

# San Carlos Charter Learning Center Enrollment Policy

The San Carlos Charter Learning Center (SCCLC) is a public school with limited enrollment. Students are placed according to space availability and by lottery. Each year the San Carlos Charter Learning Center enrolls 44 kindergarten learners. Enrollment for other grades is allocated according to available space in the classrooms. Each year, the enrollment process begins when school opens after the winter break. The enrollment process includes orientations, tours, an application and a lottery.

## Enrollment Process

- Attend an orientation meeting
- Attend a school tour
- Read \*A Vision of the San Carlos Charter Learning Center\* and \*Family Participation Agreement\*
- Complete and submit an application by the \*deadline\*. An application includes a signed application form, which includes acknowledgement of receipt of and adherence to the Family Participation Agreement.

Applications for Kindergarten enrollment are not accepted prior to Spring of the calendar year that the child is to enroll in Kindergarten.

For Kindergarten, available spaces are allocated according to the following priorities:

1. Children of current SCCLC staff, and children designated under the Material Contributors Preference, section 1(a), by current staff members who are and have been employed at 50% or greater FTE with SCCLC for 10 or more consecutive years.
2. Siblings of current SCCLC learners.
3. Children of returning families who meet the following criteria:

If a family with a learner or learners at the SCCLC leaves the SCCLC adhering to the conditions below, their learner(s) and their siblings will be placed on the wait list upon notifying SCCLC of their intention to return. The intent of this policy is to allow families whose wage earner needs to temporarily relocate for job security purposes, and to allow those families who need to relocate to care for an ill family member an enhanced opportunity to come back to the SCCLC at the end of their absence. The conditions are as follows:

- a. Family leaves for no more than one calendar year
- b. Family must ask for "returning preference" before they leave
- c. Family must be moving out of the nine Bay Area counties for this interim time period
- d. Family must be in good standing with volunteer hours before they leave

4. Children of the Founders of SCCLC, as described under the Material Contributors Preference, section 1(b), such Founders were involved in the material operations of SCCLC during the initial chartering and approval process in 1993-1994. The governing board of SCCLC shall exclusively make the determination of who is a Founder. This preference is limited together with Preference 1 (staff), such that the total number of learners enrolled under these two preferences combined shall not constitute more than ten percent (10%) of SCCLC's total enrollment. In the event that the total number of eligible pupils exceeds the ten percent (10%) cap, names will be drawn to fill the available slots within this ten percent (10%) cap.

5. Children who reside in the San Carlos School District\*, whose family has completed an application by the stated deadline, are enrolled based on their placement in the SCCLC lottery.

6. Children who reside outside the San Carlos School District, whose family has completed an application by the stated deadline, are enrolled based on their placement in the SCCLC lottery.

7. Applications received after the lottery will be placed at the bottom of their respective wait list\*\*. No applications will be accepted after November 1<sup>st</sup> of the current school year.

For grades 1 - 8 available spaces are allocated according to the following priorities:

1. Children of current SCCLC staff, and children designated under the Material Contributors Preference, section 1(a), by current staff members who are and have been employed at 50% or greater FTE with SCCLC for 10 or more consecutive years.

2. Siblings of current SCCLC learners

3. Children of returning families who meet the following criteria:

If a family with a learner or learners at the SCCLC leaves the SCCLC adhering to the conditions below, their learner(s) and their siblings will be placed on the wait list upon notifying SCCLC of their intention to return. The intent of this policy is to allow those families whose wage earner needs to temporarily relocate for job security purposes, and to allow families who need to relocate to care for an ill family member an enhanced opportunity to come back to the SCCLC at the end of their absence. The conditions are as follows:

- a. Family leaves for no more than one calendar year
- b. Family must ask for "returning preference" before they leave
- c. Family must be moving out of the nine Bay Area counties for this interim time period
- d. Family must be in good standing with volunteer hours before they leave

Exceptions to conditions a. and c. can be made if, through the IEP (Individual Education Plan) process, it is determined by Student Services that the learner would benefit from placement in another school for a determined period of time. When and if the IEP process determines re-enrollment at CLC is recommended, then the learner would be placed on the waiting list as per the three steps above.

