

AMENDED 2-19-20
AMENDED 1-15-2018
AMENDED 7-2015
APPROVED 6-16-2014
8023 – ENROLLMENT/RANDOM SELECTION DRAWINGS

Enrollment Process:

The application form for enrollment can be obtained by calling the school at 231-994-2074. The application must include: applicant name, requested grade in school, date of birth, mailing address, names of siblings applying for or already attending this school, parent/guardian (caretaker) name, telephone number, email address.

LMPSA shall accept applications all year. If there is an opening in the desired class, and there is no waiting list, students shall be admitted on a first-come, first-served basis. If openings do not exist, applicants shall be placed on the official waiting list. For applicants applying during open admission, as defined below, their position on the waiting list shall be determined by random selection drawing. If new openings occur during the academic year, students shall be admitted according to the official preference lists/waiting list. The preference lists/waiting list shall cease to exist at the beginning of the next re-enrollment/application period.

LMPSA shall provide legal notice of the application and enrollment process in the local newspaper designated by the board for such notices. A copy of the legal notice must be forwarded to the Charter Schools Office. This information shall also be on the Leelanau Montessori website (www.leelanaumontessori.org).

At a minimum, the legal notice must include:

- A. The process and/or locations for requesting and submitting applications.
- B. The beginning date and ending date of the application period.
- C. The date, time, and place the random selection drawing(s) will be held, if needed.

Reenrollment Process:

Reenrollment Schedule:

2nd Monday in February – Reenrollment application period

4th Friday in February – Close Reenrollment period

All currently enrolled students, siblings of currently enrolled students, and children of LMPSA employees may complete an application during this reenrollment period. Any students eligible to apply during the reenrollment period who fail to submit an application by the close of reenrollment may apply during Open Enrollment and will be treated as an Open Enrollment applicant.

The Head of School will determine the number of seats that will be available in each grouping level (preschool, kindergarten, lower elementary, upper elementary). This is based on several

factors, including the number of current students moving to the next grade level, staffing requirements, and available classroom space.

Available spaces will be filled using the following priority:

1. Currently enrolled students who have submitted their reenrollment application during the reenrollment period.
2. Children of LMPSA employees who submitted an application for enrollment during the reenrollment period.
3. Siblings of currently enrolled students who submitted an application for enrollment during the reenrollment period.

In the event that there are more currently enrolled students seeking reenrollment than available spaces in a particular classroom, then all current students seeking reenrollment for that classroom will be placed in the Reenrollment Random Selection Drawing. Based on the results of that drawing, students will be reenrolled or placed on the Reenrollment Preference List.

Next, children of LMPSA employees will be placed in available spaces. If there are limited or no spaces available, a LMPSA Employees Random Selection Drawing will be held, following the Reenrollment Random Selection Drawing. Based on the results of that drawing, students will be enrolled or placed on the LMPSA Employee Preference List.

Finally, siblings of reenrolled students will be placed in available spaces. If there are limited or no spaces available, a Sibling Random Selection Drawing will be held. Based on the results of that drawing, students will be enrolled or placed on the Sibling Preference List.

These three drawings will be held (as necessary) on the designated Random Selection Drawing Day, prior to the Random Selection Drawing for Open Enrollment.

Toddler Enrollment

Enrollment for the Toddler Class will be first-come first-served on an ongoing basis year-round.

Open Enrollment Process:

Open Enrollment Schedule

- 2nd Monday in March – Open application period
- 4th Friday in March – Close application period
- No later than five business days in advance of a Random Selection Drawing, the school will communicate the time, date and location of the Drawing with caretakers of applicants
- 3rd Friday in May – Random Selection Drawing Day
- The following Tuesday after the Drawing– Caretakers of accepted applicants notified with offer of enrollment
- Within one week from receiving notification– Caretaker deadline to accept offer of enrollment

- 3rd Friday in June – Caretaker deadline to complete enrollment tasks of accepted applicants

If all applicants are able to be admitted, then there will be no Random Selection Drawings and any applicants applying after the close of Open Enrollment will be admitted on a first-come first-served basis.

Random Selection Policy:

LMPSA will conduct a Random Selection Drawing if the number of applicants will exceed the number of Preschool, Kindergarten, Primary, Lower Elementary or Upper Elementary spaces available. As provided for in state law, siblings of applicants admitted in the Random Selection Drawing will be given enrollment preference.

