

## Criteria for Enrollment Policies and Applications for Admission

***For Horace Mann Charter Schools:***

Please use the following checklist to guide the creation of your charter school enrollment policy. Please record in the right column the location or page number of each of the required elements within your draft enrollment policy.

<b>1. General Policy Statement(s) (or Introduction):</b>	<b>PAGE/ LOCATION:</b>
<b>a.</b> States the grades at which the school enrolls (or does not enroll) new students (M.G.L. Chapter 71, Section 89(m); 603 CMR 1.06(1); 603 CMR 1.06(8)).	
<b>b.</b> States a non-discrimination policy that includes “[name of school] does not discriminate on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or prior academic achievement” (M.G.L. Chapter 71, Section 89(m); 603 CMR 1.06(1)).	
<b>c.</b> States that the school will have and implement a student recruitment and retention plan as outlined in M.G.L Chapter 71, Section 89(f); CMR 603 1.05(f).	
<b>2. Description of the Eligibility Criteria for Enrollment:</b>	
<b>a.</b> States that the applicant must be a resident of Massachusetts at the time of application.	
<b>b.</b> Defines requirements for proof of residency (except in the case of homeless students).	
<b>c.</b> States that the school does not require potential students or their families to attend interviews or informational meetings as a condition of enrollment (603 CMR 1.06(2)).	
<b>d.</b> States that the school does not administer tests to potential applicants or predicate enrollment on results from any test of ability or achievement (603 CMR 1.06(2)).	
<b>e.</b> Specifies age thresholds and ceilings for kindergarten and/or high school programs (603 CMR 1.06(8)).	
<b>3. Description of the Enrollment Process:</b>	
<b>a.</b> Describes the school’s enrollment processes, including the initial application process, as well as any subsequent application and lottery processes (603 CMR 1.06(4)).	
<b>b.</b> States that public notice of all application deadlines is given at least one month in advance (603 CMR 1.06(3)).	
<b>c.</b> States the final date for all students offered enrollment to accept enrollment.	

	<b>PAGE/ LOCATION:</b>
<b>d.</b> States that all information requested in the application, such as language spoken at home or race/ethnicity, is not intended and will not be used to discriminate (M.G.L. Chapter 71, Section 89(m); 603 CMR 1.06(2)).	
<b>e.</b> States the charter school’s policy regarding disclosure of student information (M.G.L. Chapter 71, Section 89(g)(n)).	
<b>f.</b> Provides form for students and parents to consent or deny disclosure of student information (M.G.L. Chapter 71, Section 89(g)).	
<b>4. Description of the Lottery Procedures:</b>	
<b>a.</b> States that the school will determine the number of spaces available each year by grade level.	
<b>b.</b> States that at least one week notice is given prior to each enrollment lottery (603 CMR 1.06(6)).	
<b>c.</b> States that each lottery is conducted in public and indicates the location of the lottery (603 CMR 1.06(6)).	
<b>d.</b> States that a disinterested party draws the lottery (603 CMR 1.06(6)).	
<b>e.</b> States that (resident or non-resident) students enrolled in the school on the date that the charter application is filed with the Board of Elementary and Secondary Education and those enrolled students’ siblings are given preference in admission in the initial lottery of the converted Horace Mann charter school’s first year of enrollment and all subsequent lotteries (M.G.L. Chapter 71, Section 89(n); 603 CMR 1.06(4)(h)).	
<b>f.</b> States that resident or non-resident students enrolled in public schools in the district in which the Horace Mann charter school is located on the date the application is filed with the Board of Elementary and Secondary Education receive second preference in admission (M.G.L. Chapter 71, Section 89(n); 603 CMR 1.06(4)(h)).	
<b>g.</b> States that students residing in the district where the Horace Mann charter school is located receive third preference for admission (M.G.L. Chapter 71, Section 89(n); 603 CMR 1.06(4)(h)).	
<b>h.</b> States that all applicants not selected in an enrollment lottery are placed on a waiting list in the order the names were selected while also taking into account the preferential status of siblings, students attending the district public schools and residents (603 CMR 1.06(4)(d)).	
<b>i.</b> States that if the principal enrollment process fails to produce an adequate number of enrolled students, the lottery process may be repeated if a waiting list does not exist and the required lottery process is strictly followed, including public notification and deadlines (603 CMR 1.06(5)).	

	<b>PAGE/ LOCATION:</b>
<b>5. Description of the Waiting List Policy:</b>	
<b>a.</b> States that if a student stops attending the charter school or declines admission, the next available student on the waitlist for that grade will be offered admission until the vacant seat is filled (M.G.L. Chapter 71, Section 89(n).	
<b>b.</b> States that no student will be admitted ahead of other eligible students on the waiting list unless said student is either a sibling of a previously enrolled student or a resident of the charter school's city or town (603 CMR 1.06(5)).	
<b>c.</b> States how students on the waiting list will be informed of an offer of admission (Charter School Administrative and Governance Guide).	
<b>d.</b> States the school's policy for students who have declined an offer of admission (Charter School Administrative and Governance Guide).	
<b>e.</b> States the school's policy on maintaining the waiting list from year-to-year (Charter School Administrative and Governance Guide).	
<b>f.</b> States that the school will keep accurate records of their waitlist containing the names, home addresses, telephone numbers, and grade levels of students who entered the lottery but did not gain admission (603 CMR 1.06(4)(f)).	
<b>g.</b> States that when a student stops attending the school for any reason, the school will attempt to fill vacant seats up to February 15 <sup>th</sup> , (articulate which grades are included and/excluded - seats in the last half of the grades offered and in grades 10, 11, and 12 are excluded statutorily. If a school has an odd number of grades, the number of grades in the last half shall be rounded up to the nearest whole number) (603 CMR 1.06(4)(d)).	
<b>h.</b> Explain that a vacancy not filled after February 15 <sup>th</sup> moves into the subsequent grade, to be filled the following September if such grade is not in the last half of the grades offered and is not grades 10, 11, or 12. (603 CMR 1.06(4)(d)).	
<b>6. Application for Admission Requirements:</b>	
<b>a.</b> The application does not require dual parent/guardian signatures.	
<b>b.</b> The school attaches a copy of the application to its enrollment policy.	