4. Children of the Founders of SCCLC, as described under the Material Contributors Preference, section 1(b), such Founders were involved in the material operations of SCCLC during the initial chartering and approval process in 1993-1994. The governing board of SCCLC shall exclusively make the determination of who is a Founder. This preference is limited together with Preference 1 (staff), such that the total number of learners enrolled under these two preferences combined shall not constitute more than ten percent (10%) of SCCLC's total enrollment. In the event that the total number of eligible pupils exceeds the ten percent (10%) cap, names will be drawn to fill the available slots within this ten percent (10%) cap.

5. Children who reside in the San Carlos School District and are currently on the wait list. Families must attend an orientation meeting and tour every two years to maintain their status on the wait list.

6. Children who reside in the San Carlos School District,\* whose family has completed an application by the stated deadline, are enrolled based on their lottery placement

7. Children who reside outside the San Carlos School District and are currently on the wait list.

8. Children who reside outside the San Carlos School District whose family has completed an application by the stated deadline are enrolled based on their lottery placement

9. Applications received after the lottery will be placed at the bottom of their respective wait list\*\*. No applications will be received after November 1<sup>st</sup> of the current school year.

## **Notification and Acceptance**

The lottery occurs on a specific date each calendar year. Refer to enrollment dates on the SCCLC website \*enrollment calendar\*. Placements will be determined beginning with Kindergarten, and continue up through grade 8. Successful applicants will be notified by email or telephone within three business days that they are

being offered a placement at SCCLC. Following this notification, families must respond within three business days. An observation will be set up at that time to occur within seven regular school days (excludes field trips, test days and special programs.). After the observation has been completed families need to deliver, in writing, their acceptance of the placement within two business days. If acceptance is not received in writing by the deadline, the placement will be offered to another applicant. Registration of the learner should be completed within five business days following acceptance of a placement.

Those families who file an application, but for whom we do not have space, are placed on a wait list, which is managed by the Director. The wait list is divided into two sections: applicants from the San Carlos School District and applicants from outside the San Carlos School District. If an opening is created that school year, those families will have the opportunity to enroll at the SCCLC based on their position on the wait list. If a family is offered a space before the beginning of the school year but declines, they will be taken off the wait list and will have to reapply should they wish to attend the SCCLC in the future. If a family is offered a placement during summer vacation (defined as the last day of school in June to the first day of school in August) they need to deliver their acceptance in writing within five business days without benefit of additional observations or tours. If a family is offered a space after the beginning of the school year but declines, they may choose to go to the bottom of their respective section of the wait list. A family can decline an offer after the beginning of the school year only one time. If a space becomes available for the same child after the start of a different school year and the family declines, they will be taken off the wait list.

\*) Residents of the San Carlos School District are defined as persons who reside in the District as of March 1 of the preceding school year, or persons who are assigned transfers into the San Carlos School District from the Ravenswood City School District pursuant to the Tinsley Voluntary Transfer Program. A learner entering SCCLC from the in-district wait list is required to reside solely in the San Carlos School District, or the Ravenswood City School District for learners transferring pursuant to the Tinsley Program, until enrollment is complete and the school year has begun.

\*\*\*) When applications are received after the enrollment deadline for the upcoming school year they will be placed on the wait lists according to the following criteria:  
Families who, BEFORE June 30 of the upcoming school year, move to the San Carlos School District, or who can show proof that they will be living in the San Carlos School District before the beginning of the new school year (on or near the beginning of September), or who transferred into the San Carlos School District pursuant to the Tinsley Voluntary Transfer Program before the beginning of the new school year, will be placed on the bottom of the San Carlos wait list.

Families who cannot show this proof will be placed at the bottom of the non-San Carlos wait list. After they move to the San Carlos School District they can be moved to the San Carlos wait list for the following year.

That is, a family must be able to prove residency or pending residency in the San Carlos district prior to June 30 of the upcoming school year to be placed on the San Carlos wait list.

***It is the responsibility of San Carlos Charter Learning Center to verify residency and ensure compliance with all enrollment policies. Any applicant found to be willfully in violation of residency requirements will have their application removed from all wait lists and will need to reapply during the next enrollment cycle.***

[Revised: 6/2012]

Adopted by the Governance Council on: \_\_\_\_\_