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| Checklist for Enrollment Policies and Applications for Admission  of Massachusetts Charter Schools |

*[School Name]*

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

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| **1. General Policy Statement(s)** | **Page/Section** |
| **a.** States the entry grades at which the school enrolls or does not enroll new students as well as the grades where vacancies are backfilled. G.L. c. 71, § 89(m). |  |
| **b**. States that “[name of school] does not discriminate on the basis of race, color, national origin, creed, sex, gender identity, 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.” G.L. c. 71, § 89(m); 603 CMR 1.05(2). |  |
| **c.** States that the school will develop and implement a student recruitment and retention plan as outlined in G.L. c. 71, § 89(f), and 603 CMR 1.05(1). |  |
| **d.** States whether the school’s application process is integrated with that of the school district(s). 603 CMR 1.05(11). |  |
| **e.** States that all applicants will be notified in writing of the rights of students with diverse learning needs to attend the charter school and to receive accommodations and support services, including students who may have disabilities, require special education, or are English language learners. 603 CMR 1.05(4). |  |
| **f.** States where information regarding the availability of services is presented including, but not limited to, the school’s outreach materials, the student handbook, and on the school’s website. 603 CMR 1.05(4). |  |
| **g.** States that the school does not charge an application fee for admission or use financial incentives to recruit students. 603 CMR 1.05(3)(a). |  |
| **h.** States that the charter school will not admit students in excess of the school’s approved maximum enrollment and, if applicable, growth plan specified as a material term of the school’s initial or amended charter. |  |
| **i.** Provides the charter school’s policy regarding disclosure of student information. G.L. c. 71, § 89(g) and (n). |  |
| **j.** States the process for students and parents to consent to or to opt-out of the disclosure of student information. G.L. c. 71, § 89(g). |  |
| **k.** States that, upon request, the school will provide the names and addresses of students to a third party mail house for mailings unless the parent or legal guardian requests that the school withhold their child’s information. G.L. c. 71, § 89(g); 603 CMR 1.05(6)(e). |  |

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| **l.** **(Regional charter school)** States whether the school intends to provide transportation to all residents of its charter region in accordance with the [Charter School Technical Advisory 16-1: Transportation](http://www.doe.mass.edu/charter/guidance/2016-1.html). A regional charter school’s commitment to provide transportation services to residents of the charter region during the scheduled school year, including those students who reside outside the city or town where the school is located, will establish the school’s eligibility for regional transportation aid.*[Note: This is generally described in the transportation plan included in the school’s final application for a charter school, but it is included in the enrollment policy to facilitate clear communication to families and other stakeholders in a current policy document].* |  |
| **2. Description of the Eligibility Criteria** | **Page/Section** |
| **a.** States that the applicant must be a resident of Massachusetts to apply for admission and to attend a charter school in Massachusetts. |  |
| **b.** Defines requirements for reasonable proof of residency, including addressing unique needs of homeless students. |  |
| **c.** States that the school does not require potential students or their families to attend interviews or informational meetings as a condition of application, admission, and attendance. 603 CMR 1.05(3)(a). |  |
| **d.** States that the school does not administer tests to potential applicants or predicate acceptance for admission on results from any test of ability or achievement. 603 CMR 1.05(3)(a). |  |
| **e.** Specifies age thresholds for kindergarten and age ceilings for high school programs. 603 CMR 1.05(12). Schools may request reasonable proof of age related to these requirements. |  |
| **f.** Each charter school may include a provision in its enrollment policy that requires students to successfully complete the grade prior to the grade for which they seek admission. |  |
| **3. Description of the Application Process** | **Page/Section** |
| **a.** Describes the school’s application processes, including the initial application process and any subsequent application and lottery processes. 603 CMR 1.05(6). |  |
| **b.** States that the school will not set any principal application deadlines or hold any enrollment lotteries for student admission for the upcoming school year until after January 1st and shall conclude its principal enrollment process no later than March 15th of each year. 603 CMR 1.05(3)(c). |  |
| **c.** States that the school will give reasonable public notice, of at least one month, of all application deadlines. 603 CMR 1.05(5). |  |
| **d.** If the charter school operates multiple campuses under a single charter, the policy states that the school may assign students, in accordance with the charter school’s enrollment policy, to a specific campus for reasons of geographic proximity, student safety, or program delivery. 603 CMR 1.05(13). |  |
| **e.** Reasonable proof of current residency or sibling status may be required at the time an offer of admission is made. 603 CMR 1.05(10)(a). |  |
| **4. Description of Lottery Procedures** | **Page/Section** |
| **a.** States that the school will determine the number of spaces available each year in each grade. |  |

