

KIPP Academy Lynn Charter School¹
Enrollment Policy and Procedures
Approved by CSO ___11/16/2017__

General Information

KALCS does not discriminate on the basis of race, color, national origin, creed, sex, gender identity, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or in a foreign language, or prior academic achievement. M.G.L. c. 71, § 89(m) and 603 CMR 1.05(2)

Information concerning the availability of special education and support for English Language Learners is available on the school's website, in the school's student handbooks, and in the school's outreach materials. All applicants will be notified in writing of the rights of students with diverse learning needs to attend KALCS and to receive accommodations and support services, including students who may have disabilities, require special education, or are English language learners. 603 CMR 1.05(4).

KALCS annually develops and implements a student recruitment and retention plan. These plans are available in the KALCS annual accountability plan reports, available at kippma.org/kipp-ma-policies/. M.G.L. c. 71, § 89(f) and 603 CMR 1.05(1).

KALCS is chartered to serve grades Kindergarten through 12. We are currently in the process of building out our grades. To see which grades offer primary entry points, and grades where we are backfilling vacancies, please refer to the growth chart at the end of this policy.

KALCS's application process is not integrated with that of Lynn Public School. 603 CMR 1.05(11).

Eligibility Criteria for Enrollment

Massachusetts Residency

All applicants must be residents of Massachusetts to apply to enroll, and to attend KALCS. M.G.L. c. 71, § 89(ff). Reasonable proof of residency is required at the time an offer of admission is made. 603 CMR 1.05(10)(a).

Reasonable proof of residency include, but are not limited to, the following documents:

- A utility bill (not water or cell phone) dated within the past 60 days

¹ KALCS is one charter school that operates multiple campuses for its different grade spans. Our elementary grades are referred to as KIPP Academy Lynn Elementary. Our middle school grades are referred to as KIPP Academy Lynn. Our high school grades are referred to as KIPP Academy Lynn Collegiate.

- A deed, or mortgage payment dated within the past 60 days, or a property tax bill dated within the last year
- A current Lease, section 8 agreement, or residency affidavit
- A W2 form dated within the year or a payroll stub dated within the past 60 days
- A bank or credit card statement dated within the past 60 days
- A letter from an approved government agency* dated within the past 60 days

***Approved government agencies:** Departments of Transitional Assistance (DTA), Department of Revenue (DOR), Children and Family Services (DCF), Youth Services (DYS), Social Security, any communications on Commonwealth of Massachusetts Letterhead

Homeless students are eligible to apply and attend KALCS. For the purposes of determining preference for admission based on residency, KALCS will work with students and families on a case-by-case basis to determine appropriate residency documentation.

Age Requirements

A prospective student must turn 5 years old on or before to September 1st of the year of enrollment to attend KALCS. 603 CMR 1.05(12). Students must age 21 or younger at the time an offer of admission is made to attend KALCS. At the time an offer of admission is made, you must provide reasonable proof of age. KALCS does not require all students to provide a birth certificate to enroll. Reasonable proof includes documents such as a birth certificate, prior school records, a medical record, or a statement from a family physician.

Application Grade

Excluding kindergarten students who have never attended school and students applying to attend KALCS mid-school year, a student must be in the grade preceding that for which he or she is applying in an upcoming school year. The exception to this is if a student's prior school recommends that a student enroll in a different grade than the grade preceding that for which a student is applying in an upcoming school year. In the event that a student does not successfully complete the grade prior to the grade for which he or she seeks admission, KALCS conditions enrollment on space availability in the grade the student needs to attend.

KALCS wants to fully support students who have dropped out of school returning to school. KALCS will work with students returning to school after dropping out on a case-by-case basis to determine the correct grade for an application.

Multiple Campuses

KALCS operates multiple campuses under its single charter, each primarily focused on a different grade span. KALCPS may assign students, in accordance with this policy, to a specific campus for reasons of geographic proximity, student safety, or program delivery, 603 CMR 1.05(13).

