



Section: 500

Policy: 004

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## Enrollment Policy

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### Rationale

Forest Charter School (“FCS”) 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:

### Admission Requirements

In accordance with Education Code Section 51747.3, students must reside in Nevada County or adjacent counties to be enrolled in FCS. Students must meet the minimum age for admission to a public school (generally 5 by September 1) and must not exceed the maximum age for public school admission (no older than 22 and once 19, must remain continuously enrolled in a public school and without a break in enrollment since that time, is making satisfactory progress toward a high school diploma. FCS admits all students who wish to attend subject only to the geographic limitations set forth in Section 51747.3 and the age limitations described above. FCS does not discriminate on any protected classification described in Education Code Section 220, including but not limited to race, ethnicity, national origin, gender, gender expression, gender identity, sexual orientation, disability or religion.

### General Enrollment Procedure

Students wishing to attend Forest Charter School must fill out the online form on the FCS Website during one of the open enrollment periods. If a family is unable to fill out the online form, they may contact FCS by telephone for assistance.

In the case that there are more students who wish to enroll than there is capacity, enrollment will be determined by public random drawing. Preference in the public random drawing (“lottery”) will be given in the following order:

1. Students who were enrolled in FCS in the previous year and are continuing their education with FCS
2. Children or grandchildren of administrators, office staff, special ed staff, supervising teachers and any other learning center employees currently working at FCS
3. Siblings of current students already enrolled in FCS for at least two full Learning Periods
4. Applicants on the waiting list who reside in Nevada County
5. Residents of the Chicago Park School District
6. 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 school day 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. Each enrollment period will run for ten school days (except that Memorial Day will count as a school day). 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 at the main office.
- If there are more applicants than available spots for any open enrollment period, a lottery will be held at 3:30 the next school day after any enrollment period closes to determine who is eligible for enrollment and the order of the waiting list.
- If space is still available in August and beyond for current year enrollment, FCS will first offer enrollment to 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). The weekly enrollment period will close each Friday at 3:00 and the lottery will be pulled that same Friday at 3:30. Other students will be kept on a waiting list and FCS will contact these students in the order of the wait list to offer a space. To accept the enrollment space, the parent/guardian will meet with the administrator or designee and submit all required registration documents within the timeline described below.

### **Other Considerations**

- In accordance with Education Code Section 51745(c), students who enroll with an existing open IEP, may not participate in independent study unless the IEP specifically provides for that participation. As a result, it may be necessary for an IEP team meeting to be held. The legal requirement for an IEP meeting will not delay enrollment.
- Due to FCS' unique non-classroom based/ personalized learning structure, students who are under a current expulsion order from a previous school will require special consideration and may not be accepted.
- Due to FCS serving a large geographic area, enrollment space may vary based on the space available with the Supervising Teacher ("ST") serving that specific geographic area. (e.g., FCS will not require an ST from Nevada City to serve students in Truckee if the Truckee Supervising Teachers are all at capacity.)

- Twins – Twins will be placed in the lottery as one student and receive the same lottery position. If there is only one spot available, the family will be offered placement for one twin. If the family declines the offer of placement, the twins will remain on the lottery list in the same position and the applicant next on the list will be offered the placement. Twins will not be dropped from the list or dropped to the bottom of the list if the decline a spot unless there are two enrollment spots available at the time of declining.

### **Acceptance of Enrollment**

- After a student has been drawn in the lottery, FCS will contact the family via phone and email (if provided) on the online form. Once contacted by the school, the family has two business days to contact Forest Charter School and schedule the orientation meeting with the administrator or designee in order to accept the spot. If Forest Charter does not hear from the family within these two business 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 two different open spots in the school. After two attempts to contact a family with an open enrollment spot where the family does not respond to the school, the family will be removed from the waiting list.
- If a family declines an enrollment spot the student will be removed from the waiting list.
- Following the orientation meeting with the administrator or designee, the family will have three business days to turn in all the required registration documentation/forms. If all of the documentation/forms are not turned in within three business days, FCS will offer the enrollment spot to the next student on the waiting list.
- FCS will make every effort to assist and accommodate parents in compiling registration documentation. FCS complies with all laws regarding homeless and foster youth and will not delay registration in the case of a homeless or foster youth without required registration documentation.

### **Wait List**

- Students will remain on the wait list from year to year in the same order as long as they re-contact FCS and establish their continued interest. However, at the end of each enrollment period, the list may be adjusted if a new applicant meets one of the articulated preferences described, above (e.g., the child of a staff member) that the original applicant does not.