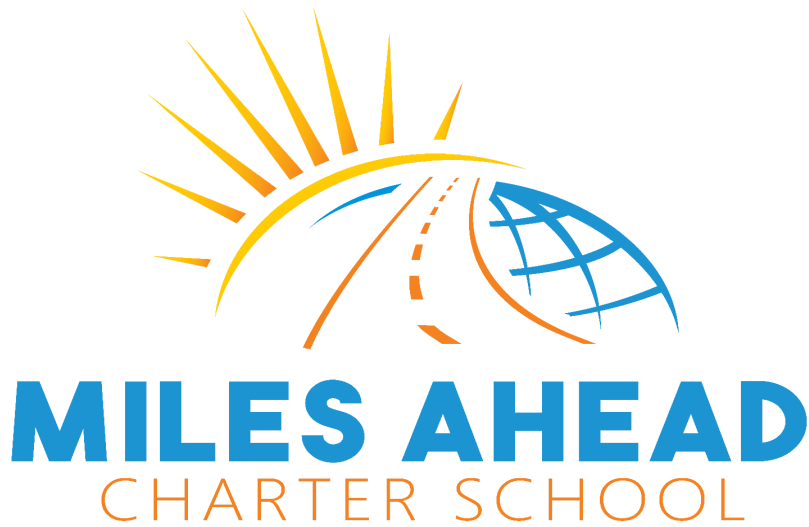


Miles Ahead Charter School
(September, 2022, SCSC Contract)

Enrollment Policy

Policy Statement: Miles Ahead Charter School (MACS) shall abide by the provisions stated in Federal and State law regarding enrollment and forbids discrimination on the basis of race, color, national origin, sex, disability, or age in its programs and activities. As such MACS will adhere to the following enrollment provisions:

- (a) **Official Attendance Zone:** MACS shall include Georgia statewide attendance zone, as has been duly approved in the charter by authorizing agencies.
- (b) **Enrollment Eligibility/Criteria:** To be eligible for enrollment at the MACS, students residing in the state of Georgia must submit a timely application to MACS on or before the first Monday of the calendar year annually. Should the first Monday of the calendar year be New Years Day, then the application to MACS should be submitted on or before January 2 of that calendar year.
 - (i) MACS may not use admissions criteria or applications that would not otherwise be used at a traditional public school, including but not limited to requests for letters of recommendation, essays, resumes, or information regarding a student's school or community activities, grades, test scores, attendance record, or disciplinary history.
 - (ii) MACS may use applications for the purpose of verifying the student's residence, age, and grade level, provided the application is consistent with SCSC Rule.
- (c) Any student who resides with a parent/legal guardian within Georgia and provides timely and valid evidence of proof of residency or Migrant Education Program eligibility shall be considered eligible for enrollment except as set forth herein:
 - (i) **Age Requirements:** Students five years of age on or before September 1 are eligible for entrance to kindergarten. Students who are



six years of age on or before September 1 are eligible for entrance to first grade. AND, thus shall follow similar age and guidelines for subsequent grades.

(ii) The enrollment criteria above notwithstanding, a student shall be restricted from enrolling when MACS determines that:

1. The student is currently subject to a disciplinary order in another school or school district, including a short-term suspension, long-term suspension, or expulsion; and
2. The offense which led to the suspension or expulsion in the other school or school district was an offense for which suspension or expulsion could be imposed pursuant to MACS's Code of Conduct. Such enrollment restriction shall remain in place for the time remaining on the existing disciplinary order.

