

Admissions and Enrollment Policy

Purpose: This policy is in place to address the process for handling admissions at Southeastern Academy Charter School. The goal of this admissions policy is to declare the process and methods that will be used to admit students in a fair and consistent way that does not offer priority to any student except those specifically noted as required by North Carolina law.

Lottery Procedure

Southeastern Academy Charter School is a nonprofit, tuition-free charter school authorized by the state of North Carolina. As a charter school, Southeastern Academy Charter School will be open to all students who would otherwise qualify for enrollment in North Carolina Public Schools. The school will not discriminate against any student on the basis of ethnicity, national origin, gender, or disability. Southeastern Academy Charter School will open enrollment on the first school day of February. The open enrollment period will end on the last school day of March. The lottery date, time and location will be published on the school's website by January 15th of each year. On that date, the staff and a local official, not affiliated with the school, will be on campus to initiate the program online.

Southeastern Academy Charter School will use "Lotterease", which is an independent automated lottery system. Lotterease will manage the lottery and wait list. Since Lotterease is an independent system, the school staff does not have the ability to manipulate or adjust the lottery at any time. In addition, parents create a lottery account within Lotterease that tracks all activity with your application in a history log that can be viewed at any time by logging into the parent portal.

Parents will go to lotterease.com, which is on the schools website, to register their child/children for the lottery. The lottery initiation and subsequent results are open to the public on the day of the annual lottery, which is held in April. Lotterease.com will instantly notify the parent and/or guardian via phone or email, based on how they requested to be notified when they filled out the application online.

After receiving an offer for enrollment through Lotterease, Southeastern Academy shall have a specified and reasonable timeframe in which the accepted applicants must reply to the school confirming or declining enrollment acceptance or to decline continuation of the enrollment process.

Admission requirements.

Any child who is qualified under the laws of this State for admission to a public school is qualified for admission to a charter school. Admission to a charter school shall not be determined according to the school attendance area in which a student resides. A student who is not a domiciliary of the State shall be permitted to register to enroll in a charter school or participate in a lottery for admission to a charter school within the State by remote means, including electronic means, prior to commencement of the student's residency in the State if all of the following apply:

1. A parent or legal guardian is on active military duty and is transferred or pending transfer pursuant to an official military order to a military installation or reservation in the State.
2. Upon request by the charter school where the student seeks to register to enroll or participate in a lottery for admission, a parent or legal guardian provides a copy of the official military order transferring to a military installation or reservation located in the State.
3. A parent or legal guardian completes and submits the charter school's required enrollment forms and documentation, except that proof of residency and documentation related to disciplinary

actions pursuant to subsection (i) of this section shall not be required until the student transfers into the State, at which time they shall be required prior to commencing attendance.

A charter school shall make available to a student who registers to enroll or who participates in a lottery pursuant to this subsection the same opportunities available to a student enrolled or participating in a lottery contemporaneously with domicile in the State, such as registering for courses and applying for programs that require additional request or application. A student enrolled pursuant to this subsection may not attend the charter school until proof of residency is provided in accordance with the requirements of the charter school. Nothing in this subsection shall be construed to curtail a charter school's authority pursuant to subsection (i) of this section.

Grade Level for the Lottery Application

Parents will be asked to confirm both their student's current grade as well as the grade for the coming year. Parents may not choose which grade they would like their child enrolled in for the coming year, they must enter the actual current grade and the next year's grade as confirmation. Parents wishing to have their child considered for retention must still submit their student for the subsequent grade level and then if admitted the student will be evaluated by the Director and child's teacher before a retention decision is made. If the student's current school recommends a student for retention and has it documented in the student's file, the student will be moved to the appropriate grade if they have been admitted to school and will retain enrollment status with School. If the student is on the waitlist at the time the retention decision is made, they will be moved to the correct grade level and placed on the waitlist of their new grade based on the number they were pulled from during the lottery.

Single or Family Application

Each family will be offered the choice to either enter all of their children into the lottery with one surname or enter each child separately in the lottery. When a family application (all siblings on one application) is pulled during the lottery, all of the students listed on the application will be pulled at the same time. If there are spots available in the appropriate grade levels, the children will be admitted. If there are no spots available, they will be placed on the waitlist for those grades at that time.

Returning Students

Current students at Southeastern Academy will not be required to re-enroll. They will be asked to sign a letter of intent for the coming year during January to allow the school to plan appropriately for the lottery.

Multiple Birth Siblings (Twins, Triplets, etc.)

