



## **St. Croix Preparatory Academy Admission Policies & Procedures**

The School establishes the following enrollment policies and procedures:

1. The School Board establishes a maximum enrollment by grade and annually publishes its enrollment and lottery policy.
2. The School Board establishes the open enrollment period for each school year. The open enrollment period is communicated to the local community and school community (e.g. enrolled families and teachers) to facilitate the completion of enrollment applications.
3. The School allows for on-line enrollment or paper enrollment application for potential students. All applications are date and time stamped.
4. The School asks families of currently enrolled students to complete an "Intent to Return" form, regarding their plans of returning to the School for the following year's enrollment. This form is not binding, as all existing students have the right to return to the School regardless of whether or not or how the Intent to Return form is completed. The School uses the responses to provide assistance with the School's planning and management.
5. The School provides Informational Meetings during the open enrollment period. This allows all interested families to learn about the history, mission, philosophy, and educational objectives of the School.
6. All applications received during the open enrollment period are automatically accepted for enrollment unless more applications are received than the maximum grade enrollment established by the School Board. In this situation, all submitted applications for that grade will move to the lottery process, except for siblings of enrolled students, followed by children of licensed teachers employed by the School. As noted below, in the situation where it arises, siblings and children of licensed teachers will move to their own separate lottery process.
7. Siblings of already enrolled students, who have submitted a timely application (e.g. by the end of the open enrollment period), will be enrolled if sufficient available seats are open within the grade. If the number of siblings exceeds any available seats in any grade, a sibling lottery will be conducted, selected siblings will be enrolled, and a sibling wait list will be established. This wait list has preference over the teacher-children and general waiting lists.
8. Children of employees of the School, who submit a timely application (e.g. by the end of the open enrollment period), are automatically enrolled provided all siblings of already enrolled students who submitted a timely application are enrolled, and provided there

is available space in the grade. If the number of children of teachers exceeds the number of available seats in the grade (after all siblings of already enrolled students are admitted), a teacher-children lottery will be conducted, selected teacher-children will be enrolled, and a teacher children wait list will be established. This wait list has preference over the general waiting list.

9. General Lottery: If the number of applications received during the open enrollment period exceeds the number of available seats in any grade (and after siblings or enrolled students are already admitted or establish a sibling waiting list; and after children of licensed teachers employed at the School are already admitted or establish a teacher-children waiting list), the School will conduct a general lottery. All applications for such grade (excluding applications from siblings of already enrolled students and children of licensed teachers employed at the School which were previously admitted/subject to sibling and/or teacher-children lottery) received during the enrollment period will be included in the lottery. If a student is selected through the general lottery and the student has siblings in other grades, also subject to the lottery, those siblings are automatically enrolled as long as seats are available in that grade.
10. Once all seats in each grade are filled, the lottery continues and establishes a general waiting list for that grade in the order drawn, until all names have been selected.
11. Applications received after the open enrollment period expires are automatically accepted for enrollment if there are available seats in that grade. If there are no available seats in the grade, applications received after the open enrollment period expires are added to the waiting list for that grade, in the order received.
12. The School conducts all lotteries through a method of random selection.

### **General Admission Policies**

1. Order of Admission. Children of licensed teachers employed at the School, siblings of already enrolled students, general admissions.
2. Waiting lists do not carry forward from year to year. Each open enrollment period is considered a different year. Lotteries and waiting lists are reestablished for siblings, teacher-children, and general admissions.
3. Multiple Births (e.g. twins, triplets, etc.). Each student completes a separate application. In a lottery situation, each student receives an individual number/lot in the lottery.