The Random Selection Drawing(s) will be conducted by a neutral “third party” such as a government official, TBAISD representative, or a representative from the school’s authorizer. The drawing will be held at a public meeting where parents, community members and the public may observe the process. It will be conducted using numbers, letters, or another system that guarantees fairness and does not give an advantage to any applicant. If a Random Selection Drawing is to be held, caretakers of applicants will be notified of the Random Selection Drawing date, time, and place by email no later than five (5) business days in advance of the drawing.

All applicants who applied during the application period, and who are eligible to enroll, will be included in the Random Selection Drawing.

If an applicant has a sibling who has been admitted, he/she will be admitted at the same time as his/her sibling if space permits.

The Random Selection Drawings will be conducted by the following in the following order:

1. Reenrollment Random Selection Drawing: Current students who submitted a reenrollment application on time.
2. LMPSA Employees Random Selection Drawing: Children of LMPSA employees who submitted an application for enrollment during the reenrollment period.
3. Siblings of Renrolled Students Random Selection Drawing: Siblings of currently enrolled students who submitted an application for enrollment during the reenrollment period.
4. Open Enrollment Random Selection Drawing: Open Enrollment applicants, who submitted an open enrollment application on time.

There will be a separate random selection drawing conducted for each grade level. The selection process will be conducted one grade level at a time. All eligible applicants will receive

a number in the random drawing. Students shall be placed in open slots and on the waiting lists in the order they were selected in the Random Selection Drawing. For the Open Enrollment Random Drawing, as each name is drawn, any siblings of an admitted applicant, regardless of grade/class, will be admitted at the same time if space is available, or placed on the Sibling Preference List. After all spaces are filled, the remaining names for each level will be drawn in order to create prioritized waiting/preference lists.

Notification of Acceptance

Caretakers of applicants accepted in any of the Random Selection Drawings will be notified by email and telephone with an offer of enrollment no later than two (2) business days after the drawing is conducted. These caretakers will then have five (5) business days to respond affirmatively in writing (email is acceptable) to the offer of enrollment or the applicant will forfeit his/her space in the school. After the acceptance of the offer of enrollment, caretakers will have 21 days to complete all enrollment registration tasks, or the applicant will forfeit his/her space in the school. Applicants who forfeit the enrollment slot will be able to place their name at the bottom of the appropriate waiting/preference list, if they are still actively seeking enrollment.

Final Grade Placement – The grade requested for an applicant and the final grade placement once the student is enrolled may be different based on the review of report cards/transcripts and/or placement tests.

Waiting Preference Lists:

Reenrollment Preference List: Children who applied for reenrollment but were not admitted due to space will be placed on a Reenrollment Preference List. These applicants will be given the first opportunity to enroll if space becomes available in their class. As with the open enrollment random selection drawing process, applicants on this list with the lowest number will be placed first.

LMPSA Employees Preference List: The children of LMPSA employees who applied for admission but were not admitted due to space will be placed on a LMPSA Employees Preference List. These applicants will be given the opportunity to enroll if space becomes available in their class, after applicants on the Reenrollment Preference List have been placed. As with the open enrollment random selection drawing process, applicants on this list with the lowest number will be placed first.

Sibling Preference List: Siblings of reenrolled and admitted applicants, who were not admitted due to space will be placed on the Sibling Preference List. These applicants will be made an offer of enrollment if/when space becomes available in their class, after applicants on the LMPSA Employees Preference List have been placed. This list will be populated first by any siblings of currently enrolled students who submitted an application for enrollment during the reenrollment period, according to their random drawing number, and then by siblings of admitted applicants. Applicants on this list will be placed in the order in which they appear on

the list (proceeding first through siblings of reenrolled students, and then through siblings of admitted applicants).

Waiting List: Other applicants who were in the Random Selection Drawing, but who were not admitted due to space, will be placed on a Waiting List. If a space becomes available, and if there are no applicants from the Reenrollment Preference List, LMPSA Employees Preference List or the Sibling Preference List who accept an offer of enrollment, or who are in the class for which the space is available, then that space will be offered to the applicant on the Waiting List in that grade with the lowest number.