

TRINITY BASIN PREPARATORY

Admission and Enrollment Policy

Purpose: Pursuant to the Texas Education Code and the school's charter, admission to the school is open to students residing within the school's designated geographic boundary, which includes the independent school districts of Dallas, Cedar Hill, De Soto, Duncanville, Grand Prairie, Fort Worth, White Settlement, Crowley, Everman, Burleson, Castleberry, Lake Worth, Eagle Mountain Saginaw, Carrollton-Farmers Branch, Irving, Garland, Lancaster, Mesquite, Red Oak, Richardson, Waxahachie, Aledo, Arlington, Birdville, Cleburne, Italy, and Mansfield. Only students with a history of discipline issues, as provided in chapter 12 of the Texas Education Code, may be excluded from admission.

Policy Intent: Students who are enrolled at the school will be eligible for re-admission for the subsequent school year contingent upon the submission of a completed re-enrollment packet by the Application Closing Date. The Board of Directors requires all new applicants to complete and submit an application for admission by the Application Closing Date. Pursuant to the Texas Education Code and United States Department of Education Non-Regulatory Guidance, upon receipt of more applications for admission than openings in a grade, the school will fill the available openings by lottery. Whereas admission to the school is governed by Texas law, grade placement will be determined by the school in the best interest of the student based upon information provided in the enrollment packet, past academic performance and any other factor deemed significant by the school.

Definitions:

Eligibility for Admission – The process of deeming a student eligible to attend the school, in a grade to be determined by the school, based on a clear disciplinary record. Eligibility for admission to the school does not guarantee that a student will be permitted to attend the school, only that the student is eligible to attend the school if and when an opening occurs and the student is at the top of the waitlist for a particular grade.

Admission – The process of filling an opening in a particular grade by allowing the next student who is eligible for admission on the school's waitlist to attend the school.

Enrollment – A student will be enrolled in the school once they have been in attendance at the school for one school day.

Application Closing Date – The designated deadline by which all applications for admission must be returned in order to be included in the school's lottery. The Superintendent will designate the Application Closing Date for the next school year by February 1.

Lottery – A random selection process by which applicants who turn in an application by the application closing date and are eligible for admission to the school are either granted admission to the school or placed on the waitlist. Any lottery conducted pursuant to this policy will be conducted at an open, public place in a manner devised to assure a random

selection, and will be conducted by no fewer than three (3) impartial people as designated by the Superintendent.

Sibling – Two or more individuals having one or both parents or guardians in common by birth, adoption, court order, or other legal custody documentation. In addition, step-siblings will also be considered siblings if the parents of the students are married. Simply living together in the same household does not constitute sibling status for purposes of admission to the school. Sibling status will be verified from information provided on the sibling form.

Enrollment Specialist – A school employee designated to review completed student applications, gather additional information about a student's academic record, and assist program coordinators with grade and program placement. The Enrollment Specialist will administer the lottery and waitlist to ensure that admission and enrollment comply with all federal and state laws and this policy.

Academic Administrator – A school employee appointed by the Superintendent to carry out certain functions related to admission and enrollment as defined in this policy.

Application Approver – A school employee or employees appointed by the Superintendent to carry out certain functions related to admission and enrollment as defined in this policy.

Statement of Policy:

No student shall be denied admission on the basis of sex, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability or with regard to the district the child would otherwise attend in accordance with school district student admissions laws.

This policy governs enrollment of students in kindergarten through 8th grades. Enrollment of students in pre-kindergarten is governed by the school's pre-kindergarten admission and enrollment policy.

A student with a documented history of a criminal offense, a juvenile court adjudication, or a history of discipline problems as described in subchapter A, Chapter 37 of the Texas Education Code may be excluded from admission. In deciding whether to deem a student with any of the discipline issues listed above eligible for admission, the Superintendent shall consider only information from an independent third party. A decision to deem a student eligible for admission in such a case must be approved by the Superintendent in writing. Further, a decision to deny eligibility for admission based upon disciplinary history must also be documented in writing.

Upon receipt of a completed new student application, eligibility for admission will be granted to students with a clear disciplinary history or, in the case of a student with disciplinary history, with the written approval of the Superintendent. Students who are eligible for admission will be included in the lottery or placed on the waitlist in accordance with this policy and procedure.

The school will use only the information requested in the application to determine eligibility for admission.

After determining that a student is eligible for admission, the school will review the enrollment documents and the student's past academic performance in order to determine the grade in which the student will be placed. If grade placement changes for admitted students, the student will be automatically admitted in the new grade. If grade placement changes for a student on the waitlist, the student will be placed on the waitlist for the new grade.

