AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: _____

Position/Title: _____

Department: _____

Date of Submission (MM/DD/YYYY): _____

Item Details

Title of Item: _____

Is this item a: □ New Submission

                 □ Renewal

If Renewal: Please summarize any changes from the previous submission:

_____

_____

_____

Approvals

Has this item been reviewed by:

         □ Superintendent

         □ Chief Business Officer (CBO) (If budget changes)

         □ Director of Compliance (If plan changes)

         □ Neither

Committee Review

Has this item been through the appropriate committee review process?

         □ Yes   □ No

If yes: Please specify which committee(s) and provide minutes or approval documentation:

_____

If no: Explain why:
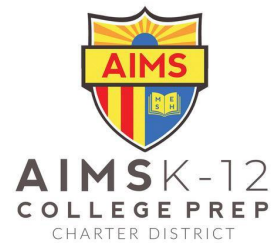
_____

_____

Deadline Information

Is there a submission deadline for this item?

         □ Yes   □ No

If yes: Please indicate the deadline date (MM/DD/YYYY):_____

Financial Information (if applicable):

         Total Cost: $ _____

Is this expenditure included in the annual budget?

         □ Yes   □ No

Please specify in which plan this expense is indicated:

         □ SPSA   □ LCAP   □ Other:_____

AIPCS II Lottery

This information is being provided as requested evidence from the CAP committee and the subsequent CAP response.

Oakland Enrolls

Oakland Enrolls is a non-profit organization committed to helping Oakland families choose the best Oakland public schools for their children. Oakland Enrolls aims to empower Oakland families to make informed choices about their public school options and make the process of selecting and enrolling in a public school easy, efficient, and equitable.

Oakland Enrolls' portal provides access to information about all Oakland charter public schools, allowing for easy comparison and exploration. Oakland Enrolls also manage the single common application for 98% of charter schools in Oakland.

Oakland Enrolls launched in 2016, providing the first ever online TK/K-12 public school application portal for Oakland families. Now in their eighth year, Oakland Enrolls is excited to bring more improvements to the family experience. Creating a single application and timeline for charter public schools in 2016-2017 was the first step, and they hope that in future years they can find even more ways to make it easy for families to enroll their child in a great public charter school.

Oakland Enrolls Timeline

<u>Description of Oakland Enrolls common charter application.</u>

Timeline – Charter Partners participating in the city-wide charter enrollment system will follow the following timeline for the 2023 - 2024 School Year ("**SY**"), in service of preparing for the 2024 - 2025 enrollment year. The timeline is subject to change at the discretion of Oakland Enrolls, and Charter Partner will be required to follow any changes implemented by Oakland Enrolls:

- September 29, 2023 – Review and finalize lottery preferences for SY 2024-2025
- November 13, 2023 – On-Time application launch for SY 2024-2025
- December 8, 2023 - Charter Partner will share their Fall 1 Submission CALPADS 8.1 Student Profile List as of October 2023
- January 2024 – Lottery verification
- February 16, 2024 – On-Time applications due
- February 20, 2024 – Late applications launch
- March 4-6, 2024 – Schools run lotteries, offers remain in Pre-Offer status
- March 7, 2024 – All offers made public by Oakland Enrolls
- March 21, 2024 – On-Time lottery confirmation deadline
- March 22, 2024 – Bulk rescind of On-Time lottery offers by Oakland Enrolls
- May 23, 2025 – Application closes for all schools (best guess date)

Key System Functionalities of Charter Enrollment Program
i. *Multiple Languages*: the common application is available in five languages (English, Spanish, Chinese, Arabic, Vietnamese) .
ii. *School Offer and Acceptances:* A family is only allowed to accept one offer per student in the common charter application system.
iii. *On-Time Lottery Offer Launch:* All Charter Partners will publicize On-Time lottery offers to families on the same date via Oakland Enrolls.
iv. *On-Time Lottery Offer Rescind:* Oakland Enrolls will automatically rescind any outstanding On Time lottery offers on the same date, March 22, 2024. Oakland Enrolls' standard messaging gives families 10 business days to accept an offer, but schools may choose to use their own messaging and timeline.