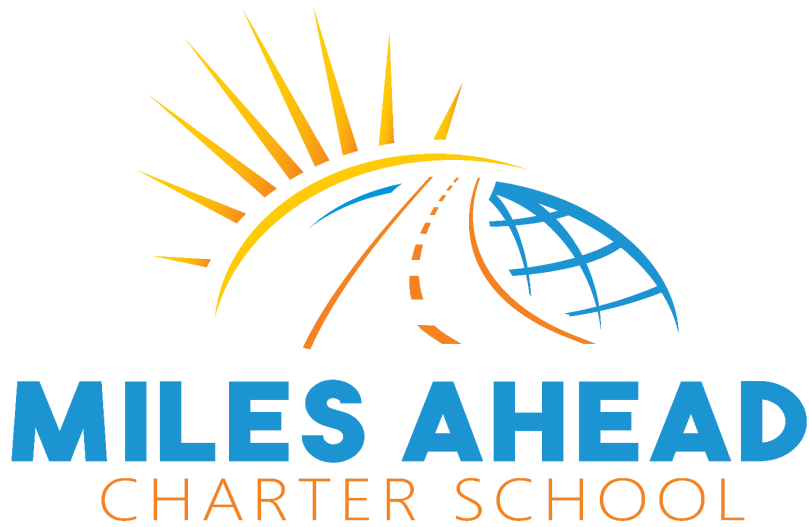
MACS shall not have any other enrollment criteria.

PreEnrollment Process

(a) Registration: The application for the upcoming school year shall officially open September 1 of the previous school year. All applications received prior to the first Monday of the new calendar year enter into the registration pool for enrollment. All applications must be received by that Monday. If there are more applications than seats available, the school will hold a public lottery the first Friday after the Monday enrollment deadline.

(b) Need & Process: Applicant enrollment will be based on a random lottery to be held in accordance with the provisions set in MACS's Annual Lottery procedure.

(c) Enrollment Priority: As allowed by law, MACS may give enrollment priority to applicants in any of the following categories, as prioritized in the Charter:



1. A sibling of a student enrolled in MACS.
2. A student whose parent or guardian is a member of the governing board of the MACS or is a full-time teacher, professional, or other employee at MACS.

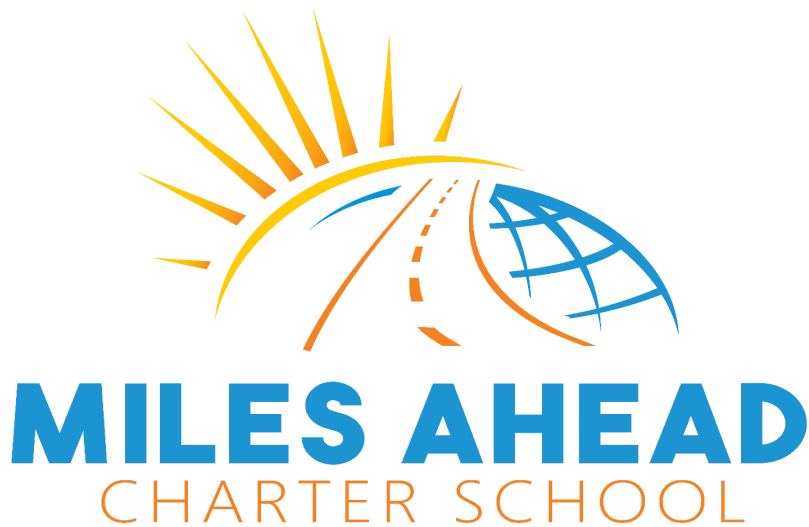
(d) **Enrollment Lottery and Waiting List:** In accordance with MACS' Lottery Policies and Procedures, a random lottery process will be implemented to fill student vacancies in cases where the number of enrollment applications exceed the capacity of any MACS grade level. Applications for the lottery will be available for submission for the Friday after the first Monday of the calendar year. The lottery will be held the first Friday after the close of registration annually. Enrollment is provisional until all documentation is received to confirm the following:

1. Residency in Georgia,
2. Grade level,
3. Age

(e) **Siblings:** Once a student is enrolled, a sibling of that student has priority for enrollment provided there is space available in the grade level needed. Alternatively, multiples (twins, triplets, etc.) may have exceptional enrollment preferences based upon availability of seats and number of classes. If the last set is a multiple, then the other sibling(s) is automatically enrolled. This will occur on a case by case basis.

(d) **Notification of Acceptance:** Parents/guardians will be notified of their child's acceptance or placement on a waiting list by an official email from the Data Clerk or Director of Operations following the conclusion of the lottery. Families will be notified up to 3 times within 14 days of their status through emails and phone calls with voicemails if possible. Families will not be contacted through the mail.