As soon as possible, the school will determine all appropriate program placements for the newly admitted student, such as ESL, special education, and 504 services.

Pursuant to Non-Regulatory Guidance from the United States Department of Education, the school will exempt the children of the school's founders, teachers, and staff and siblings of students attending the school or admitted to the school from the lottery requirement. If more exempt students apply for a particular grade than there are available openings, then the school will hold a lottery for these students. The first available openings will be filled by the children of the school's founders, teachers and staff who are eligible for admission, the next available openings by siblings of students currently attending the school and siblings of admitted students.

To receive the exemption as a child of the school's founders, teachers, and staff, the parent/child relationship must be established by birth, adoption, court order, or other legal custody documentation. In addition, step children will also receive the exemption if the student's parent is married to the school employee. Simply living together in the same household does not create a parent/child relationship for purposes of admission to the school.

In each grade level, if there are more applications from students who are eligible for admission than available openings in that grade, the order of admission will be determined by lottery.

Total enrollment in any grade will not exceed the enrollment cap established by the school for that grade, unless an exception is approved by the Superintendent. Total enrollment at the school will not exceed the maximum number of students approved in the open-enrollment charter or in an amendment approved by the Texas Education Agency.

Students who are determined to be homeless based upon the definitions of homelessness in the McKinney-Vento Homeless Assistance Act will generally be subject to the provisions of this admission and enrollment policy. However, pursuant to federal law, the school will provide accommodations in the enrollment process to minimize school attendance barriers for homeless students.

Deadlines

All returning students who turn in their re-enrollment packet no later than close of business on the application closing date will be re-admitted to the school for the subsequent school year. Returning students who do not turn in their re-enrollment packet by the application closing date must complete a new student application in addition to the forms attached to the re-enrollment packet

and will be treated as a new student for purposes of determining eligibility for admission and placement on the waitlist.

Students who enroll at the school after the application closing date must complete a new student application along with the forms attached to the re-enrollment packet for the next school year. They will be placed on the waitlist according to the provisions outlined in this policy.

All new students must turn in a completed application no later than close of business on the application closing date to be granted admission or, if necessary, to participate in the lottery.

Any student who turns in the appropriate application after the application closing date will be placed on the waitlist according to the provisions outlined in this policy.

Both re-enrollment packets for returning students and applications for new students will be available no less than two weeks before the application closing date. The exact date when applications and re-enrollment packets will be available will be determined each year by February 1.

Completed Re-enrollment Packets

A re-enrollment packet must be completed and returned to the school by the application closing date for each student seeking automatic re-admission for the subsequent school year. A re-enrollment packet will be deemed complete when the following have been returned:

1. Completed re-enrollment form;
2. Student Residency Questionnaire;
3. Emergency Contact Information form; and
4. All forms attached to the re-enrollment packet.

Re-enrollment packets will not be accepted unless they are complete.

Additional documents are requested with the re-enrollment packet, but are not required and if missing, will not cause the re-enrollment packet to be considered incomplete. These documents include:

1. Legal custodial documents (if any new documents exist); and
2. Updated immunization records.

Re-enrollment packets should be returned to the student's current campus.

A current student who misses the deadline to turn in a re-enrollment packet will not be granted automatic re-admission for the subsequent year. Such applicants will be required to complete a new student application, in addition to the forms attached to the re-enrollment packet, and will be treated like new students with regard to determining eligibility for admission and placement on the waitlist.

Completed New Applications

A new application may be completed online or returned to the school for each student seeking admission. A new application will be deemed complete when all required fields have been completed, the application has been signed, and the application has been submitted online or returned to the school by the parent or guardian. In addition to the application, the following must also be returned in order for a student who is deemed eligible for admission to be included in the correct section of the lottery or placed on the correct section of the waitlist:

1. Sibling form; and
2. Student Residency Questionnaire.

The sibling form must be returned with the application so that sibling status can be verified prior to the lottery or placement of the student on the waitlist.

The Enrollment Specialist will determine the student's campus of residence based upon the student's address. The Texas Education Agency ID for the campus of residence will be included on the Admission and Enrollment Checklist. The parent must certify that all of the information contained in the application is true and correct. Based upon the district of residence and the parent's certification as to the truthfulness of this information, it will be determined whether the student lives within the school's geographic boundary (the independent school districts of Dallas, Cedar Hill, De Soto, Duncanville, Grand Prairie, Fort Worth, White Settlement, Crowley, Everman, Burleson, Castleberry, Lake Worth, Eagle Mountain Saginaw, Carrollton-Farmers Branch, Irving, Garland, Lancaster, Mesquite, Red Oak, Richardson, Waxahachie, Aledo, Arlington, Birdville, Cleburne, Italy, and Mansfield).