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| **b.** States that, in cases where there are fewer spaces than eligible applicants, students shall be accepted for admission by a lottery process. 603 CMR 1.05(6)(a) and (c). |  |
| **c.** States that reasonable public notice is given at least one week prior to each enrollment lottery. 603 CMR 1.05(9). |  |
| **d.** States that each lottery is conducted in public and indicates the location of the lottery. 603 CMR 1.05(9). |  |
| **e.** States that a neutral party draws the lottery **or** whether the lottery will be conducted electronically and, if so, that a neutral party shall certify that the process is fair and that the selection is random. 603 CMR 1.05(9). |  |
| **f.** Defines a sibling as persons who have a common parent, either biologically or legally through adoption. 603 CMR 1.02. |  |
| **g.** States that siblings, residents or non-residents, of students who attend the school at the time an offer of admission is made receive a preference for admission over non-siblings. 603 CMR 1.05(6)(b). **(Commonwealth)** |  |
| **h.** States that residents of the city/town(s) indicated in the school’s charter receive a preference for admission over non-resident students. Reasonable proof of current residency is required at the time an offer of admission is made. See G.L. c. 71, § 89(m); 603 CMR 1.05(6)(b). **(Commonwealth)** |  |
| **i.** **(Horace Mann)** States that in such cases where there are fewer spaces for admission than eligible applicants, students shall be accepted for admission from among applicants by lottery.   1. for the initial lottery, any students attending said school, or attending school in the school building previously occupied by said school, on the date that the final application is filed with the Board; 2. for the initial lottery, siblings, of any students attending said school, or attending school in the school building previously occupied by said school, on the date that the final application is filed with the Board; 3. in all subsequent lotteries, siblings of students currently attending the school; 4. students who are currently enrolled in the public schools of the district in which the Horace Mann charter school is located; and 5. students who reside in the city or town in which the Horace Mann charter school is located, reasonable proof of current residency is required at the time an offer of admission is made. 603 CMR 1.05 (7). |  |
| **j.** States that in cases where offering admission to a student, who is not a sibling of another student who is currently attending the charter school, from the waitlist would exceed the district charter tuition cap, the student should be skipped but kept on the waitlist. In cases where the enrollment of a student who is a sibling of a student already attending a charter school would exceed the district charter school tuition cap, and the school has not admitted other students prior to admitting the sibling, the sibling may be offered admission and the Commonwealth of Massachusetts will provide tuition for the sibling, subject to appropriation. G.L. c. 71, § 89(i); 603 CMR 1.05(10)(b).  **(Commonwealth)** |  |
| **k.** States how the school will notify students of an offer of admission and sets a deadline for acceptance of the offer of admission. |  |
| **l.** *Suggested:* States when students must begin attending school in accordance with its attendance policy. |  |
| **m.** States that the school shall place the names of students not offered admission following a lottery on a waitlist in the order the names are selected. 603 CMR 1.05(10). Schools must remember to take into account sibling and resident preference, both of which may change over time. |  |
| **n.** States that if a school chooses to accept additional applications for grades where a waitlist has already been established prior to March 31, 2014 or where a waitlist has been established from the principal lottery, that the charter school must exhaust the initial waitlist prior to holding additional lotteries. |  |
| **o.** States that if the principal enrollment process fails to fill available admission spaces, a school may repeat the process more than once providing such process is fair and open and the school gives reasonable public notice at least one month prior to the application deadline. 603 CMR 1.05(8). |  |
| **p.** As spaces become available during the school year, a school may repeat the enrollment process to fill these openings and to meet the requirements of G.L. c. 70, § 89(n). 603 CMR 1.05(8). |  |
| **5. Description of the Waitlist** | **Page/Section** |
| **a**. Specifies the rules for the creation and maintenance of waitlists as well as preferences. |  |
| **b.** States that if a student stops attending the charter school or declines admission the next available student on the waitlist for that grade, subject to preferences at the time of admission, will be offered admission until the vacant seat is filled. G.L. Chapter 71, § 89(n). |  |
| **c.** States that no student may be admitted ahead of other eligible students who were previously placed on a waitlist during a prior enrollment process, except in cases where enrollment preferences change or as described in 603 CMR 1.05(10)(b). 603 CMR 1.05(8). |  |
| **d.** States how students on the waitlist will be informed of an offer of admission and the deadline for acceptance of the offer of admission. |  |
| **e.** States the school’s policy for students who have declined an offer of admission must reapply. |  |
| **f.** States that the school shall maintain waitlists only for the school year for which the students sought admission. If a charter school maintains any waitlists that were established prior to March 31, 2014 until such waitlists are exhausted, the enrollment policy must clearly articulate such maintenance. 603 CMR 1.05(10)(a). |  |
| **g.** States that the school will keep accurate records of its waitlist. Information for students who entered the lottery but did not gain admission must include, but is not limited to, names (first, middle, last); dates of birth; cities or towns of residence; grade levels; home addresses; and telephone numbers. G.L. c. 71, § 89(n); 603 CMR 1.05(10)(a). |  |

