



## The Schools of McKeel Academy Admission Policy

The Board of Trustees of The Schools of McKeel Academy understands the importance of establishing fair and equitable criteria for student admission and shall fully comply with Florida Charter Law regarding admission policies and procedures, as well as all other applicable state and federal provisions. The Schools of McKeel Academy are non-sectarian institutions in all respects, and do not discriminate against any student, employee, or other person on the basis of race, ethnicity, national origin, gender, sexual orientation or disability or any other criteria prohibited by law.

The following schools are all a part of The Schools of McKeel Academy, and for reference in this document are referred to as SMA (South McKeel Academy), MAC (McKeel Academy Central), and MAT (McKeel Academy of Technology).

Any student entering grades K-12 for the upcoming school year may apply to attend any of The Schools of McKeel Academy campuses during the 10-day Open Enrollment period. It should, however, be noted that students who have been dismissed from any of The Schools of McKeel Academy or expelled from any Florida Public School are not eligible to apply for admission to The Schools of McKeel Academy. Students who apply for admission into MAT Grades 9-12 must have completed required core courses to qualify for the grade they are applying to enroll as a 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grader.

Current K-11 students who timely re-elect to return to The Schools of McKeel Academy will be automatically enrolled in the next grade for which they qualify and will not need to reapply. Students from MAC who successfully complete the 6<sup>th</sup> grade and students from SMA who successfully complete the 7<sup>th</sup> grade will automatically be enrolled at MAT for the appropriate grade levels the upcoming year.

At the end of the Open Enrollment period, after the automatic enrollment to the extent there are openings, admission will be offered to students residing in the enrollment area of the conversion charter (applies to MAT exclusively) for the upcoming school year. If more students apply than there are spaces for in any grade level served in the conversion charter with preferences based on the attendance zone, students in the attendance zone shall be selected through a computerized lottery system to randomly select applicants to fill open seats on a space available basis with a wait list established with the attendance zone students numerically ranked. This wait list will not carry over and will only be valid until the next Open Enrollment period.

In accordance with **F.S. 1002.32**, The Schools of McKeel Academy, has developed policies regarding enrollment preferences. Before being placed into a lottery process, enrollment preference will be given to students who meet the following criteria in the order listed:

- Students otherwise residentially zoned for MAT (only applies to applicants for this campus);
- Students re-enrolling\* at the same McKeel school after attending and successfully completing the previous school year;
- Students who are children, or legal wards of employees of The Schools of McKeel Academy, members of the governing body of the school or directors, officers, partners or board members of the charter holder;
- Students who were enrolled and successfully completed The Schools of McKeel Academy PreK program;
- Students who are siblings\*\* of a student enrolled in The Schools of McKeel Academy;
- Students of an active-duty member of any branch of the US Armed Forces.

*\*Please note: All students who are currently enrolled and timely elect to re-enroll at The Schools of McKeel Academy for the upcoming school year will be re-enrolled.*

*\*\*A sibling is defined as an individual having one or both parents in common or a step-sister or step-brother that resides under the same roof as the applicant. Documentation may be requested to confirm sibling preference. If the sibling withdraws from the school before applicant is offered enrollment, priority status will be revoked.*

If more students with a preference are available than spaces available, a lottery will be held for all students with a certain preference, and a preference wait list will be established from which students will be offered admission prior to any students from the regular wait list.

All student applications not qualifying for a specific preference that are received during the Open Enrollment period will be sorted through a computerized lottery system to randomly select applicants to fill open seats on a space available basis. Once all seats are filled, applicants not selected will be given the opportunity to remain on the wait list and assigned a wait list number until the next Open Enrollment period. This list will not carry over but will be purged at the beginning of the next Open Enrollment period. All applicants who were not granted admission will be required to reapply during the next Open Enrollment period.

Applicants may apply for admission to one or more of The Schools of McKeel Academy by checking the appropriate boxes on the application that designate one school choice or any available opening at the appropriate grade level.

## **ENROLLMENT PROCEDURES**

### **Procedures When Applications Do Not Exceed Capacity**

At the close of the Open Enrollment period, the total number of students submitting completed applications is determined. If the total number of students submitting completed applications is less than or equal to the total openings designated for each grade, all students are enrolled in the school.

### **Procedures When Applications Exceed Capacity**

If the total number of students submitting completed applications exceed the total openings in one or more grades, preferences are considered and then a lottery\* is held to determine which students will be enrolled for the grades that are oversubscribed. Those applications not selected for enrollment will be given the option to be placed on a wait list.

\*The lottery is an electronic system that randomly identifies students for enrollment. During the lottery process all students who have submitted completed applications during the Open Enrollment period are grouped according to enrollment preference.

### **Acceptance of Admission**

Parents will be notified by phone or mail of the acceptance of their student to The Schools of McKeel Academy. Parents will be given five (5) business days response time to accept or decline from the date of the voicemail message or the date of the letter. If no response is received, the student will be removed from the accepted position and the next applicant on the wait list will be notified of acceptance. It should be noted that any applicant who fails to respond in a timely manner will be removed from the list and will be required to reapply during the next Open Enrollment period.

### **Wait List Procedures**

Students who have been retained on The Schools of McKeel Academy wait list prior to the 2016 Open Enrollment period and have not been granted admission will be “grandfathered” onto the wait list for one additional year. Once the 2017 Open Enrollment period begins, the prior years’ lists will be purged and those students will be required to reapply for admission to The Schools of McKeel Academy.

Students who submit completed applications during the Open Enrollment period who are not randomly selected for enrollment in the lottery process will be placed on a grade-specific wait list based on the order their applications were selected by the lottery.

Applications after the Open Enrollment period will only be accepted if space is available in the grade level of interest. If space is not available, the application will only be accepted if there is not a sufficient number of students on the wait list for that grade level; however, students with enrollment preference will receive wait list numbers according to their preference type and the date their application was received. \*(see preference types in the Enrollment Procedures section of this policy)

Each time an opening becomes available in a particular grade, the school will contact the parent of the student next on the wait list for the grade level and offer them the open spot for their student. If the parent declines the spot, it will be offered to the parent of the next student in line on the wait list for that grade, and so on in accordance with the requirements of ***F.S. 1002.32***.

Parents with children on the wait list are encouraged to advise the school of any change in their contact information so that they may be reached if an opening occurs for which their student is eligible. Parents are also asked to notify the school if they no longer wish to have their student included on the wait list, so that the wait list can be updated accordingly.

Our wait lists do not roll over from one enrollment period to the next; students on a wait list who are not granted admission must reapply during the next Open Enrollment period.

*Approved by Board of Trustees 7/2015*