Parents will be required to complete a Student Residency Questionnaire in order for the school to identify homeless students, as defined by the McKinney-Vento Homeless Assistance Act. A student identified as homeless will be eligible for admission to the school, regardless of current residency, under the same conditions as a student living within the school's geographic boundary.

If a waitlist exists for any grade, all new applications received after the application closing date will be placed on the waitlist in the order received based upon category of admission (children of the school's founders, teachers, and staff, siblings of current and admitted students, and students who live within the school's geographic boundary).

New student applications may be completed and submitted online or returned to any campus.

Lottery and Placement on Waitlist

Following the application closing date, the Enrollment Specialist will determine the number of timely received re-enrollment packets for each grade level and based on that number, calculate the number of openings in each grade level. If the number of students eligible for admission in a grade level who turned in applications is less than the number of openings in that grade level, all students who are eligible for admission for that grade level will be admitted. If not, the particular grade level will be subject to a lottery.

The lottery, if any, shall be conducted within the next ten (10) business days following the application closing date.

If necessary, the lottery for each grade will be conducted in three stages: (A) children of the school's founders, teachers, and staff; (B) siblings of current students and admitted students; and (C) students who live within the school's geographic boundary (including homeless students).

Applications received after the application closing date, regardless of whether they are received before or after the lottery, will be placed on the waitlist according to their application classification: child of the school's founders, teachers and staff; sibling of current or admitted student; or student who lives within the school's geographic boundary (including homeless students). Thus, for instance, any sibling who submits an application for admission after the application closing date will be placed at the bottom of the section of the waitlist for siblings (and immediately ahead of the students residing within the school's geographic boundary).

Admission

After the lottery the Enrollment Specialist, or their designee, will notify parents of students who are admitted to the school. The parent or guardian will have 1 week (excluding weekends and federal holidays) from the time of the first notification of admission to accept admission to the school. If the parent or guardian does not appropriately respond online or call the enrollment department to accept the offer of admission within 1 week (excluding weekends and federal holidays), the student will be removed from the waitlist.

When a seat becomes available any time after the initial lottery notification, the parent of the next student on the waitlist will be notified as soon as there is an opening. Prior to August 1, the parent or guardian will have 1 week (excluding weekends and federal holidays) from the time of the first notification of admission to accept admission to the school. After August 1, the parent or guardian will have 24 hours (excluding weekends and federal holidays) from the time of the notification of admission to accept admission to the school. If the parent or guardian does not appropriately respond online or call the enrollment department to accept the offer of admission within the allowable time, the student will be removed from the waitlist.

Any student who is administratively removed from the waitlist due to failure to timely accept admission as outlined in this policy may have their application re-activated for that school year only. The parent must call the Enrollment Specialist and request that the application be re-activated. Upon receipt of such request, the student will be subject to all of the admission requirements for new students and will be placed on the waitlist according to the provisions outlined in this policy.

If the number of students enrolled in a grade ever exceeds the cap established by the school, due to retention or other grade placement modifications, the school will absorb the extra students in that grade as naturally as possible. If any student withdraws or is removed from the school such that the number of students in the grade remains at or above the cap, additional students will not

be admitted at that time. The school will not admit additional students in any grade unless the number of students falls under the cap for that grade as determined by the school.

If an opening arises in a bilingual class, the next student on the waitlist will be offered the spot. The parent will be given the opportunity to accept the spot in the bilingual class or pass on that opening and wait for an opening in a non-bilingual class. If the parent chooses not to accept the bilingual opening, the student will retain their spot on the waitlist.

No student names will be physically removed from the enrollment database. The enrollment database will be retained as a record of the school's compliance with the Texas Education Code, United States Department of Education Non-Regulatory Guidance, and this policy.

Completed Enrollment Packets

A student who has been granted admission before July 1 must complete an enrollment packet online or turn it in to the school no later than 30 days after the parent has accepted admission. If the completed enrollment packet is not submitted online or returned within 30 days, the offer of admission will be rescinded. A student who has been granted admission on or after July 1 will be given a reasonable deadline to return the enrollment packet, which will be no later than the first day the student is enrolled at the school.

The school may in its discretion also require a student on the waitlist to complete an enrollment packet. This determination will be made based upon the student's number on the waitlist and the number of sections in a particular grade level on the campus the student is applying to. Before July 1, the enrollment packet must be submitted online or returned no later than 30 days after the Enrollment Specialist contacts the parent to request that the packet be completed. After July 1, a student on the waitlist will be given a reasonable deadline to return the enrollment packet, which will be no later than the first day the student is enrolled at the school.