If multiple birth siblings apply to the school, their surname will be entered once to represent all of the multiple birth siblings. If the multiple birth siblings are pulled in the lottery when there is still at least one spot remaining in their grade level, all multiple birth siblings shall be admitted. If their application is pulled after the spots are all filled, they will be added to the wait list in the order they are listed on their application.

Other Siblings

Prior to the general enrollment lottery, the school will conduct a sibling lottery of the students admitted in the prior year if more siblings have applied than there are available spots. If there are more siblings that have applied than there are spots available, a grade level wait list will be started and students not receiving spots will be added to the wait list in the order in which they are pulled. Once the sibling lottery has been completed (if needed) the general lottery will begin.

Enrollment Priority:

The School will follow all rules and regulations regarding enrollment priority as specified required by applicable North Carolina law

The following groups will have enrollment priority at The School for subsequent school years in the order that follows as space permits in each grade:

1. Limited to no more than fifteen percent (15%) of the school's total enrollment, unless granted a waiver by the State Board of Education, the following:
 - a. Children of persons (i) employed full time by the charter school or (ii) working full time in the daily operation of the charter school, including children of persons employed by an education management organization or charter management organization for the charter school.
 - b. Children of the Board of Trustees who fulfill two full terms and guidelines set forth in article IV, Section 4 of the Southeastern Academy By-Laws.
2. Siblings of currently enrolled students who were admitted to the charter school in a previous year. For the purposes of this section, the term "siblings" includes any of the following who reside in the same household: half siblings, step siblings, and children residing in a family foster home.

Lottery Results

On the day of the lottery, parents will be notified immediately through Lotterease messenger. All parents/guardians will be notified whether their student received a spot in the grade they were applying to, or if the student has been waitlisted due to space available.

The results and the wait list will be available to view 24/7 using the parents account information. Parents of students placed on the waitlist will receive communication via email or text as to their student's place on the waitlist as the list changes due to a parent declining a spot or if space becomes available in that particular grade.

Enrollment

Students admitted during the lottery that is held in April, will have 14 calendar days from the date their acceptance email/text was sent to accept or decline enrollment and to contact the school to complete the necessary enrollment paperwork. If a student is admitted after June 1st, they will have 3 days to accept or decline enrollment at the school and 7 days to return the enrollment paperwork. If a student is admitted after July 15, they will have 48 hours to accept or decline enrollment at the school and 3 days to return the enrollment paperwork. If the school does not receive enrollment confirmation and the paperwork back in the specified time period, the Director may decline enrollment to the student and offer the spot to the next student on the waitlist. If enrollment is declined the student is placed at the bottom of the waitlist.

As spots at the school become available, the parent/guardian of the student will be contacted via email/text.

School's Right to Refuse Enrollment

School reserves the right to refuse to enroll any student currently under a term of expulsion or suspension by his or her school until that term is over. School reserves the right to refuse to enroll a student if a parent willingly and knowingly provided incorrect information on the enrollment application. If a student has accepted enrollment at the school but is not in attendance by 10:00 a.m. on the first day of school and the school has made reasonable attempts to contact the parents, the student may be placed at the bottom of the waitlist. If there is no response from the parent, the school reserves the right to remove the student from their enrollment roster and offer the next student on the waitlist the spot.

Enrollment Forms

Enrollment forms will include, but are not limited to the following:

- (1) Proof of North Carolina Residency
- (2) Permission to request current school records
- (3) Immunization Records

Handling of Errors

School Errors

If any mistake is made by School in administering the lottery (or if any discrepancy occurs in the lottery process as a result of the actions of School that is not corrected during the lottery), such mistake or discrepancy will not invalidate the lottery and the lottery results will stand with respect to all applicants who were admitted at the appropriate grade level through the lottery. The mistake or discrepancy will be corrected at the next regularly scheduled meeting of the Board of Directors (after recognition of the mistake). If a mistake is made by an applicant resulting in the applicant not being placed at the appropriate grade level in the lottery, they will have to wait until the next school year.

If too many students were included in the lottery at a grade level or if a student name was duplicated in the lottery at a grade level, the student or students who should not have been included (or the duplicate with the lower priority placement number, as applicable) will be removed, and any applicants with placement numbers behind the applicants who were removed will be advanced in order on the list.

Parent Errors

If a student name is duplicated in the lottery and School administration determines that the student was intentionally registered more than one time, the student will be assigned the lowest priority placement number assigned to the student in the lottery.

If an applicant has been incorrectly placed in a grade because a parent wishes to have their student retained, the applicant will not be admitted and may submit a corrected application before the lottery date, which will be subject to the process followed for students applying after the enrollment period.