

GENERAL POLICIES

ENROLLMENT PROCEDURES

GFACS has a state-wide attendance zone. To be eligible for enrollment at GFACS, students residing in the attendance zone must submit a timely application in accordance with the deadline set by GFACS. Each application will be marked with the date and time that it was submitted. If the number of timely applicants received exceeds the capacity of the program, class, grade level, or building, we will ensure that applicants have an equal chance of being admitted through a random selection process (see section titled: Lottery Procedures). An application must be submitted for each student seeking enrollment (including siblings).

LOTTERY PROCEDURES

GFACS conducts a lottery if it receives more applications for enrollment than there are available spaces. The determination of available spaces is grade-specific and consistent with the GFACS charter contract. After available spots are filled, students will be placed on a waitlist in the order their applications are selected in the lottery and as indicated by the sibling preference.

The only enrollment preference that GFACS will employ is for siblings of students enrolled in GFACS.

Although at least one-third of the board will identify as members of the refugee community, and staff will be recruited from the community with an eye toward the value of the community's representation on the school's staff in student performance and outcomes, a priority for staff of board members could inadvertently provide preference to students who are not part of the target population. Therefore, outside of the sibling preference, the school will utilize a weighted lottery and targeted recruitment to ensure the population for which the school is designed will have first access. In order to prioritize enrollment of students from a low-income, English Language Learner designation, GFACS will leverage the weighted lottery option provided through HB474 to provide weight to any application which notes the applicant qualifies both for free meals and English Learner services. Applicants will have the option of marking their eligibility for this weighted lottery by responding that a student is eligible for English Learner services and the family is eligible for free and/or reduced meals. Families who mark they are eligible for both programs will be given a weight of at least five for every one application from families who are eligible for only one of the programs and/or are ineligible for both. By providing such weight to applicants who are both low-income and English Learners, GFACS will be poised to serve some of the most underserved students in the state.

PRE- AND RE-ENROLLMENT

Starting in January of each school year, families will be asked to communicate their intention to re-enroll and/or enroll eligible siblings (who receive first enrollment preference) for the subsequent school year. All re-enrollment and pre-enrollment paperwork for the returning student and/or siblings/dependents of staff and board members must be completed by February 1.

OPEN ENROLLMENT

Starting February 1, the school leader will determine the number of available seats that remain in each grade level served for the subsequent year. Open enrollment for students will take place from February 1 through March 30. Applications received during this time will be date and time stamped and logged into the application system. Applicants will receive a receipt for their application with their randomly assigned lottery number printed on the receipt for each application.

In accordance with O.C.G.A. § 20-2-2066(a)(1)(A), the Charter School plans to implement a weighted lottery.

- A. An increased chance of admission will be provided to the following subsets of educationally disadvantaged students with each subset as defined by the State Board in accordance with federal guidelines and regulations:
 - a. Students who are economically disadvantaged;
 - b. Limited English proficient students;
- B. To facilitate the weighted lottery, applicants may indicate their educationally disadvantaged status on the admissions application, and the Charter School shall verify this status as part of the registration process.
- C. The Charter School shall make good faith efforts to confirm educationally disadvantaged status prior to the lottery but shall not be required to readminister the lottery or change a student's lottery status in the event any student's failure to provide appropriate documentation of such status results in a lower or higher percentage of educationally disadvantaged students being accepted into the Charter School.
- D. The weight shall be calculated annually with the formula $W = (PA - PE) / (E - PE)$, provided, however, the weight shall be no less than 5:1.
- E. The variables of the weighted lottery formula described above shall be defined as follows:
 - a. "P" shall be equal to the percentage of students who qualify as both economically disadvantaged and English Learner (EL) in the local school system in which the Charter School is located as measured by the Governor's Office of Student Achievement for the previous school year. In the event the percentage of economically disadvantaged students in the local school system in which the Charter School is located is more than 50%, P shall not exceed 50%.
 - b. "A" shall be equal to the total number of sixth-grade applications from all students.
 - c. "E" shall be equal to the number of sixth grade applications from students who qualify as educationally disadvantaged and EL.
- F. Upon the request of Petitioner after the second year of Weighted Lottery implementation, the SCSC agrees to review and consider revisions to this provision to confirm its efficacy based on the Petitioner's current student enrollment.