Pursuant to Texas Education Code § 25.002(f), a child must be enrolled in a school by the child's parent or guardian or other person with legal control of the child under a court order. The school will record the name, address, and date of birth of the person enrolling the child. The person enrolling the child must present a government issued ID showing their name and date of birth. A copy of the ID will be made by the school. If the ID does not include the parent or guardian's current address, the parent or guardian will be required to provide that information separately.

The determination of grade placement by the Application Approver or the Academic Administrator will be made after a review of the enrollment packet and information received from previous schools.

An enrollment packet will be considered complete when the following have been returned:

1. Completed enrollment form;
2. Home Language Survey;
3. Special Education and Section 504 form;
4. Migrant Education Program form;

5. Student Residency Questionnaire;
6. Emergency Contact Information form; and
7. All releases attached to the enrollment packet.

Pursuant to Texas Education Code § 25.002(a-1), the following documents must be furnished to the school by the parent or guardian of the student but need not be furnished to the school prior to enrollment. However, they must be furnished to the school by the parent or guardian not later than the 30th day after the date a child is enrolled in the school.

1. Document showing age and identification (such as a birth certificate); and
2. Copy of the child's records from the school the child most recently attended, if applicable.

Pursuant to Texas Education Code § 38.001 and 25 Texas Administrative Code §§ 97.66 and 97.69, the following document(s) must be furnished to the school by the parent or guardian of the student but may not need to be furnished to the school prior to enrollment.

1. Immunization record evidencing that all immunizations are current.

If a child is enrolled under a name other than the name that appears in the identifying documents, the school will notify the Missing Children and Missing Persons Information Clearinghouse. If the student's records have not been received within 30 days of a request, making this comparison impossible, the school will notify the municipal police department or the county sheriff's department for a determination of whether the child has been reported as missing.

Additional documents are requested with the enrollment packet, but are not required and if not included, will not cause the enrollment packet to be considered incomplete. These documents include:

1. Copy of Social Security Card;
2. Legal custodial documents;
3. Withdrawal form from previous school; and
4. Ethnicity and Race Data Questionnaire.

Pursuant to Federal law, the school cannot require parents or students to complete the Ethnicity and Race Data Questionnaire. If the parent does not return a completed Ethnicity and Race Data Questionnaire with the enrollment packet, the school may request that the parent complete the form. If the parent further refuses, then the principal will complete the form based on observer identification.

New student enrollment packets may be completed and submitted online or returned to any campus.

Students will only be required to complete one re-enrollment packet or one new student application and enrollment packet per year. If a student withdraws from the school, requests to be taken off the waitlist, or refuses an open spot that has been offered, and then subsequently requests admission to the school during the same school year, the student will not need to complete a new

application or re-enrollment packet. However, the student will be subject to all of the admission requirements for new students and will be placed on the waitlist according to the provisions outlined in this policy.

Records Requests

Pursuant to the Texas Education Agency's Student Attendance and Accounting Handbook (SAAH), when a student moves from one Texas public school district or charter school to another, the student record must be transferred via the Texas Student Records Exchange (TREx) within 10 working days of receiving a request. The transfer of records must adhere to the minimum requirements outlined in the SAAH.

The Enrollment Specialist will be responsible for initiating the first TREx request for records from each district that the student has previously attended, reviewing all records received, and making subsequent requests for additional documents. The Enrollment Specialist will fill out a Records Request Tracking form for each previous district to document the requests and the documents received as a result of the requests. Upon completion of the Records Request Tracking form and receipt of records, the form will be signed by the Enrollment Specialist and then filed.

In order to ensure that the school has complete and compliant LEP records, there must be at least three requests for records from each previous district and sufficient documentation of such requests unless the school receives all records, including a Home Language Survey, all LPACs, the most recent OLPT, the parent permission letter, and the previous year's TELPAS writing sample without having to make three requests. If all records that are believed to exist are not received, the Enrollment Specialist will give a copy of the Records Request Tracking form to the appropriate coordinator to be placed in the LEP file.

In order to ensure that the school has complete and compliant special education records, there must be at least three requests from each previous district for records and sufficient documentation of such requests unless the school receives all records, including an Individualized Education Plan (IEP) not more than one year old and a Full and Individual Evaluation (FIE) not more than three years old, without having to make three requests. The Enrollment Specialist will work with the appropriate coordinator to ensure that all documents that are believed to exist are requested specifically from a person likely to be able to fulfill the request. If all special education records that are believed to exist are not received, the Enrollment Specialist will give a copy of the Records Request Tracking form to the appropriate coordinator to be placed in the special education file.