Not Required

KALCS does not charge an application fee or use financial incentives to recruit students. 603 CMR 1.05(3)(a).

KALCS does not administer tests to potential applicants or predicate enrollment on results from any test of ability or achievement. 603 CMR 1.05(3)(a).

KALCS does not require potential student or their families to attend interviews or informational meetings as a condition of application or enrollment. 603 CMR 1.05(3)(a). After offers of admission are made, KALCS does require families to complete enrollment paperwork and, once school begins, attend school as a condition of enrollment.

Application Process

Applications for KALCS are available at ww.kippma.org, at any of our school campuses, or by directly contacting KALCS. Instructions for submitting an application are included with the application. Applications may be submitted electronically through our website, by mail, or in person.

Physical applications should be mailed via USPS or hand delivered to KALCS at a time when school is in session. Applications will not be accepted via fax. Emailed applications will only be accepted at the email addresses listed on the application.

The application, both online and in hard copy, will be available in multiple languages to reflect the major language groups in Lynn.

Principal Application and Enrollment Process

KALCS will not set any principal application deadlines or hold any enrollment lotteries for student admission for the upcoming school year until after January 1st, and shall conclude its principal enrollment process no later than March 15th of each year, 603 CMR 1.05(3)(c). The deadline for applications for enrollment in the 2017-2018 school year is February 28, 2017 at 11:59 pm.

KALCS will give reasonable public notice, of at least one month, of all application deadlines. 603 CMR 1.05(5). In such cases where there are fewer spaces than eligible applicants, students will be accepted for admission in accordance with the lottery process described below. 603 CMR 1.05(6)(a).

Repeat Application and Enrollment Process

If the principal enrollment process does not fill all available admission spaces, KALCS may repeat the process as necessary. Reasonable public notice of at least one month will be given prior to all application deadlines. As spaces become available during the school year, KALCS may repeat the enrollment process to fill these openings and to meet the requirements of

M.G.L. c. 70, § 89(n). No student entering an enrollment process may be admitted ahead of other eligible students who were previously placed on a waitlist during a prior enrollment process, except in cases where enrollment preferences change or as described in to 603 CMR 1.05(10)(b). The total number of students attending a charter school in a given school year cannot exceed the total number of students reported to the Massachusetts Department of Elementary and Secondary Education in the previous spring. 603 CMR 1.08(5).

KALCS will not accept late application, however, late applicants may submit their name to a mailing list and will be notified of upcoming application deadlines.

If KALCS has a grade with an established waitlist from the principal lottery, it must exhaust the initial waitlist prior to holding additional lotteries.

Disclosure of Student Information to Third Parties

KALCS will not disclose student information unless permitted by law.

As required by law, KALCS will provide the names and addresses of students to the Lynn Public Schools, the Department of Elementary and Secondary Education, any other schools and school systems in which my student has previously been enrolled, any governmental departments, health or social service providers, or other offices whose activities bear directly on the programs or services with which the student is provided at the receiving charter school.

Also as required by law (G.L. c. 71, § 89(g) and (n)), KALCS will provide the names and addresses to a third party mail house for mailings unless the parent requests that the school withhold their child's information.

Furthermore, KALCS may provide all allowable directory information (including student names and addresses) under 603 CMR 23.07(4)(a) to third parties unless the parent requests that the school withhold their child's information. Parents/families wishing to request that their child's directory information be withheld may indicate their request while completing the application process or by contacting the Director of School Operations.

The Lottery Process

In accordance with 603 CMR 1.05(10)(c), prior to each enrollment process, KALCS will determine the number of seats available at each grade level. In the case where there are fewer spaces than eligible applicants, students will be accepted for admission through a lottery process, 603 CMR 1.05 (6)(a) and (c). Reasonable public notice of no less than one week will be given prior to each enrollment lottery. 603 CMR 1.05(9). Each lottery will be conducted in public at KALCS's 90 High Rock Street campus or KALCS's 20 Wheeler Street campus. 603 CMR 1.05(9). A neutral party will draw the lottery. 603 CMR 1.05(9).