SchoolMint Platform

Schoolmint
What is SchoolMint
- SM is a cloud-based, online enrollment management tool

How is it used?
- To store and manage applications, with student data, contact information, parent names - anything that would go on a paper application
- To report on student applications/help organize applicants
- To send communications to applicants and their families
- To capture priorities for students according to your charter, and uses those to run a lottery online
- To complete the online registration process

How to Apply
- Go to https://oaklandenrolls.schoolmint.net/signin
- AIMS K-12 website https://aimsk12.org/admissions

Common Charter Application Questions

Student Information
First Name
Last Name
Date of Birth
Address

Parent Guardian Information
Sibling Information

Oakland Enrolls Questions
How did you hear about the Oakland Enrolls common charter application?
Information collected is only for statistical purposes and not to be used for admission purposes
What is the race/ethnicity of this student? (select all that apply) *
I am interested in receiving information from other community education partners and give Oakland Enrolls authorization to share my contact information
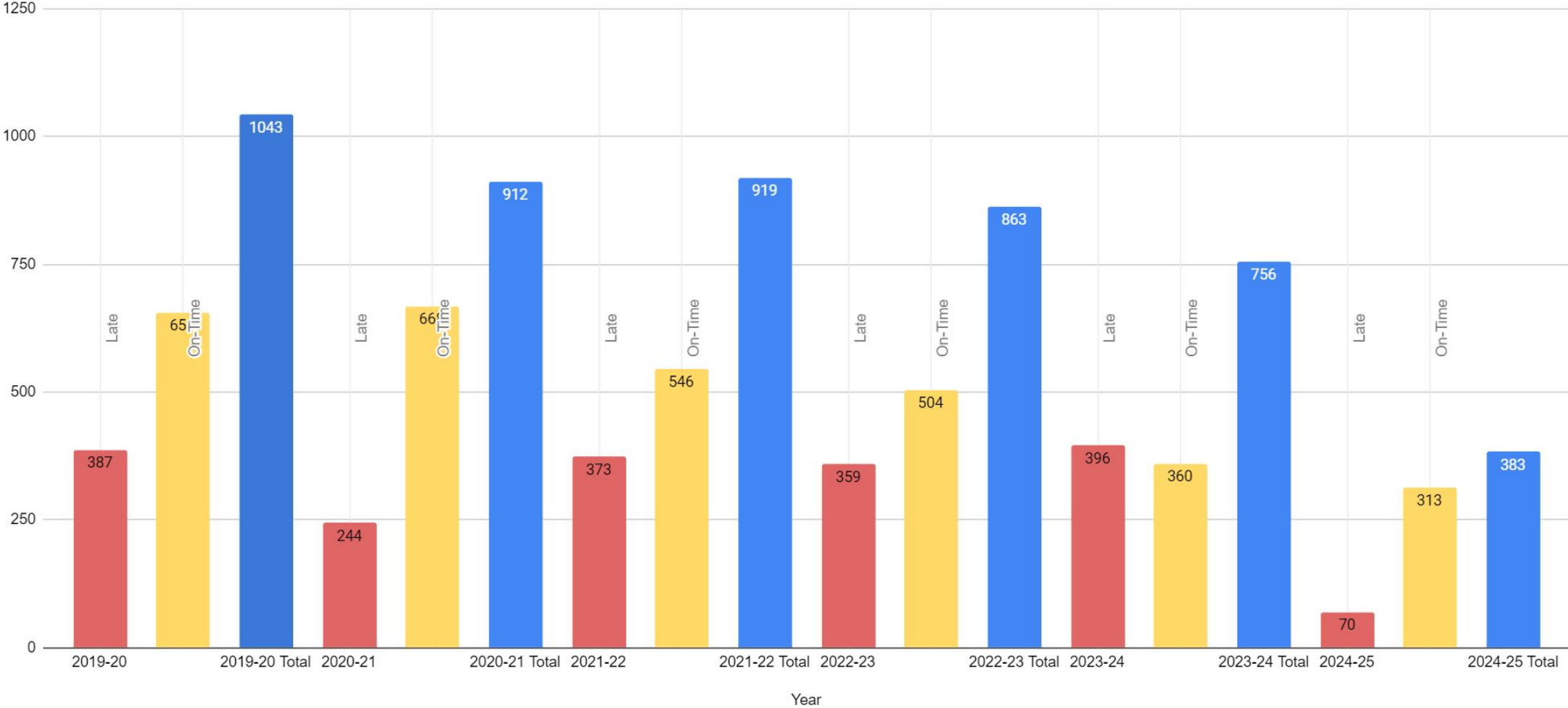
AIPCS II Lottery Priority Assignments

AIPCS II offers enrollment preferences according to the following order:

1. Currently enrolled AIMS K-12 students

2. Siblings of currently enrolled AIMS K-12 students

3. Other students residing in OUSD

4. All other students residing outside of OUSD

On time vs Late applications AIPCS II

AIPCS II On time vs Late Applications

Year	Late	On-Time	Total
2019-20	387	65?	
2019-20 Total			1043
2020-21	244	66?	
2020-21 Total			912
2021-22	373	546	
2021-22 Total			919
2022-23	359	504	
2022-23 Total			863
2023-24	396	360	
2023-24 Total			756
2024-25	70	313	
2024-25 Total			383

AIPCS II Application Process

1. Announcement and Information Dissemination:
- The launch of the new school year application process is announced through Oakland Enrolls and AIMS communication channels.
- Memos, social media posts, and community newsletters via ParentSquare provide detailed information about the application process.

