

Title: Enrollment Policy

Control Information

Control Item	Details
Owner/Curator	Christine Horning
Document #	PolicyST00001
Supersedes	None
File Location	www.muddycreekcharterschool.org
Board Approval Date	January 31, 2008
Consult and Notify	ICP, ED, HT, AA, CM

Revision History

Revision	Date	Revision Description	Originator
A	January 31, 2008	Initial release	Mark Hazelton
B	June 4, 2008	Revise criteria for September birthdays	Mark Hazelton
C	December 1, 2008	Revise lotteries school year	Jen Renee
D	November 3, 2011	Revise age cutoffs	Kriste York
E	December, 2012	Revise to include ODE Requirements, Definitions	E. Swartzendruber
F	9/11/2014	Numbering and format revisions, provisions for students who enroll after the lottery.	Melissa Harris

1.1. Objective:

- 1.2. Describe yearly enrollment process.
- 1.3. Describe enrollment process during the school year.
- 1.4. Define preferences in the lottery.
- 1.5. Define Kindergarten eligibility.

1.2. Definitions:

1. **Siblings:** Siblings are defined one of two or more individuals having one common parent.
2. **Returning Students:** Returning Students are currently enrolled students that have fulfilled the re-enrollment notification requirement. (See section 1.3.)
3. **Founding Member:** Any person listed as an attendee in the minutes from start-up committee meetings from December 2006 until June 2008.
4. **Employee:** Any person on the MCCS payroll in the current school year or employees with job offers for the upcoming school year.

1.3 Annual Enrollment Process

1. The ICP Board will establish the enrollment caps for each grade before the lottery date.
2. Parents of currently enrolled students are required to reaffirm enrollment before the lottery.
3. The annual lottery will be held in March with the Executive Director setting the exact date with at least two weeks notice.
4. The lottery will be open to attendance by community members.
5. Students will be accepted as enrolled on the date of the lottery. Classes will be filled on the basis of the lottery preferences listed below.
6. Families of names not drawn in the lottery will be notified. These names will be placed on a waiting list for future admission opportunities.
7. In the event that a classroom/grade is not filled on the annual lottery date, students will be enrolled on a first come basis until filled.
8. Once a class/grade is full, if a spot becomes available before the school year begins, the process to fill that spot will be the same as in (1.4) in this document (process for enrollment during the school year).
9. Students who enroll AFTER the lottery is held for the following school year cannot be guaranteed a spot for the following school year. If there are no current openings for a student in their grade for the following school year, they will be placed on the waiting list. If an opening occurs, these students will have priority.

1.4 Process for Enrollment During the School Year

1. Available spots will be filled by separate lotteries (can be held the same day) in the order in which they became available.
2. A lottery open to attendance by community members will be held at the time of an opening with all the eligible students in the applicant pool. The lottery will follow the same preferences described in this policy.
3. All parents of students in the lottery will be notified of the lottery time and place.
4. Parents will be given 48 hours from direct notification to accept the open position. Notification by phone and email (if available) will be attempted.
5. Students will enroll with completed registration forms by deadline specified by administrator in the notification call.
6. Lottery will be administered by Exec. Director or his/her designee, and will be attended by at least one witness and meeting secretary.
7. Student confidentiality will be maintained during the lottery process.
8. Families of names not drawn in the lottery will be notified. These names will be placed on a waiting list for future admission opportunities.

1.5 Lottery Preferences

The following order of preference will apply to the lottery:

1. Students currently enrolled.
2. Students of founding members not to exceed 10% of the total enrollment in grades K and higher.
3. Siblings of currently enrolled students.
4. Students of employees not to exceed 10% of the total enrollment in grades K and higher.
5. Students living within the Corvallis School District.
6. Students living outside the Corvallis School District.

1.6 Kindergarten Eligibility

Students must be age 5 on or before September 1st.

1.7 First Grade Eligibility

Students must be age 6 on or before September 1st. Students may enter upon evaluation if they have successfully completed an accredited kindergarten program.