Section: 500
Policy: 003
FCS Council Approved: February 15, 2011
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Enrollment Policy

Rationale
Forest Charter School ("FCS") is committed to providing a personalized learning experience for all students. Further, FCS wants to be sure that the enrollment process is fair and equitable.

With these considerations in mind, FCS has adopted the following policy:

Admission Requirements
In accordance with Education Code Section 51747.3, students must reside in Nevada County or adjacent counties to be enrolled in FCS. Students must meet the minimum age for admission to a public school and must not exceed the maximum age for public school admission (no older than 22, and once 19, must remain continuously enrolled in a public school, without a break in enrollment since that time, and is making satisfactory progress toward a high school diploma). FCS admits all students who wish to attend subject only to the geographic limitations set forth in Section 51747.3 and the age limitations described above.

FCS does not discriminate on any protected classification described in Education Code Section 220, including but not limited to race or ethnicity, nationality, gender, gender expression, gender identity, sexual orientation, disability, religion, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status.

Open Enrollment Period for Fall applicants and lottery process

- FCS will hold an open enrollment period in January until 5:00 pm on the Thursday before the first public random drawing ("lottery").
- Any subsequent open enrollment periods will run from the end of the previous open enrollment period until 5:00 pm each Thursday.
- The initial lottery will be held on a Friday from March through May. FCS will announce the exact date/time approximately two months before the initial lottery, and will post the initial lottery date/time on its website.
- If new applications for admission are received following the end of the open enrollment period, subsequent lotteries, if needed to determine admission, will be held on a weekly basis on each Friday that school is in session.

- Students wishing to be admitted to FCS must begin by filling out the lottery application form on the FCS website during the open enrollment period. If a family is unable to fill out the online form, they may contact FCS for assistance.

- Students/families must fill out the lottery application during any FCS open enrollment period. In the case that more students wish to be admitted than there is capacity, admission will be determined by lottery. Students who were enrolled in FCS in the previous year and who completely fill out re-enrollment forms on Reg Online are exempt from the lottery, and are guaranteed admission.

Preference in the lottery will be given in the following order:

1. Children or grandchildren of administrators, office staff, special ed staff, supervising teachers and any other learning center employees currently working at FCS and the Nevada County Superintendent of Schools (NCSOS). Full time staff members will receive higher priority than part time. FCS staff will receive higher priority than NCSOS staff.
2. Siblings of students admitted to or attending FCS
3. Residents of Nevada County
4. Residents of the Chicago Park School District
5. All other applicants

- Once capacity has been reached in the lottery, the remaining applications will be drawn and students will be placed on a waitlist based on the order of the lottery draw and tiered status.

Other Considerations

- In accordance with Education Code Section 51745(c), students who enroll with an existing individualized education program ("IEP"), may not participate in independent study unless the IEP specifically provides for that participation. As a result, it may be necessary for an IEP team meeting to be held. The legal requirement for an IEP meeting will not delay admission.

- Students who are under a current expulsion order from a previous school will require special consideration and may not be admitted.

- Due to FCS serving a large geographic area, capacity may vary each year, based on the capacity of the Supervising Teachers ("ST") serving a given geographic area.

- Students will receive enrollment priority for the Learning Center that serves their primary residence. Applicants who reside within a Learning Center's designated geographic area will be prioritized over applicants who reside outside that area. For example, a student who resides in the Truckee area will receive priority in the Truckee Learning Center lottery over a student who resides in another region.

- Twins/multiple birth siblings will be placed in the lottery as one student and will receive the same lottery position. If there is only one spot available, the family will be offered placement for one twin/multiple. If the family declines the offer of placement, the twins/multiples will remain on the waitlist in the same position and the next applicant on the list will be offered the

placement. Twins/multiples will not be dropped from the list or dropped to the bottom of the list if they decline a spot unless there are two enrollment spots available at the time of declining.

Acceptance of Admission and Enrollment Procedures

- After a student has been admitted through the lottery, FCS will contact the family via email. Once contacted by the school, the family has two school days to contact FCS and accept the offer of admission. If FCS does not hear from the family within these two school days, the admission spot will be given to the next student on the waitlist, and the student who was originally contacted will be removed from the waitlist.

- If a family declines admission, the student will be removed from the waitlist.

- Following the acceptance of an offer of admission, the family will have three school days to turn in all the required registration documentation/forms. If all of the documentation/forms are not turned in within three school days, FCS will rescind the offer of admission, remove the student from the waitlist, and contact the next student on the waitlist.

- FCS will make every effort to assist and accommodate parents in compiling registration documentation. FCS complies with all laws regarding homeless and foster youth and will not delay registration in the case of a homeless or foster youth without required registration documentation.

Waitlist

- In order to maintain their spot on the waitlist from year to year, families must register with FCS indicating their continued interest in remaining on the waitlist for the next school year. FCS will send out a form to all families on the waitlist at the beginning of the calendar year and families will have until the last school day in February to return the form. If this form is not returned on time, students will be removed from the waitlist.

- The waitlist may be adjusted if a new applicant meets one of the enumerated lottery preferences (e.g., the child of a staff member) that an applicant on the waitlist does not.

- If a family has applied for more than one Learning Center location, and accepts a spot at one Learning Center, they will be removed from any additional waitlists.