The lottery will be drawn using a randomly ranked electronic system. All applicants will receive a randomly generated lottery number. Preference for admission, either sibling or resident, will then be applied. A neutral party will certify that the process is fair and that selection is random in accordance with 603 CMR 1.05(9).

Sibling Preference

In the lottery, siblings of enrolled students who attend KALCS at the time an offer of admission is made will be given preference over non-sibling applicants for admission. 603 CMR 1.05(6)(b). Siblings are students who share a common parent, either biologically or legally through adoption. 603 CMR 1.02.

Resident Preference

In the lottery, residents of the City of Lynn, the district served by KALCS, will be given preference for admission over non-resident students. Reasonable proof of current residency is required at the time an offer of admission is made, M.G.L. c. 71 § 89(m); 603 CMR 1.05(6)(b). See above for additional information on reasonable proof of current residency.

In cases where the enrollment of a student, who is not a sibling of another currently enrolled student, from the waitlist would exceed the district charter tuition cap, the student will be skipped but kept on the waitlist. In cases where the enrollment of a student in and of itself who is a sibling of a student currently attending a charter school would exceed the district charter school tuition cap, the sibling may be enrolled and the Commonwealth of Massachusetts will provide tuition for the sibling, subject to appropriation, M.G.L. c. 71 §89(i); 603 CMR 1.05(10)(b).

Waitlists

The names of students not selected in an enrollment lottery will be placed on a waitlist in the order the names were selected. 603 CMR 1.05(10). When admitting students off the waitlist, KALCS will take into account current sibling and resident preferences as they exist at the time an offer of admission is made. Because sibling and resident preference are applied at the time an offer of admission is made, they may change over time, which may cause a student to move up or down in the lottery order.

Parents/guardians should update KALCS when their contact information changes. Otherwise, KALCS will have no way to contact a family in the event that their student is admitted from the waitlist.

KALCS will keep accurate records of its waitlist. Information for students who entered the lottery but did not gain admission must include, but is not limited to, names (first, middle, last); dates of birth; cities or towns of residence; grade levels; home addresses, and telephone numbers. M.G.L. c. 71 §89(n); 603 CMR 1.05(10)(a).

If a student stops attending the charter school or declines admission, the next available student on the waitlist for that grade, taking into account the current status of preferences for admission, will be offered admission until the vacant seat is filled, M.G.L. c. 71, § 89(n).

No student may be admitted ahead of another eligible student who was previously placed on a waitlist during a prior enrollment process, except in cases where enrollment preferences change or as described in 603 CMR 1.05(10)(b).

KALCS will maintain waitlists only for the school year for which the students applied. KALCS will keep accurate records of its waitlist containing students' names (first, middle, last), dates of birth, cities or towns of residence, and grade levels for student who entered the lottery but did not gain admission, 603 CMR 1.05(10)(a).

Lottery and Enrollment

Students and families are not required to attend the lottery. Attending the lottery will not affect the outcome of the lottery or your enrollment standing.

Should you decide to attend the lottery and be offered a seat through the lottery for the upcoming school year, KALCS will, as a convenience, invite you to complete enrollment paperwork the same night as the lottery. KALCS will mail, by first class mail, an "intent to enroll" form to all students who do not complete enrollment paperwork on the same night as the lottery. The intent to enroll form will be mailed to the address listed on the student's application, or to an updated address, if one has been provided since the application was submitted.

Prior to June 1, students will have ten business days from the date of mailing to respond to the "intent to enroll" form, either accepting or declining the offer of admission. If, after ten business days from mailing, KALCS has not receive any response to the intent to enroll form, the student will be assumed to have declined the offer of admission and will have to reapply to attend KALCS.

All students admitted at a lottery for the upcoming school year must complete enrollment paperwork upon the acceptance of an offer of admission.

