

Brookhaven Innovation Academy

Admissions and Lottery Process Policy

Brookhaven Innovation Academy will adhere to the State Charter Commission of Georgia Charter School Enrollment and Lottery Procedures.

Admission Process:

All residents of the State of Georgia are eligible to enroll in BIA. BIA will serve students in Kindergarten through Seventh Grade during the 2017-2018 school year and Kindergarten through Eighth Grade in subsequent years.

Brookhaven Innovation Academy (BIA) will open its admission process for thirty (30) days in **mid January** of each year. All parents/guardians who wish to enroll their child(ren) at BIA should complete one Admissions Form for each child. If the number of applicants exceeds the capacity at any grade level by the initial application deadline, BIA will ensure that applicants have an equal chance of being admitted through a random-selection lottery.

To participate in the lottery, a student's Admission Form must be received prior to the initial application deadline. All individuals who have submitted an Admission Form will be notified in writing by that their form was received.

The lottery will be held in late February or early March of each year. The lottery will be open to the public and advertised on the BIA website in advance.

All Admission Forms received after the initial enrollment deadline will be assigned to a class on a first-come, first serve basis or added to the end of any wait list in the order it is received.

When a student is admitted into the school, a completed Registration Packet and supporting documents must be returned by the date indicated on the materials, or the student will forfeit their spot and move to the end of any wait list.

BIA will give enrollment priority to the following categories of applicants:

1. A sibling of a student enrolled at BIA
2. A student whose parent/guardian is a full time teacher, professional or other employee at BIA
3. A student whose parent/guardian is a member of the Board of Directors

Sibling by definition is a:

1. Biological (including half sibling)/adoptive sibling within the State of Georgia
2. Step sibling residing in the same household
3. Foster children residing in the same household

Admission Procedure:

Upon closing of the initial admissions period, all qualified students will be directly admitted into the school, unless the number of students enrolled exceeds the available spaces in a certain grade.

If the number of qualified applicants exceeds the number of available spots for any or all grade levels, a random selection lottery, which shall be open to the public shall be conducted. All qualified applicants will be contacted with the date, time and place of the lottery via e-mail and web posting.

Per the school's enrollment preferences, prior to the lottery, siblings of students currently enrolled in the school, children of Governing Board members and full time staff members will be placed in available spots in their respective grades.

For the grades that do not exceed the number of available seats, all qualified applicants will be placed on the school roster. The, any siblings of these directly enrolled students will be placed into the available spaces in their respective grades.

Parents are responsible for ensuring the information provided to BIA is accurate. If inaccurate information is provided regarding grade or sibling status, it is the parents'/guardians' responsibility to correct it PRIOR to the close of the Initial Admissions period in order for the student and/or sibling to be included in the admissions lottery.

Prior to the lottery, qualified students will be given a number one through the total number of applications received for that grade level. The assigned number will be recorded on an application roster along with the student's name, grade level, and siblings. Families will be contacted with their student's assigned number prior to the lottery. Families with multiple children will be assigned one number to identify all siblings applying for admission. This practice promotes a more equitable lottery across families and eliminates dilemmas for families in cases in which some children are selected while others are not.

Admissions Lottery:

It is not necessary for an applicant's parent/guardian to be present at the lottery in order for an applicant to participate in the lottery.

The procedure will be explained to the audience:

- Preferences
- Grade Order
- Drawing to Select the Students
- Wait List Procedures
- Notification Procedures

- Registration Procedures

Announce the Grade Order:

Grades will be drawn one at a time, beginning with the lowest grade level that is oversubscribed.

Drawing to Select Students:

The random lottery to select the students will be conducted by drawing all numbers/names from each grade level before moving to the next grade level. One person will draw the number and another will verify that it is being read correctly.

- As each student is selected, that student's assigned number will be placed on the class list, and that student's sibling(s) will be added to the appropriate class list for that grade or any other grades. A sibling will be placed based on available space. If the class is at capacity, the sibling receives preference on the waiting list by moving up on the waiting list based on their original order. Sibling preference applies only when the sibling is placed on the class list, as opposed to placement on a waiting list.
- The numbers will be recorded as they are pulled until all seats at that grade are filled. Once all seats are filled, all remaining numbers/names will be placed on the waiting list in the order in which they are drawn.
- A student cannot lose his/her seat on the class list after it has been awarded.

Applications received after the initial admissions period will be placed at the end of the waiting list after the lottery has concluded, in the order in which they were received.

If a class is not at capacity at the end of the lottery additional students will be added as qualified applications are received, in the order they are received.

If additional seats become available after the lottery, they will be filled from the applicants, in order, on the waiting list.

Applications are only valid for one year. New applications for the following year need to be submitted for the next year's consideration. The waiting list does not carry over from year to year.

Enrollment:

Upon admittance to the school, applicants will be required to return a completed registration packet, along with requested materials by the date indicated on their registration packet or the student will forfeit their spot and move to the end of the waiting list.

Required Registration Documents:

1. Fully completed registration forms in a legible format. Incomplete forms will not be accepted.
2. Certified birth certificate
3. Parent/guardian photo identification

- a. Parent Identification will be verified with the birth certificate
 - b. Proof of custody or guardianship will be required if not the birth parent
4. Social Security Card
 - a. Social Security card will be verified with the application (A parent or guardian who objects to the incorporation of the social security number into the school records of a child may have the requirement waived by signing a statement of objection. This form must be notarized)
5. Valid Transcript from the student's previous school showing final grade completed or signed records request form (not required for Kindergarten)
6. Certificate of Immunization (GA Form 3231)
7. Certificate of Vision, Hearing, Dental and Nutritional Screening (GA Form 3300)
8. Proof of residency
 - a. Two documents proving residency within the state of Georgia. Proof of residency may be established with (1) a lease, deed or mortgage **and** (2) a current utility statement such as electric, water, gas or cable.
 - b. Ownership of property/land with stated intent to build and use as a primary residence is insufficient
 - c. Parents or guardians who live in a residence but do not own or lease the residence will be required to complete a notarized Affidavit of Residence. The parent/guardian and the adult owner/lessee of the residence will both be required to complete the form, attesting that the person does indeed reside there. The parent/guardian will also need to provide evidence that they do live at the specified residence, as detailed on the affidavit.
9. Student's most recent IEP or 504 Plan if applicable

Adopted 1-5-2017