

First State Military Academy

School Admissions Policy and Procedures

Applications for Admission

First State Military (FSMA) will advertise the **open application period** from December through January (specific dates to be published annually) of the year preceding enrollment. All applications received after the deadline, but postmarked by the deadline, will be considered received by the deadline. If oversubscribed at the end of the open application period, FSMA will publicize and hold a lottery in public, applying preferences as stated in school's charter and in accordance with state law. Applications received after the open application period will be placed at the end of the waiting list after the lottery has been concluded. If not oversubscribed, FSMA will conditionally admit all cadets who apply within the open application period, and will add additional cadets as applications are received in the order in which they are received.

All applications received during the open application period shall be accepted for the lottery. Following the closing date for applications, a lottery will be conducted only if there are more applications received than 'seats available' for the affected grade levels.

Three groups of cadets will be afforded preference for admissions to FSMA. As previously noted, 'seats available' or 'open positions' for enrollment will be determined by grade level openings and the approved maximum enrollment established in the school's charter.

When there are more applicants for grade level enrollment than 'seats available,' admissions preferences shall be applied in the following sequence:

1. Children of the school's founders
2. Children of staff members employed **on a permanent basis** by FSMA for at least 30.0 hours per week during the school year
3. Children with siblings concurrently enrolled at FSMA

Children of the School's Founders

Children, adopted children, and stepchildren shall receive preferential enrollment placement for 'open positions.' Further definition of the school's founders follows in Section (n).

Children of Staff Members

Children, adopted children, and stepchildren of employees of the school (employed **on a permanent basis** by FSMA at least 30.0 hours per week) shall receive preferential enrollment placement for 'open positions.'

Children with Siblings Concurrently Enrolled

Siblings of cadets enrolled at FSMA shall have preferential enrollment placement for 'open positions.'

FSMA shall recognize these relationships as valid under the sibling preference:

1. Any individual having the same parent or parents, either natural or adoptive.
2. Any individual who is a step-sibling and shares a common custody or legal residency arrangement, and who has a natural or adoptive parent at the same residence

Plan for Selecting Cadets

Prior to the first week in November 2013 and each year thereafter, the commandant shall establish an estimated number of openings for the following school year. These estimates shall be determined based upon 'seats available' by grade level, according to capacity and staffing resources.

Following the enrollment capacity determination, the following shall occur:

- The open enrollment period will be announced to take place in the months of December and January. Exact dates and times of the application period will be defined and published annually.
- Interested applicants shall submit completed applications via U.S. mail, fax, scanned and emailed, or hand-delivery.
- If a grade level is not oversubscribed, all applicants will be accepted for admission and will be sent a letter of acceptance inviting them to register.
- Applications received after the open enrollment period will be handled on a first- come, first-served basis.

Lottery

FSMA will advertise the open application period for all grades in December of the year preceding enrollment. All completed applications with signed letters of intent received prior to the deadline will be included in the lottery process, if one is needed. Applications received after the deadline, but postmarked by the deadline, will also be considered as received by the deadline. Grade levels oversubscribed at the end of the open application period will be subject to a lottery for enrollment selection. FSMA will publicize and hold such lotteries in public, applying preferences as stated in the school's charter, and allowed within state law.

Applications received after the open application period will be placed at the end of the waiting list after the lottery has concluded. If not oversubscribed, FSMA will conditionally admit all cadets who apply within the open application period, and will add additional cadets as applications are received in the order they are received.

The following categories of cadets may be exempt from the lottery in accordance with the above-referenced preference criteria:

1. Children of the School's Founders
2. Children of staff members employed **on a permanent basis** by FSMA for at least 30.0 hours per week during the school year
3. Children with siblings concurrently enrolled at FSMA

When a lottery is needed, it shall be public; the date and location will be advertised in advance. At that time, an objective community member having no ties to FSMA, or a representative from the Delaware Department of Education, along with members of the school's Board, shall be in attendance.

The lottery will be conducted for oversubscribed grade levels. Each application will be placed in a separate sealed envelope, by grade level, to be drawn from a box one at a time. As each envelope is drawn, each one shall be assigned a number, in rank order, which shall become the applicant's sequence ranking for enrollment. Further, these numbers shall be used to constitute the waiting list for oversubscribed grades. All activity of the lottery shall be recorded and witnessed. After the seats for a given grade level are filled via the lottery, the school will continue to draw names to establish a wait list of up to 25 names. If seats become available, after the lottery is completed, the wait list will be used to govern who is admitted to the school.

Parents of participating applicants will be sent letters of acceptance or non-acceptance following the conclusion of the lottery. Successful applicants will receive directions and deadlines relative to registration, all of which shall be completed by the last business day in February 2014 for the opening school year, and in each year thereafter.

Enrollment and Registration

Following acceptance to FSMA for admission, enrollment and registration will be necessary. For registration, it will be necessary to provide the following information:

REQUIRED DOCUMENTS

ALL requirements identified below must be completely met in order for registration to be considered complete and processed so the cadet may be officially enrolled.

1. **Birth Certificate** (Official State Document; not Hospital Birth Record)
 - Original preferred; good copy accepted
 - State Certificate of Live Birth
 - Missing Birth Certificate (Vital Statistics 302-739-4721)

2. **Medical Records**
 - Immunizations and dates in a Letter, form, or other documentation from physician. (Immunization Hotline 1-800-282-8672)
 - Mantoux TB Test
Test results provided by doctor, nurse, or medical facility
 - Heptatitis B
Proof of completed 3 dose series prior to school entry
 - Physical Examination Form – signed by healthcare provider

3. **Custody or Guardianship** (if applicable)
 - Original Family Court documents **only**
 - Social Service Placement Letter (original)
 - Relative Caregiver Authorization (contact Student Assignment Office)

4. **Proof of Residence**
Recent Electric Bill (within 60 days and must have parent/guardian name and address on the bill) **OR**
 - Signed Lease or Sales Agreement
 - State of Delaware “Verification of Residence” Form

Re-Enrollment

A re-enrollment commitment will be required each year for cadets to remain enrolled in the school for the following year. Re-enrollment commitment forms not received by the deadline established by the school will result in the cadet’s name being withdrawn from the rolls of the school. A new admissions application will need to be completed should the cadet wish to return to the school; such application will become part of the general pool of applicants.

Transfers/Withdrawal

Cadets are required to notify the school if they are moving; or if they otherwise intend to withdrawal from school following their 1-year commitment to remain enrolled. Four weeks’ notice is requested to provide staff with adequate time to prepare cadet records, withdrawal/transfer paperwork, and the return of instructional and other materials to the school.