period each year, applications shall be counted to determine whether any grade level has received more applications than availability. In the event that this happens, the Charter School will hold a public random drawing (or “lottery”) to determine admission for the impacted grade level, with the exception of existing students, who are guaranteed admission in the following school year.

Grade level vacancies are filled in priority order. After continuing students, priority for enrollment shall be as follows:

1. Existing students
2. Students of current staff members
3. Siblings of existing students admitted to or attending the charter school
4. Students from military families, as defined in Education Code Section 49701
5. Students who attend Linda Vista Elementary School and live in Linda Vista
6. Students who live within the boundaries of San Diego Unified School District
7. Students who live outside of San Diego Unified School District
8. All other students, as permitted by law

The Charter School agrees to adhere to the requirements related to admission preferences as set forth in Education Code Section 47605(d)(2)(B)(i)-(iv).

### **The Drawing**

1. Applications submitted by the priority deadline are placed in lottery pools based on the priorities for enrollment.
2. Each applicant is only eligible for a single lottery pool based on their highest eligibility qualification.
3. Applications are sorted first by grade, then by lottery pool.
4. An automated system will randomly assign numbers to the applicant in each pool allowing them to be placed in an order for admittance.
6. Once each application is assigned a number, open enrollment spaces are offered to applicants until the spaces are filled and the remainder of the applicants are placed on a waiting list in the order which they were drawn.

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7. The Principal and a member of the Board of Directors will witness the lottery and will certify that it was random, public, and conducted as described above.

### **Notification**

All applicants who are accepted will receive notification in writing by U.S. mail. They will receive at least two (2) business days to respond to the Enrollment Specialist or Front Office Receptionist either in writing, in person or by phone, fax or e-mail of their intention to accept or decline the offer for enrollment. If there is no response after two (2) business days then the vacancy will be considered declined. The application will be withdrawn and will be offered to the next student on the waiting list.

### **Registration**

After admission, students will be required to submit an enrollment packet, which shall include the following:

- Completion of a student enrollment form
- Proof of Immunizations
- Home Language Survey
- Completion of Emergency Medical Information Form
- Proof of minimum age requirements
- Application for Free or Reduced-Price Meal
- Release of records<sup>[1]</sup>
- As applicable, current expulsion order
- Housing Questionnaire

### **Rolling Open Enrollment**

Vacancies that become available during the school year will be filled in order from the numbered applicants in the applicant pool. In the event there are no applicants in the pool, new students may apply to enter the school only after visiting the prospective classroom for one (1) full instructional day and a Charter School orientation meeting with the Principal or another designated staff member.

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