(e) **Acceptance of Seat Policy:** After notification of acceptance, there are two steps to verify enrollment. First, the student(s) parent/legal guardian MUST accept the seat. This happens through the digital registration application. Second, a student registration packet must be completed and submitted by the



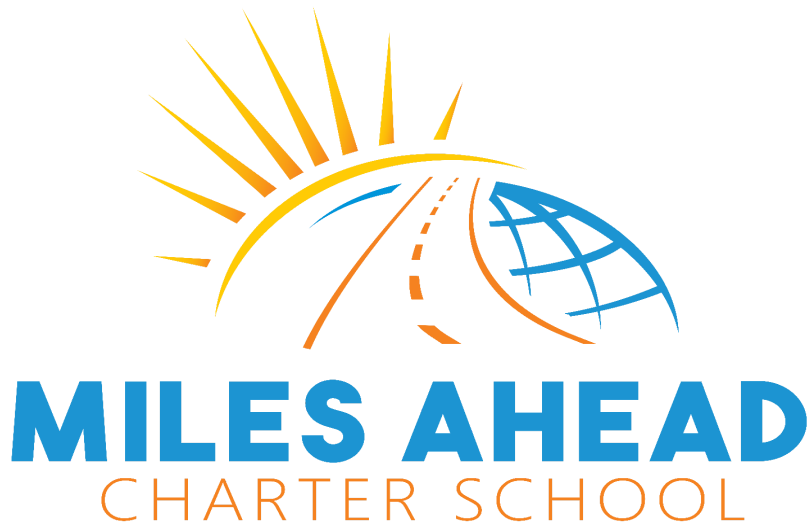
date set by the Data Clerk or Director of Operations, otherwise the student's name goes to the end of the waiting list. For a list of required documents and their due date please scroll further down within this policy. To ensure a student's seat, families are encouraged to gather paperwork prior to acceptance and upload upon receipt of their notification.

(i) Newly enrolled students must be present on the first day of school otherwise their seat may be assigned to the next scholar on the Waiting List. Parents must provide proof of grade placement/promotion from their previous school(except in the case of Kindergarten).

(f) **Waiting List Policy:** During the lottery, a waitlist is also created and students are pulled from that waitlist in order established during the lottery. A waiting list will be established using the lottery system whenever capacity is exceeded, and the students on the list will be contacted when and if openings occur during the current school year. The waiting list does not roll over to the following school year. A new application must be completed during open enrollment each school year in order to be included in the lottery. Every reasonable effort shall be made to contact the next person on the waitlist if a slot becomes available. However, if contact or a decision is not made within 72 hours the next student on the list may be extended the offer.

Enrollment

Once a student has been accepted their seat at MACS, they will be required to complete a comprehensive enrollment packet with all the necessary documentation needed for public school enrollment. Documentation and due dates include:



No later than March 1	No later than June 1	Within 10 days of mid year enrollment
<ul style="list-style-type: none"> <input type="checkbox"/> Accept Seat <input type="checkbox"/> Copy of Parent/Guardian ID <input type="checkbox"/> Proof of Address (ie. utility bill) <input type="checkbox"/> Proof of Student Age 	<ul style="list-style-type: none"> <input type="checkbox"/> Social Security Card <input type="checkbox"/> Immunization Record (3231 and/or 3300) <input type="checkbox"/> Medical or Specialized Services documentation if applicable (i.e. allergies medical documentation, 504, IEP, Speech, OT, etc.) 	<ul style="list-style-type: none"> <input type="checkbox"/> All documentation from the previous two columns <input type="checkbox"/> Withdrawal papers from previous school (if applicable)

The timeline above is drafted to provide families the time necessary to gather documentation. However, failure to submit the required documentation on time may jeopardize student(s)' enrollment status. For any questions or support regarding documentation submission, please reach out to a member of the MACS operations team.

Withdrawal

If a student withdraws from MACS, a parent/guardian must complete withdrawal paperwork with our Data Clerk. Once withdrawn, the student cannot be re-admitted without going through the enrollment/lottery process again.