Tillery Charter Academy

APPLICATION AND ENROLLMENT PROCEDURES

Board Approved: 03/24/22, Amended 02/25/25

The Open Application Period is designed to give all interested parents equal opportunity for their child to attend Tillery Charter Academy ("The School" or "School"). During the Open Application Period, all applications get equal consideration regardless of date submitted. The School will hold a separate application for students who meet the requirements of being economically disadvantaged. Applications will be available on the school's website and can be completed electronically. Paper copies can be provided to families upon request. Upon receipt of an application, a notification will be sent to the applicant confirming their submitted application. At the end of the Open Application Period (at least 30 days per state statute), if the number of applications exceeds the number of open seats, a random selection lottery will be conducted to determine acceptance. The date, time, and location of the lottery will be announced well in advance, will be communicated to all applicants via email and will be displayed on the school's website. If the number of applications does not exceed the number of open seats, all applicants are accepted for their respective grade.

Grade Level for the Lottery Application

Parents may not choose which grade they would like their child enrolled in for the coming year, they must enter the actual current grade and student will be entered into the lottery for the next grade level. Parents wishing to have their child considered for retention must still submit their student for the subsequent grade level. If the student's current school recommends a student for retention and has it documented in the student's file, the student will be moved to the appropriate grade if they have been admitted to school and will retain enrollment status with School. If the student is on the waitlist at the time the retention decision is made, they will be moved to the correct grade level and placed on the waitlist of their new grade based on the number they were pulled during the lottery.

Returning Students

Following the first year of operation, current students at School will not be required to re-enroll. They will be asked to sign a non-binding letter of intent for the coming year to allow the school to plan appropriately for the lottery.

<u>Lottery Process for Siblings</u>

Siblings will be grouped under one lottery number, and if that number is selected, all members of that sibling grouping will be offered admission to the extent that space is available and does not exceed the grade level capacity.

Multiple Birth Siblings

If multiple birth siblings apply to the school, they will be "bundled" together under one unique lottery registration number. If the multiple birth siblings are pulled in the lottery when there is still at least one spot remaining in their grade level, all multiple birth siblings shall be admitted. If their application is pulled after the spots are all filled, they will be added to the waitlist under a bundled registration.

Lottery

Lotteries are open to the public, and parents are encouraged to attend.

Lotteries will be held for any grade in which the number of applications exceeds the number of openings. Numbers are randomly selected and will continue until a number is drawn for each spot.

The lottery continues until all names are drawn. Applicants whose numbers are not chosen for admission will be placed on a waiting list in the order in which their names are selected. Those whose numbers are drawn will have an opportunity to pick up their acceptance packet(s) at the lottery event. However, families are not required to be present. Those not present will be contacted by the school, and an acceptance packet will be mailed or emailed to the address provided on the application.

Enrollment Priorities

The School will follow all rules and regulations regarding enrollment priority as required by applicable North Carolina law. Those given priority enrollment do need to participate in the lottery and must confirm their spot within the 10 business day window and submit the appropriate enrollment forms.

The following groups will have enrollment priority at The School in the order that follows as space permits in each grade:

1. Children of full-time employees and board members (may not exceed 15% of total school population)
2. Siblings of currently enrolled students who were admitted to the charter school in a previous year (as determined by Charter School law G.S. 115C-218.45(f)(1))

Economically Disadvantaged Students:

Economically Disadvantaged Students will be determined through free and reduced lunch qualification. Each family may fill out a weighted lottery eligibility form to determine eligibility for the weighted lottery after a student's selection.

Families will have the opportunity to complete this form, separate from their lottery application as part of the enrollment packet, where they can offer family income information in order to determine if they are eligible for the purposes of the weighted lottery. This supplemental form will ask applicants to consent to verify status eligibility for the weighted lottery. School staff will state no specific information will be obtained beyond eligibility status and that the information will not be retained. Families determined not to meet these standards will be placed at the end of the school's waitlist.

Weighted Lottery

The School will hold two separate lotteries. The first lottery will be a weighted lottery for students who meet the requirements of being economically disadvantaged. In the School's first year, the total number of seats to be reserved for the weighted lottery will be 15%. Students not selected in the weighted lottery will be placed in the general lottery.

With each lottery, the School staff will work to identify the number of weighted lottery seats available per grade level in order to balance students admitted across grade levels, total seats available, school resources and planned annual target.