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| **h.** States that in conformance with G.L. c. 71, § 89, when a student stops attending the school for any reason up to February 15th, charter schools shall fill those vacant seats. The policy should state either the requirement of statute and regulation or the requirement to which the school has agreed or that is a condition of the school’s charter, whichever provides the broadest access to new students. The statute and regulations exclude seats in the last half of the grades offered and grades 10, 11, and 12. If a school has an odd number of grades, more than half of grades offered shall be included in grades for which the school must fill vacant seats. G.L. c. 71, §89(n); 603 CMR 1.05(10)(c). |  |
| **i.** States that a vacancy not filled after February 15th moves into the subsequent grade, to be filled the following September provided such grade is not in the last half of the grades offered and is not in grades 10, 11, or 12 Seats for students who have accepted an offer of admission in the charter school but have never attended are exempt. 603 CMR 1.05(10)(c). |  |
| **j.** States the school’s policy for students who have withdrawn from the school and states that such students would need to reapply for admission. |  |
| **k.** If the school backfills vacancies beyond the statutory requirements, the school must clearly articulate its practice. |  |
| **6. Application for Admission Requirements** | **Page/Section** |
| **a.** The application requires the signature of only one parent/guardian, unless a court order indicates otherwise for an individual applicant. |  |
| **b.** The application does not require submission of the student’s social security number. |  |
| **c.** Application form for admission must be submitted for approval with the draft enrollment policy. 603 CMR 1.05(3)(b). |  |
| **d.** The application form includes all student information required by the charter school statute for the waitlist:   * Students' names (first, middle, last); * Dates of birth; * Cities or towns of residence; * Grades levels; * Home addresses; and * Telephone numbers. |  |
| **e.** States a non-discrimination policy that includes “[name of school] does not discriminate on the basis of race, color, national origin, creed, sex, gender identity, 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.” G.L. c. 71, § 89(m); 603 CMR 1.05(2). |  |
| **f**. States that any and 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. G.L. c. 71, § 89(m); 603 CMR 1.05(2). |  |
| **g.** The application includes a written notice with the approximate date of destruction and the right to receive a copy of the documents to be destroyed for applicants who are not admitted. |  |

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| **7. Growth Plan Requirements** | **Page/Section** |
| **a.** If the charter school is new or is expanding grade levels or its maximum enrollment, the policy includes a growth plan for adding those grades or seats that clearly identifies the grades where vacancies are filled. |  |
| **b.** States that the total number of students attending a charter school in a given school year cannot exceed the total number of students reported in the school’s pre-enrollment submission to the Department in the previous spring in accordance with 603 CMR 1.08(5). |  |