If, by April 1, the number of applications exceeds the number of available seats, applicants will be admitted through a random lottery process, which will be administered by an impartial party (an outside vendor TBD) by the end of the first week of April. The weighted lottery will be used to provide students who are both low-income and Limited English proficiency a weight of at least five to one in the lottery (parents will be asked to verify this eligibility with a free/reduced lunch form and home language questionnaire and/or LEP program documents when they complete enrollment paperwork. Any families who were not eligible for the weight but given it will be moved to the end of the waiting list).

The randomly assigned numbers will be chosen and recorded in the order selected. The school will then reach out to each family selected by phone and/or hard copy via mail to confirm the student's acceptance or position on the waitlist. **Families have three days from the date of notification to accept or decline the spot for their student(s).** If a family does not confirm acceptance of the offer within 3 days, the student will be placed at the end of the waitlist and the next student on the waitlist will be invited to join us.

The school leader will notify families on the waitlist, in the order their number was selected, to fill any vacancies that arise. Should the waitlist be expended, applicants thereafter will receive access to available seats in the order their applications were received.

Families will then have until June 1 to complete all enrollment paperwork. If a student has been accepted, but has not turned in **all** enrollment paperwork by June 1, they may lose their spot and be moved to the end of the waitlist.

Interpreter services will be used to support the application, lottery notification, and enrollment/waitlist communications to serve the diversity of the target population.

REGISTRATION PROCEDURES

When a student decides to enroll with GFACS, a student must complete additional documentation that will be provided by the business office, such as:

- New Student Acceptance Form
- Student Enrollment Form
- Home Language Survey
- Free/Reduced Lunch Application
- Medical Requirements Checklist
- Health Information Form
- Emergency Consent Form
- Authorization to Dispense Medication Form, as needed

Students will be asked to provide a:

- Withdrawal form from the last school attended
- Current transcript

Registration can occur at any time of the year until all spots are filled.

Upon registration, the business office maintains a student personal file on every child accepted into GFACS. It must contain copies of personal documents including:

- Birth Certificate and/or Green Card (please bring original document)
- Social Security Card (please bring original document) or individual registering student shall complete and sign a form stating the individual does not wish to provide the social security number
- Form 3300 (Certificate of Eye, Ear, Dental Exam) dated within the last 12 months
- Form 3231 (Certificate of Immunization) dated within the last 12 months
- I-94 Form
- Copy of Insurance Card
- Parent/Guardian picture identification (valid--not expired)
- Proof of Residence (two current utility bills such as gas, electric, water OR a lease and (1) utility bill)
- Current withdrawal form (sealed or stamped), if applicable and report card
- Affidavit of Residency (signed by homeowner and notarize), if you own a home, rather than rent
- Child's Passport, if applicable
- EIP Form or 504 Documents, if applicable (required if you have it)
- Gifted (TAG) Documentation, if applicable (required if you have it)
- High Achiever Documentation, if applicable
- Special Health Concerns, if applicable
- State Standardized Test Scores, if applicable
- Custody Legal Documents, if applicable
- Kinship Caregiver Affidavits, if applicable
- Grandparent Affidavit, if applicable

All student information given to GFACS must remain current. Please notify the office immediately of any changes. In the event of the school closing, all records are placed in inaccessible storage.

GFACS adheres to O.C.G.A. § 20-2-771 outlining requirements of immunization for elementary and secondary students. Georgia law requires that every student enrolled in a Georgia public school must be immunized according to the rules and regulations established by the Georgia Department of Public Health. A Certificate of Immunization (Form 3231) must be on file. A Georgia physician or health clinic must complete the certificate. Students who do not provide the school with an approved certificate will not be allowed to remain in school. A child enrolling in a Georgia school for the first time AT ANY GRADE LEVEL must be age-appropriately immunized with all required vaccines. In addition, those students entering a Georgia public school for the first time must provide a Certificate of Eye, Ear and Dental Examination (Form 3300) at enrollment. Effective July 1, 2014, children born on or after January 1, 2002 who are attending 7th grade and for new entrants into a Georgia school grades 8th through 12th must have received a dose of Tdap (tetanus, diphtheria, pertussis) vaccine and one dose of meningococcal conjugate vaccine.

In accordance with O.C.G.A. § 20-2-771 (e), an Affidavit of Religious Objection to Immunization form, or a Georgia Form 3231, with each medical exemption verified by your student's physician may be completed and submitted to the school, if applicable, in place of current Immunization records. Please see the School Leader for more information.