

## FIT Academy

### 530 ENROLLMENT POLICY & PROCEDURES

#### I. General Statement of Policy

FIT ACADEMY is open to all students, without regard to ability, race, religion, or any other factors, other than the capacity of the program, class, grade level, or building.

#### II. Open Enrollment Period

- A. Open enrollment is the period of time when students can begin to apply for admission to FIT ACADEMY. During this period, applicants can not be confirmed as enrolled; they must wait until the end of the period for enrollment to be confirmed. The open enrollment period will begin on the first Monday in October and closes on the first Friday in February.
- B. In order to be eligible for the enrollment lottery, applications must be completed online or delivered in person by 4:00pm on the last day of the open enrollment period. Applications mailed in must be postmarked no later than the Tuesday prior to the Friday on which the open enrollment period closes. If necessary, the public lottery process will take place on the Tuesday following closing of open enrollment at 4:00pm at the school or other site. If lottery is to take place at other site, location shall be posted on the school website's main page by the preceding Monday.

#### III. Enrollment

- A. Students who wish to attend FIT ACADEMY for the current school year will be accepted based on available space in the applicable grade. If space is not available, students will be added to the waiting list for the applicable grade. Such waiting list will prioritize siblings and children of staff as outlined below.
- B. All applications received during open enrollment will be accepted for enrollment unless more applications are received than the available enrollment, as established by the FIT ACADEMY Board, for the applicable grade. Enrollment limits are outlined in the table below. In this situation, all applications will be placed in the lottery. Please note that as per state law, siblings and foster siblings of currently admitted students have first preference and children of FIT ACADEMY staff have second preference for enrollment. **Students are not officially enrolled until they turn in the Enrollment form and have received acknowledgment back from the school.**

#### IV. Notice of Open Enrollment / Intent to Return

- ~~A.~~ Prior to the beginning of the open enrollment period, FIT ACADEMY will inform currently admitted students and school staff of the open enrollment period. FIT

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ACADEMY will ask current families to inform the school of their intent not to return and any confirmation will be added to the number of open seats for the following year.

- B. The FIT Academy website will be updated with open enrollment dates at least 30 days prior to the open enrollment period.

## V. Lottery Process

- A. If the number of applications received during the open enrollment period exceeds capacity for any grade, FIT Academy will conduct a general lottery.
- B. The General Lottery will be conducted after the Siblings & Children of Staff lottery process
- C. All other applications received during the open enrollment period are included in the lottery process. Students are admitted to the school in the order in which they are drawn in lottery.
- D. If a grade is filled, the lottery continues to establish the waiting list.
- E. The lottery will proceed from highest grade to lowest grade.
- F. If a student is admitted through the general lottery, any siblings in the lottery will be automatically admitted based on available openings in those grades.
- G. Enrollments received after the open enrollment period expires are automatically admitted as long as there is available space based on enrollment capacity.
- H. Families will be notified of their acceptance via email.
- I. Families of students admitted through lottery will be notified by letter and email by the end of the third week in February. Families must then return the Enrollment form by the end of the fourth week in February otherwise they may lose their spot. The Enrollment form may be returned in person, by mail, or email and must be postmarked by the Tuesday of the fourth week in February. **Failure to return the Enrollment form by the fourth Friday in February may result in losing the enrollment place.** It is the sole responsibility of families to update contact information, mailing information, and be available to respond to the enrollment lottery.

## VI. Siblings and Foster Students of Admitted Students

- A. Siblings & foster students of currently admitted students are automatically admitted, if applications were received during the open enrollment period, and if space is available. **Students are not officially enrolled until they turn in the Enrollment**

**form and have received acknowledgment back from the school.**

- B. If the number of sibling & foster student applications for a grade exceeds the capacity for that grade, a sibling/foster student lottery will be held for the applicable grade.
- C. Siblings & foster students are admitted in the order in which they were drawn in the lottery.
- D. If siblings & foster students fill all available openings in a grade, a sibling waiting list will be established by the lottery.

## **VII. Children of Staff**

- A. Children of staff employed at the School are automatically admitted, if applications were received during the open enrollment period, and if space is available in the applicable grade.
- B. If the number of applications from children of staff for a grade exceeds the capacity of that grade, the children of staff lottery will be held for the applicable grade.
- C. Children of staff are admitted in the order in which they were drawn in the lottery.
- D. If children of staff fill all available openings in a grade, a children of staff waiting list will be established by the lottery.

## **VIII. Kindergarten Enrollment**

In order to enroll for kindergarten, students must turn 5 on or before September 1 of enrollment year. Students who turn 5 after September 1 must go through the “Early Entry Kindergarten” process outlined below

### Process for Early Kindergarten Entry:

- Student must go through the regular lottery and enrollment process
- Students must successfully complete their local district early entry screening
- Once accepted as enrolled, they must provide proof of successful completion of early entry screening within 60 days of enrollment and no later than the first day of school.

## **IX. Enrollment Process for New Students**

Newly admitted students will receive the following documents upon notification of enrollment:

- Admissions Questionnaire
- F/R Lunch Application
- Health Questionnaire
- Immunization Records
- Transportation Questionnaire

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- Emergency Information/Contact Card

Newly admitted students may be required to provide additional information in a timely manner to complete enrollment. For incoming kindergartners, this includes a copy of the student's birth certificate and screening.

## **X. Enrollment Capacity**

Prior to the beginning of each new school year's enrollment process, the BOD will approve and publish grade level capacities. These capacities will determine the number of new students at each grade level who will be allowed to enroll. If the number of applicants exceeds the number of openings, the lottery process of section V will be followed.