

**EastSide Charter School**  
**Student Recruitment and Enrollment Protocol**  
**Revised November 17, 2014**

- 1) Prior to the open enrollment period, the Head of School determines the number of students who will be enrolled in each grade for the following school year and determines a recruiting plan and schedule.
- 2) The application package for enrollment is made available for public access in November. The application package will contain the following items which must be submitted with an application:
  - (a) Proof of age (by Birth Certificate, medical record, family Bible or other credible record)
  - (b) Updated Immunization (2 varicella shots)
  - (c) Proof of a completed lead test (if the applicant is 5 years old or younger)
  - (d) 2 Proofs of Residency
    - a. (Lease or Mortgage and one utility bill or two utility bills, (gas, water and/or electric bills accepted)
    - b. If Lease, mortgage, or bills are not in the applying parents name(s) please submit a notarized letter from the person you reside with stating your residency and that the potential student resides and one of the owners utility bill
  - (e) Photo I.D. for parent guardian
  - (f) Custody Documentation (if applicable)
- 3) At the beginning of January, Intent to Return forms are distributed to all students enrolled in grades Pre-K through Grade 7, with a return deadline of the second Wednesday in January, (the “January Cut Off Date”). Existing K to 7<sup>th</sup> grade students who return an Intent to Return form by the January Cut Off Date will be guaranteed enrollment in the next year’s grade. Otherwise they will be subject to the first come rule that applies after that date. Existing Pre-K students applying for the K grade are subject to a lottery if such is held for the K grade or otherwise are subject to the first come rule if they do not apply until after the January Cut Off date.
- 4) Early in January, classroom teachers contact parents of students Pre-K to Grade 7 to speak to them about completing the Intent to Return forms.
- 5) Parents are reminded of the deadline via an Alert Now message.
- 6) The Enrollment Coordinator tracks returned forms on the Enrollment Roster, indicating either “Returning” or “Not Returning” for each student. The Enrollment Coordinator sends this roster to the Director of Operations on a weekly basis.
- 7) The Head of School and Director of Operations review and revise the application for enrollment based on any changes to Delaware regulation or school policy.
- 8) All applications are reviewed by the Enrollment Coordinator and School Nurse to ensure that all supporting documents are included in the application package. No student will be enrolled until all required documents are delivered.
- 9) Completed application packages are marked with the date and time of receipt.

- 10) If more applications are received by the January Cut Off Date than there are places available for any grade, a lottery will be held for that particular grade, subject to the Enrollment Preferences described below. See lottery process described below.
- 11) If there is not an excess of applications for available spaces in a particular grade at the January Cut Off Date, all applications then in hand will be accepted for that grade and applications received thereafter will be accepted on a first come/first served basis by grade, based on availability of space at that grade level.
- 12) After the January Cut Off Date, the School advertises for open enrollment for grades where there are openings. Advertisizing will target those grades with openings.
- 13) Flyers are distributed to all students in the school and posted in neighborhood public buildings, e.g. post office, libraries; advertisements are placed in local community newspapers.
- 14) In the summer months when the nurse is not at school, either the nurse will be available once a week to review the applications or a contracted nurse will be engaged to review the applications on a weekly basis to ensure that the medical records are complete.
- 15) State law requires that the school have enrolled 80% of its next year's authorized enrollment by April 1.
- 16) All new entries to Pre-K must be screened by the school prior to enrollment. Those students who qualify for further evaluation will be referred to the appropriate specialist.
- 17) All new entries to grades K-8 must be screened by the School prior to the beginning of school to ensure that proper supports can be provided. Those students who qualify for further evaluation will be referred to the appropriate specialist.

#### Lottery Process

- 1) Lotteries will only be conducted for enrollment if there is an oversubscription for any grade by the time of the January Cut Off Date. A separate lottery will be held for each grade that is oversubscribed (subject to application of Enrollment Preferences). Only completed applications received by the January Cut Off Date will be considered for a lottery. Lotteries will be advertized and held in public in the order K, 1, 2 etc to 8.
- 2) When lotteries are held there shall be present as observers a member of the Board of Directors and a disinterested member of the public or a representative of the Department of Education.
- 3) Each application for an oversubscribed grade will be placed in a separate unmarked sealed envelope to be drawn from a box one at the time. As envelopes are drawn, each one shall be assigned a number, in rank order, which shall become the applicant's sequence ranking for enrollment, including waiting list order, in the applicable grade. A written record shall be kept of all lottery activities.
- 4) Parents of participating applicants shall be sent letters of acceptance or waiting list status in a timely manner following the conclusion of a lottery and thereafter following the submission of a complete application.

- 5) Enrollment Preferences: In accordance with Delaware law and the School's Charter, if there are more applications than spaces available for a particular grade by the January Cutoff Date, enrollment preference will be given in the following order:
- a. Siblings of current students who will be in attendance at EastSide Charter the following year for which the sibling is applying.
  - b. Children of employees who are employed by the School regularly for at least 30 hours per week.
  - c. Siblings of children who are accepted pursuant to this lottery.
  - d. Applicants who live within a 5 mile radius of the School.
- 6) Sibling preference. The intent of the sibling preference law is to keep families together. SIBLING by definition is a:
- a. Biological/adoptive sibling
  - b. Stepsiblings
  - c. Foster children residing within the same household
  - d. Same grade siblings will be treated as one single applicant unit, rather than as multiple applicants. When that one applicant unit is drawn in the lottery, the same grade siblings will be numerically ordered on the waiting list or accepted dependent upon where in the lottery that applicant unit was drawn.
  - e. Once an applicant is assigned a number on a waiting list for a given grade, that applicant will not receive sibling preference in this fiscal year's lottery due to a sibling being admitted to another grade later in the lottery, nor will such an applicant placed on the waiting list provide a sibling preference to a sibling who is applying for any other grade(s).
  - f. NOTE: Siblings of current students must submit an application to the school prior to the January Cut Off Date to be considered for admission.
- 7) The 5-mile radius preference. Eligibility for the 5 mile radius preference will be determined based on a map prepared for the school by the Center for Applied Demography and Survey Research at the University of Delaware. The center of the 5-mile radius is defined as the flagpole in front of the School at 3000 N. Claymont St., Wilmington, 19802. When the 5-mile radius line encompasses or touches any part of a single residential tax parcel that residence will be considered as being inside the 5-mile radius. When the 5-mile radius line encompasses or touches any part of a multi-family dwelling unit (that is, an apartment building, townhouse or condominium sharing a common tax parcel) then all the residences within that tax parcel will be considered as being inside the 5-mile radius. When the 5-mile radius line touches part of the tax parcel of a multi-family dwelling complex, but does not encompass or touch any residence (dwelling unit) located on that tax parcel then all residences on that tax parcel are considered as being outside the 5-mile radius. In cases where individual dwelling units are located on a common tax parcel (that is, individual houses or dwellings that do not share common walls) each individual

dwelling will be considered as being inside the 5-mile radius only when the 5-mile radius line encompasses or touches that individual dwelling.

- 8) Residency must be established as of the date of the lottery and proper verification will be required after students have been accepted. NOTE: Residency must be with the primary or shared custodial parent(s) or legal guardian(s) -- not other relatives or friends. Residence must be a student's primary home not a place of business, etc. If an applicant has an established residence in Delaware that is outside the 5-mile radius they cannot substitute another home/residence that is inside the 5-mile radius. Staying with friends or relatives, or subletting a residence inside the 5-mile radius does not take precedence when a primary residence has been established elsewhere.