Should additional seats become available prior to the start of the school year, students on the waitlist will be informed of an offer of admission by telephone and first class mail at the contact number and address listed on the student's application, or at an updated address and/or telephone number when available. Prior to June 1, student will have ten business days from the date of mailing to respond to the offer of admission, either accepting or declining the offer. As of June 1, students will have three business days from the date of mailing to respond to the offer of admission, either accepting or declining the offer. If KALCS is unable to reach a student by telephone, and either ten or three business days (depending on whether it is prior to or after June 1) have passed since the offer was sent by mail, KALCS will assume the student has declined the offer of admission and the student will need to reapply to attend KALCS.

In accordance with its attendance policy, all students must begin attending school within the first ten days of their anticipated start date (e.g., the first day of school) or else students are considered to have declined their offer of admission.

Once school is in session, students will be informed of an offer of admission by telephone and first class mail at the contact number and address listed on the student's application, or, if provided, at an updated contact number and/or address. Students will have three school days from the date of mailing to respond to the offer of admission. If the offer of admission is not accepted within the three school day timeline, KALCS will assume the student has declined the offer of admission and the student will need to reapply to attend KALCS.

Declining an Offer of Admission

A student may decline an offer of admission verbally, electronically, or in writing. Once a student declines an offer of admission, the student would need to reapply to attend KALCS.

Updating Contact Information

If the contact information on a student's application changes at any time after the application is submitted, the student and family are responsible for contacting KALCS to update their contact information. If a student cannot be reached due to out-of-date, illegible, or incorrect contact information, KALCS will assume the student is no longer interested in attending KALCS and move to the next student on the waitlist.

Accurate Application Information

Students and families are responsible for providing KALCS with accurate information. If KALCS learns that it has been provided with incorrect sibling or resident preference information, KALCS may rescind an offer of admission, even if the student has already begun attending KALCS. Each applicant is responsible for providing KALCS with accurate and complete contact information, including updates to that information should changes occur. Failure to provide accurate, complete, and legible contact information may result in an applicant becoming ineligible for enrollment.

Vacancies and Backfilling Seats

During its growth phase and in accordance with its growth plan, KALCS will backfill in grades as outlined in its growth plan (below). Once KALCS has built out grades Kindergarten through Grade 12, FY20, during the principal enrollment process, KALCS will determine in which grades seats are available and offer a lottery for those seats. In conformance with M.G.L. c. 71, § 89, when a student withdraws from KALCS for any reason, KALCS will back fill vacant seats in accordance with its growth plan outlined below up to February 15th. The student who has withdrawn must reapply for admission.

For Grades 9-12, KALCS will backfill up to February 15th in order to maintain ideal cohort sizes, taking into consideration staffing, programming, and finances in accordance with cohort sizes outlined in the growth plan.

Vacancies not filled after February 15th of each school year will move into the subsequent grade, to be filled the following September, if such grade is not in the last half of the grades offered. Seats for student who have accepted an offer of admission at KALCS, but have never attended, are exempt from this provision, 603 CMR 1.05(10)(c).

Growth Plan

KALCS will enroll students consistent with the below chart. G.L. c. 71, §89(m) and will not admit students in excess of its approved maximum enrollment.

DESE Approved Lynn Enrollment Plan

Grade	FY17	FY18	FY19	FY20
Kindergarten	120	120	120	120
Grade 1	120	120	120	120
Grade 2	0	120	120	120
Grade 3	0	0	120	120
Grade 4	0	0	0	120
Grade 5	128	128	128	128
Grade 6	128	128	128	128
Grade 7	128	128	128	128
Grade 8	128	128	128	128
Grade 9	120	120	120	120
Grade 10	120	120	120	120
Grade 11	110	118	118	118
Grade 12	106	108	116	116

The above chart represents enrollment projections. Enrollment may experience natural fluctuations (e.g., due to retention).The school will manage overall enrollment and adjust accordingly to accommodate such natural fluctuations.

The total number of students attending KALCS in a given school year cannot exceed the total number of students in the school’s pre-enrollment report submitted to DESE in the previous spring and the total number of student specified in the growth plan in KALCS’s charter. 603 CMR 1.08(5).