



KIPP Academy Lynn Charter School

Enrollment Policy and Procedures

Board of Trustees Vote to Amend: 02/16/2023

Approved by Charter School Office: 02/24/2023

KALCS does not discriminate on the basis of race, color, national origin, creed or religion, 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 <https://kipppma.org/public-information/>. M.G.L. c. 71, § 89(f) and 603 CMR 1.05(1).

KALCS is chartered to serve Kindergarten through Grade 12. KALCS accepts applications in grades Kindergarten through Grade 11 and enrolls new students up through 2/15 of each school year.

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 proofs 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, property tax bill, or mortgage payment dated within the past 60 days,
- A current Lease, Section 8 agreement, or residency affidavit
- 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.

Applicants experiencing homelessness 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. Residency preference is established when enrollment offers are made- applicants experiencing homelessness must live within the district at the time the offer of admission is made to receive this priority.

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, reasonable proof of age must be provided. 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

For applicants who are currently enrolled in a school (public/private/out of state): The applicant must be in the grade preceding that for which they are applying to for the upcoming school year. The exception is if the applicant's prior school recommends that an applicant enroll in a different grade than the grade preceding that for which the applicant is applying to for the upcoming year. After an offer of admission is made and accepted, a diagnostic assessment may be conducted. The purpose of the diagnostic assessment is to determine the needs of the incoming student, which may result in a grade placement different from the one for which they applied. The outcome of the diagnostic assessment will not impact the enrollment status of the incoming student

For applicants applying for kindergarten:

- If the applicant is currently enrolled in kindergarten (public/private/out of state): they must apply for first grade unless the prior school recommends that the applicant enrolls in a different grade or the applicant does not successfully complete kindergarten (as determined by the previous school).
- If the applicant is not currently enrolled in school: The applicant must apply for the grade appropriate to their age. For applicants applying for kindergarten:
 - Applicants must turn five years old on or before September 1st of the year of enrollment and;
 - Applicants must be younger than seven years old on or before August 31 of the year of enrollment
 - Applicants that are seven years old after August 31 are not eligible for kindergarten- they would apply to a higher grade level. Applicants that have not completed first grade should apply for first grade.

For applicants that have dropped out of school: 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 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, 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).

KALCS will not accept late applications. In the event that KALCS exhausts its waitlist and needs to conduct a subsequent application cycle, prospective applicants must apply before the subsequent application deadline in order to be considered for enrollment.

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).

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 the 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 school.

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 (whatever the statute requires)..

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.

- Sibling preference applies to non-resident applicants - siblings of enrolled students. Non-resident sibling applicants receive preference over resident non-sibling applicants.
- Sibling preference does not apply to graduated students or alumni. To receive sibling preference, an applicant's sibling must be enrolled when the offer of admission is made, not when the application is submitted. Applicants may have sibling preference at the time of application, but if the sibling graduates or withdraws from KIPP prior to the offer of admission being made, the preference is removed from the application and the applicant will be placed on the appropriate spot on the waitlist.
- Additionally, an applicant may gain sibling status on the day their sibling first begins attending school.

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.

- In the event that an offer of admission is made with an incorrect or outdated sibling or residency preference, the applicant will be placed back on the waitlist in accordance with their updated preference.
- Preference is verified at the time an offer of admission is made. Applicants should update the school as information regarding their application changes. If an applicant does not update the school to a changed preference status, an offer of admission may be revoked if the preference cannot be verified or is inaccurate.

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 (10) business days from the initial date of the offer of admission, either accepting or declining the offer of admission. As of June 1, applicants will have three (3) business days from the date of offer to respond to the offer of admission, either accepting or declining the offer. If KALCS is unable to reach an applicant by telephone or email, and either ten or three business days (depending on whether it is prior to or after June 1) have passed since the initial offer was sent, KALCS will assume the applicant has declined the offer of admission and the applicant will need to reapply to attend KALCS the next enrollment cycle.

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

Students must begin attending school, in accordance with the school's attendance policy, within ten (10) days of their anticipated start date, for example, the first day of school. Failure to attend will result in the student declining their offer of admission and the student will be unenrolled from the school. The student must reapply for admission in a future application cycle if they wish to be considered again for enrollment.

Should additional seats become available after the initial round of offers, applicants on the waitlist will be informed of an offer of admission by telephone and email at the contact number and email address listed on the student's application. If KALCS is unable to reach an applicant by telephone or email, and either ten or three business days (depending on whether it is prior to or after June 1) have passed since the initial offer was sent, KALCS will assume the applicant has declined the offer of admission and the applicant will need to reapply to attend KALCS the next enrollment cycle.

Declining an Offer of Admission

An applicant may decline an offer of admission verbally, electronically, in writing or by failure to respond within the allotted number of days. Once an applicant declines an offer of admission, the applicant would need to reapply to attend KALCS in the following enrollment cycle. Applicants who decline their spot cannot be added back to the waitlist.

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 move to the next applicant on the waitlist.

Accurate Application Information

Applicants 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

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 Grades Kindergarten through 11th Grade 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. 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).