Accepted Students

To accept the offer of enrollment, a parent must officially confirm their child(ren)'s spot. The School will notify all accepted parents and detail the steps to confirm their child(ren)'s spot. Prior to June 1st, any offered spot not confirmed and fully enrolled within 10 business days of the acceptance will be deemed as declining of the spot, the student(s) name(s) removed from the admissions offerings, and those families will be placed at the end of the waitlist. Students accepted after June 1st must confirm their acceptance and fully enroll within 5 business days and students accepted after July 1st must confirm their acceptance within 48 hours. New applications will be placed on the waitlist in the order in which they are received.

Waitlisted Students

Do not become discouraged if your child is put on a waiting list. Openings can and do become available. It is not unusual for a small percentage of accepted students to select other options prior to the start of school. The waiting list will be frequently updated on the school's website, where families can check in regularly as to their number on the waitlist.

Registration/Enrollment:

Upon returning the acceptance letter in the enrollment packet, families must complete the registration process. Enrollment is considered final only after registration is completed. The school will hold multiple registration sessions during which families can register students for school. Families who cannot attend one of the registration events may complete the registration forms on their own time or complete the forms online. Any student who is not registered by the end of the registration dates, a 10 business day period from acceptance and who has not made, will be considered to have declined enrollment, and their spot will be offered to someone on the waitlist. To be reconsidered for enrollment, the family will be placed at the end of the waitlist. After the initial 10 business day period, new applications will be placed on the waitlist in the order in which they are received. Seats will be offered as they become available and will be offered in the order in which they are received. New offers after June 1st are valid for 5 business days, at which point the student must confirm their spot. Registration must be completed within five business days or the seat will be forfeited.

After July 1st, new enrollments and registrations will continue on this rolling basis until the 20th day of school and accepted students must confirm and fully enroll/register within 48 hours.

For registration to be considered complete, families must submit the following on behalf of each child they are enrolling:

- Proof of Residency (see below)
- Birth Certificate
- Most Recent Immunization Records

Students entering The School in grades other than Kindergarten will have their previous school's records requested to be sent to The School. Students who have been previously homeschooled will require homeschool documentation, including attendance records, outline of subjects studied, and a report card.

Proof of Residency

Acceptable proof of residency documents must be dated and include the parent/guardian's name. The following documents may be used:

• Copy of deed or record or most recent mortgage payment; or Copy of lease agreement

• A utility bill dated within the past 30 days, including: gas, water, electric, landline phone, cable, or satellite

• A valid (not expired) North Carolina driver's license or North Carolina photo identification card

• A vehicle or property tax bill (dated within the past year)

• A bank or credit card statement with a North Carolina address (dated within the past 60 days)

Health Assessments and Vaccination Records

Students who have not previously been enrolled in a North Carolina public school are required to have a health assessment. Students who have previously been enrolled in a NC public school will have their records transferred from their previous school. The assessment shall be completed no more than 12 months prior to the date of school entry. Completion of this form is a requirement to attend The School. A medical provider, or the parent, guardian, or person *in loco parentis*, must present a completed health assessment transmittal form to the Principal of The School on or before the child's first day of attendance.

If a health assessment transmittal form is not presented on or before the first day, the Principal shall present a notice of deficiency to the parent, guardian or responsible person. The parent, guardian, or responsible person shall have 30 calendar days from the first day of attendance to present the required health assessment transmittal form for the child. Upon termination of 30 calendar days, the Principal shall not permit the child to attend the school until the required health assessment transmittal form has been presented.

As defined in G.S. 110-86(7), the parent, guardian, or responsible person must present a proof of required immunizations on or before the child's first day of attendance. If not presented by the first day of school, the Principal shall present a notice of deficiency to the parent, guardian or responsible person. The parent, guardian or responsible person shall have 30 calendar days from the first day of attendance to obtain the required immunization(s) for the child. If the administration of vaccine in a series of doses given at medically approved intervals requires a period in excess of 30 calendar days, additional days upon certification by a physician may be allowed to obtain the required immunization(s). Upon termination of 30 calendar days or the extended period, the Principal shall not permit the child to attend the school or facility unless the required immunization(s) has been obtained.

Shared Custody Considerations

In situations where a student shares custody between households, families may be asked to submit legal documentation indicating which parent(s) makes education-related decisions on behalf of the student.

Remote Academy Amendment (Approved: 02/25/2025):

Tillery Charter Academy will offer a Remote Academy beginning for the 2025-2026 school year. The Remote Academy will follow all policies and procedures above with the exception of the Weighted Lottery. Tillery Charter Academy will only operate their Remote Academy for grades 6th through 8th. All families enrolling in the Remote Academy will be required to sign a Parent Commitment Statement as a condition of enrollment. This statement will ensure student and parent compliance to maximize the student's potential in a Remote Academy environment. Students who attend Tillery Charter Academy in their 5th grade year will be given priority enrollment to enter the Remote Academy for 6th grade.