



## KIPP Academy Lynn Charter School Enrollment Policy and Procedures

*Approved by CSO May 2017*

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 [www.kippma.org/kipp-ma-policies/](http://www.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.

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

### **Age Requirements**

A prospective student must turn five years old on or before September 1st of the year of enrollment to attend KALCS. 603 CMR 1.05(12). 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, applicants who have never attended school and applicants applying to attend KALCS mid-school year, an applicant 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 an applicant's prior school recommends that an applicant enroll in a different grade than the grade preceding that for which an applicant is applying in an upcoming school year. In the event that an applicant 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 applicants returning to school after dropping out on a case-by-case basis to determine the correct grade for an application.

### **Not Required**

KALCS does not 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 students 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.

## **ENROLLMENT PROCESS**

Applications for KALCS are available at [www.kippma.org](http://www.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, by mail, or in person.

### **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).

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 applicants entering an enrollment process may be admitted ahead of other eligible applicants who were 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). 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 applications, however, late applicants may submit their name to a mailing list and will be notified of upcoming application deadlines.

### **Multiple Campuses**

KALCS operates multiple campuses under its single charter, each primarily focused on a different grade span. KALCS 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).

## **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)0, KALCS will provide the names and addresses to a third party mail house for mailings unless the guardian 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 guardian requests that the school withhold their child's information. Guardians 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, either on site at one of the KIPP Lynn campuses or via Zoom (when required).

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)). In accordance with 603 CMR 1.02, siblings are students who share a common guardian, either biologically or legally through adoption.

### **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 applicants. 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 an applicant, who is not a sibling of another currently enrolled student, from the waitlist would exceed the district charter tuition cap, the applicant will be skipped but kept on the waitlist. In cases where the enrollment of an applicant 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 applicants 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 preferences are applied at the time an offer of admission is made, they may change over time, which may cause an applicant to move up or down in the lottery order.

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

KALCS will keep accurate records of its waitlist. Information for applicants 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 applicant 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 applicant may be admitted ahead of another eligible applicant 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 applicant applied. KALCS will keep accurate records of its waitlist containing applicants' names (first, middle, last), dates of birth, cities or towns of residence, and grade levels for applicants who entered the lottery but did not gain admission, 603 CMR 1.05(10)(a).

### **Lottery and Enrollment**

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

Prior to June 1, applicants 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 received any response to the intent to enroll form, the applicant 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, applicants 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, applicants 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, applicants 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 an applicant 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 applicant has declined the offer of admission and the applicant will need to reapply to attend KALCS.

Once school is in session, applicants will be informed of an offer of admission by telephone and first class mail at the contact number and address listed on the applicant's application, or, if provided, at an updated contact number and/or address. Applicants 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 applicant has declined the offer of admission and the applicant will need to reapply to attend KALCS.

### **Declining an Offer of Admission**

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

### **Updating Contact Information**

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

### **Accurate Application Information**

Applicants and families are responsible for providing KACBS 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. Once KALCS has built out grades Kindergarten through Grade 12, 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.

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