In order to ensure that the school has complete and compliant 504 and dyslexia records, there must be at least three requests from each previous district for records and sufficient documentation of such requests unless the school receives all records, including any section 504 or dyslexia documentation, without having to make three requests. The Enrollment Specialist will work with the appropriate coordinator to ensure that all documents that are believed to exist are requested specifically from a person likely to be able to fulfill the request. If all 504 and dyslexia records that are believed to exist are not received, the Enrollment Specialist will give a copy of the Records Request Tracking form to the appropriate coordinator for filing.

As soon as is practicable at the end of the school year, the Enrollment Specialist will begin requesting a final report card from the last school attended and, if applicable, end of the year LPACs first for all new applicants who have been admitted and then all new applicants who are eligible for admission but are still on the waiting list. This process will continue until all end of the year documentation has been received.

Grade Placement

The Application Approver and/or Academic Administrator will evaluate a student's application, age, social and emotional development, prior academic record, and other criteria deemed appropriate by the school to determine the grade in which the student will be placed. Grade placement will be at the sole discretion of the school and in the best interest of the student.

In order to assist the Application Approver and Academic Administrator in determining if a student may need to be placed in a grade in which they would not typically belong, the Enrollment Specialist will note on the Admission and Enrollment Checklist all atypical information contained in the enrollment packet and accompanying documents.

The Application Approver will approve all typical grade placements and the Academic Administrator will approve all atypical grade placements.

Immunizations

Pursuant to Texas Education Code § 38.001(a), a student is required to be fully immunized against certain diseases as a requirement for admission to any elementary or secondary school except as provided by Texas Education Code § 38.001(c). However, Texas Education Code § 38.001(e) allows the school to provisionally admit a student who has begun the required immunizations and continues to receive the necessary immunizations as rapidly as medically feasible.

Pursuant to 25 Texas Administrative Code §97.69(a), a student transferring from another school district in Texas may be enrolled provisionally for 30 days pending transfer of the immunization record.

Pursuant to 25 Texas Administrative Code §97.66(b), a homeless student may be admitted for 30 days pending initiation of vaccinations or receipt of vaccination documentation.

Pursuant to 25 Texas Administrative Code §97.69(b), a student who is a dependent of a person who is on active duty with the armed forces of the United States may be enrolled provisionally for 30 days pending transfer of the immunization record.

Pursuant to 25 Texas Administrative Code §97.66(a), the nurse or clinic aide will review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccine. If, at the end of the 30-day period, the student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall prohibit attendance until the required dose is administered.

Enrollment Conditions

All students who are admitted to the school are expected to be at school on the first day of school as designated on the official school calendar that is adopted each year by the Board of Directors. Students may forfeit their spot at the school at noon on the second day of the new school year if the student has not attended class by noon on the second day of the school year or provided a doctor's note documenting an illness preventing the student from attending class.

Before revoking the offer of admission due to failure to attend school, the school will call all numbers listed on the student's enrollment (or re-enrollment) form in an attempt to notify the parent or guardian of the impending action. However, these phone calls are simply a courtesy and the inability of the school to make contact with the student's parent or guardian will not change the outcome of the administrative action.

A student whose admission is revoked due to failure to attend school or who is administratively withdrawn from the school due to non-attendance may request that their application be re-activated in order to enroll in the school at a later date. Such students will be subject to the waitlist at the time of re-activation.

A student who is admitted to the school at any time after the first day of school may have their admission revoked at noon on the second school day after the parent accepts the opening if the student has not attended class by noon on the second day after the parent accepts the opening or provided a doctor's note documenting an illness preventing the student from attending class.

If a student ceases attending school at any time during the school year, the decision regarding administrative withdrawal will be made in accordance with the withdrawal policy. If a student is administratively withdrawn for any reason, the student will not be eligible for automatic re-enrollment for the subsequent school year.

Continued Enrollment

Once a student has attended the school, the student may remain in attendance through subsequent school years conditioned upon the submission of a completed re-enrollment packet each year by the application closing date. A student who withdraws from the school after the timely submission of a re-enrollment packet will forfeit their spot for the upcoming year. If a student in this situation later desires admission to the school, the student will not need to complete another application or enrollment packet for the upcoming school year but will be treated as a new student for purposes of determining eligibility for admission and placement on the waitlist. Pursuant to this policy, a student who is expelled will never be granted readmission to the school.

Revision History:

<u>Effective Date</u>	<u>Version</u>	<u>Modification</u>
2/21/11	1	New document
2/20/12	2	Annual revision
1/28/13	3	Annual revision
4/15/13	4	Revision
2/16/16	5	Revision
1/17/17	6	Revision to add online enrollment