

Enrollment Policy

Rationale:

Forest Charter School is committed to providing a personalized learning experience for all students. Further, FCS wants to be sure that the enrollment process is fair and equitable. With these considerations in mind, FCS has adopted the following policy:

General Enrollment Procedure:

Students wishing to attend Forest Charter School must contact the school to set up an enrollment interview during one of the open enrollment periods. Once an enrollment interview and the required documentation has been completed and turned in to the office, a student is considered eligible for enrollment. However, if an applicant has only completed part of the enrollment process (e.g. he or she has completed an interview but has not turned in all the required documentation), that applicant will be kept in the pending group until all aspects of the enrollment process are complete.

Applicants to the FCS general program will be given priority in the following order:

1. Students who were enrolled in FCS in the previous year and are continuing their education with FCS
2. Children of staff and teachers working at FCS
3. Siblings of those students already enrolled in FCS for at least 1 year
4. Applicants on the waiting list who reside in Nevada County
5. All other applicants

Open Enrollment Periods for fall applicants and lottery

- February, March, and April – Beginning the first Monday of the month and ending the last Friday of the month that the office is open.
- May and June – Three (3) two-week enrollment periods will be held beginning with the first Monday in May. If necessary, an additional open enrollment period will be established for one week in June.
- If these enrollment period dates need to be changed, the new dates will be posted on the website, at the main office, and noted in the newsletter.
- If there are more eligible applicants than available spots for any open enrollment period, a public lottery will be held the Friday that any enrollment period closes to determine who is enrolled and the order of the waiting list. Students must have completed the enrollment interview and turned in all the required documentation before the end of the open enrollment period.
- If space is still available in August and beyond for current year enrollment, FCS will first place students based on the waiting list and then hold weekly lottery sessions every Friday as needed (i.e. when there are more interested students than there are spots available) to determine who should come in for an interview and begin the enrollment process. Other students will be kept on a waiting list and FCS will contact these students for enrollment interviews as space becomes available.

Other Considerations

- Students with an open IEP may need to hold an IEP meeting to determine if the requested program is the least restrictive environment for the student. This will be an IEP team decision. During this process, Forest Charter will hold a student's spot until the IEP team reaches a decision.
- Due to Forest Charter's unique non-classroom based/ personalized learning structure, students who have been expelled from a previous school or who have school records showing recurrent behavior/disciplinary problems or attendance issues will require special consideration and may not be accepted.
- Due to Forest Charter School serving a large geographic area, enrollment space may vary based on the space available with the Education Specialists serving that specific geographic area. (e.g. FCS will not require an ES from Nevada City to serve students in Truckee if the Truckee Education Specialists are all at capacity.)

Acceptance of Enrollment

- After a student has been accepted and contacted by the school, the family has two days to contact Forest Charter School and accept the spot. If Forest Charter does not hear from the family within these two days, the enrollment spot will be given to the next student on the waiting list, and the student who was originally called will be moved to the next spot on the waiting list.
- FCS will attempt to contact a family for three different open spots in the school. After three attempts to contact a family with an open enrollment spot where the family does not contact the school, the family will be removed from the waiting list, and will need to contact the school to initiate the process for getting back on the waiting list.
- Further, the accepted family then has five days after their initial meeting with their ES to return all the required paperwork to the Education Specialist assigned to them. If Forest Charter School does not receive the required paperwork within these five days, the student's spot will be given to the next student on the waiting list and the student will be moved to the next spot on the waiting list.

Students will be held on the waiting list for one year from the date of their enrollment interview. If a family wishes to stay on the waiting list for more than one year, the family will need to re-interview with Forest Charter.

Cooperatives/ Academies Enrollment Procedure

As part of Forest Charter's unique approach to education, FCS has developed small programs (cooperatives) within the larger program. Although the enrollment process for cooperatives is very similar to the general enrollment process, due to the limited space and unique nature of these cooperatives, the enrollment process for these programs has some specific aspects to it.

Students wishing to attend a Forest Charter School Cooperative must contact the school to set up an enrollment interview during one of the open enrollment periods. Once an enrollment interview and the required documentation has been completed and turned in to the office, a student is considered eligible for enrollment. However, if an applicant has only completed part of the enrollment process (e.g. he or she has completed an interview but has not turned in all the required documentation), that applicant will be kept in the pending group until all aspects of the enrollment process are complete.

Enrollment into any FCS co-op is prioritized as follows:

1. Children advancing a grade level within the same co-op (e.g. PACE, Global Studies) even if they are moving to a new Education Specialist
 2. Children of a co-op staff member
 3. Sibling of a student already enrolled in a specific co-op for at least one year trying to enroll in the same co-op
 4. Children already enrolled in FCS whose parents are staff members of FCS
 5. Current students of FCS
 6. Children of staff members not currently enrolled with FCS
 7. All other applicants
- During any open enrollment period, students who may have priority based on the above considerations must indicate that they are interested in and if necessary, interview for a specific co-op in order to secure a spot in the co-op over another student enrolling during that open enrollment period. (i.e. students enrolled during an earlier open enrollment period may not be bumped out by another student once he or she has been accepted.)

Open Enrollment Periods for fall applicants and lottery

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- May and June – Three (3) two-week enrollment periods will be held beginning with the first Monday in May. If necessary, an additional open enrollment period will be established for one week in June.
- If these enrollment period dates need to be changed, the new dates will be posted on the website, and noted in the newsletter.
- If there are more eligible applicants than available spots for any open enrollment period, a public lottery will be held the Friday that any enrollment period ends to determine who is enrolled and the order of the waiting list. Students must have completed the enrollment interview and turned in all the required documentation before the end of the open enrollment period

- If space is still available in August and beyond for current year enrollment, FCS will first place students based on the waiting list and then hold weekly lottery sessions every Friday as needed (i.e. when there are more interested students than there are spots available) to determine who should come in for an interview and begin the enrollment process. Other students will be kept on a waiting list and FCS will contact these students for enrollment interviews as space becomes available.

Other Considerations

- Students with an open IEP may need to hold an IEP meeting to determine if the requested program is the least restrictive environment for the student. This will be an IEP team decision. During this process, Forest Charter will hold a student's spot in the co-op until the IEP team reaches a decision.
- Due to Forest Charter's unique non-classroom based structure, students who have been expelled from a previous school or have school records showing recurrent behavior/disciplinary problems or attendance issues will require special consideration and may not be accepted.
- Students must be able to regularly attend the co-op during its meeting days.
- Waiting lists are created based on the specific co-op,
- In order to maintain balance in a multi-grade co-op, availability may be based on space being available at a specific grade level.

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- FCS will attempt to contact a family for three different open spots in the school. After three attempts to contact a family with an open enrollment spot where the family does not contact the school, the family will be removed from the waiting list, and will need to contact the school to initiate the process for getting back on the waiting list.
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