

KIPP Academy Boston Charter School¹

Enrollment Policy and Procedures

Approved by CSO February 1, 2017

General Information

KABCS 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 KABCS 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).

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

KABCS is chartered to serve grades Kindergarten through 8. 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.

Eligibility Criteria for Enrollment

Massachusetts Residency

All applicants must be residents of Massachusetts to apply to enroll, and to attend KABCS. 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
- 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

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

- 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 KABCS. For the purposes of determining preference for admission based on residency, KABCS 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 KABCS. 603 CMR 1.05(12). At the time an offer of admission is made, you must provide reasonable proof of age. KABCS 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 KABCS 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, KABCS conditions enrollment on space availability in the grade the student needs to attend.

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

Not Required

KABCS does not use financial incentives to recruit students. 603 CMR 1.05(3)(a).

KABCS 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).

KABCS 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, KABCS does require families to complete enrollment paperwork and, once school begins, attend school as a condition of enrollment.

Application Process

KABCS uses the Boston Charter Schools Application, which integrates the application process with many other Boston-area Commonwealth Charter Schools. The application for admission is primarily made available online through the SchoolMint website. Interested families and students will be able to access the online application at <https://bostoncharterschools.schoolmint.net/signin> or by linking to the application from KABCS' website or the websites of other participating schools. Eligible applicants will be able to choose KABCS and/or a number of other Commonwealth Charter Schools to whom to send their application for admission. At this time, KABCS' application process is not integrated with that of Boston Public Schools.

The application for admission will also be available in physical copies in KABCS' main offices located at 37 Babson Street, Mattapan, MA; Boston Public Schools Welcome Centers (*Locations throughout the city as described here: <http://www.bostonpublicschools.org/page/6539>*); and other public meeting places. Physical applications should be mailed or hand delivered via USPS to KABCS or any participating Boston Commonwealth Charter School. Applications will not be accepted via fax or email.

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

Principal Application and Enrollment Process

KABCS 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.

KABCS 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, KABCS 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, KABCS 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).

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

Disclosure of Student Information to Third Parties

KABCS will not disclose student information unless permitted by law.

As required by law, KABCS will provide the names and addresses of students to the Boston 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)0, KABCS 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, KABCS 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, KABCS 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 KABCS's 37 Babson Street, Mattapan 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 KABCS 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 Boston, the district served by KABCS, 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, KABCS 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 KABCS when their contact information changes. Otherwise, KABCS will have no way to contact a family in the event that their student is admitted from the waitlist.

KABCS 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).

KABCS will maintain waitlists only for the school year for which the students applied. KABCS 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, KABCS will, as a convenience, invite you to complete enrollment paperwork the same night as the lottery. KABCS 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, KABCS 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 KABCS.

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 KABCS 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, KABCS will assume the student has declined the offer of admission and the student will need to reapply to attend KABCS.

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, KABCS will assume the student has declined the offer of admission and the student will need to reapply to attend KABCS.

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 KABCS.

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 KABCS to update their contact information. If a student cannot be reached due to out-of-date, illegible, or incorrect contact information, KABCS will assume the student is no longer interested in attending KABCS and move to the next student on the waitlist.

Accurate Application Information

Students and families are responsible for providing KACBS with accurate information. If KABCS learns that it has been provided with incorrect sibling or resident preference information, KABCS may rescind an offer of admission, even if the student has already begun attending KABCS. Each applicant is responsible for providing KABCS 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, KABCS will backfill in grades as outlined in its growth plan (below). Once KABCS has built out grades Kindergarten through Grade 8, FY23, during the principal enrollment process, KABCS 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 KABCS for any reason, KABCS will back fill vacant seats in accordance with its growth plan outlined below up to February 15th.

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 KABCS, but have never attended, are exempt from this provision, 603 CMR 1.05(10)(c).

Growth Plan

KABCS will enroll students consistent with the below chart. G.L. c. 71, §89(m).

Grade	FY17	FY18	FY19	FY20	FY21	Steady State
Kindergarten	72	60	62	62	66	66
1st Grade	72	72	60	62	62	66
2nd Grade	72	72	72	62	62	66
3rd Grade	0	72	72	72	62	66
4th Grade	0	0	72	72	72	66
5th Grade	72	60	60	68	68	66
6th Grade	72	68	60	60	66	64
7th Grade	72	68	65	65	65	64
8th Grade	72	68	65	65	65	64
Charter Total	504	540	588	588	588	588

	Grades to Backfill
	No Backfill

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

The total number of students attending KABCS 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 KABCS's charter. 603 CMR 1.08(5)