2. Application Submission:
- Applications are accessible through multiple avenues:
  - Visit the AIMS website (https://aimsk12.org/) and navigate to the admissions tab (https://aimsk12.org/admissions).
  - Utilize Oakland Enrolls platform: https://oaklandenrolls.schoolmint.net/signin.
  - Families can also seek assistance in various languages such as English, Spanish, Vietnamese, Arabic, Tigrinya, Chinese, Khmer and Tagalog by calling or texting (510) 454-9360 through Oakland Enrolls.

3. Deadline for Application Submission:
- Families have until February to submit their applications to be included in the lottery process.
- Only families who apply before the deadline of February will be eligible for the lottery that will take place in March.

AIPCS II Lottery Process

1. Announcement and Information Dissemination:
- Lottery dates are announced and publicized by EnrollOak and by the school through various methods such as memos, social media platforms, and community newsletters via ParentSquare.

2. Lottery Date and Application Inclusion:
- Lotteries are scheduled for March, and results are released through SchoolMint by Oakland Enrolls.
- Applications received by the February deadline are considered on time and included in the lottery.

3. Algorithm-based Eligibility Determination:
- An algorithm determines eligible students based on the school's priorities.
- The enrollment team verifies priorities to ensure accuracy and fairness.

4. Priority Sorting and Randomization:
- The system sorts individuals based on priority preferences and randomly arranges each group to produce the lottery results.
- Staff members cannot change the lottery results as the system generates them randomly.

Lottery Results AIPCS II - 2024-2025

Lottery information has been partially retrieved due to the ongoing collection of demographic data. As families are required to complete the registration process for us to retrieve demographic information, the data at hand is as follows:

Total Offers Made: 89

Number of Students who submitted some demographic information: 40

AIPCS II Lottery Results Data

Lottery Information AIPCS II		
		Percentage
Oakland Residents	82	92.13%
African American Oakland Residents	14	35.00%
Latinx Oakland Residents	0	0.00%
Asian	4	10.00%
White	1	2.50%
Multiple Races	0	0.00%
Special Education	2	5.00%
Homeless	0	0.00%

AIPCS II Registration Process

1. Registration Launch Information:
   - Publicize registration dates, deadlines and requirements through SchooMint.
   - Provide detailed information about required documents, eligibility criteria, and any special instructions for specific grade levels.
2. Registration Form Distribution:
   - Make registration forms available online through the SchoolMint platform.
   - Ensure that registration forms are comprehensive, including sections for student information, parent/guardian contact details, emergency contacts, medical information, educational background, health Information, language background, student contract, permissions and certifications and other relevant Information.
3. Submission of Registration Forms:
   - Families complete the registration forms electronically through the SchoolMint online portal.
   - Families can also submit any physical enrollment documents to the school office.
4. Document Verification and Review:
   - School Enrollment staff will review the submitted registration forms and supporting documents to ensure completeness and accuracy.
   - Families are contacted any information is missing or if clarification is needed regarding any documentation.
5. Orientation and Enrollment Events:
   - Provide information about school policies, procedures, and upcoming events to help families transition smoothly into the school community.

AIPCS II Waitlist Process

1. Automatic Placement on the Waitlist:
   - Applicants not accepted during the lottery will be automatically placed on the waitlist after applying until space becomes available in the desired grade level.

2. Random Generation of the Waitlist:
   - The waitlist is generated randomly by the system to ensure fairness in placement.

3. Placement Based on School's Priorities:
   - Applicants are placed on the waitlist based on the school's priorities.

4. Staff Limitations in Waitlist Management:
   - Staff members are legally prohibited from altering anyone's numerical placement on the waitlist, and the process must be followed rigorously.

5. Fluctuation of the Waitlist:
   - The waitlist may fluctuate based on changes in applicants' priorities. Higher-priority applicants will move up on the waitlist as spaces become available.
   - Having a sibling priority does not guarantee, you will receive an offer, offers are made if and when spaces are available in the desired school and grade level.

6. Expiration of Waitlists:
   - Waitlists expire at the end of each school year. For example, if an application is submitted for the 2023-24 school year, the waitlist will expire in May 2024.
   - Waitlists do not roll over to the following school year. If an applicant's waitlist expires, they must reapply for the following year to be considered for the school and participate in the lotteries held in March.