

OPEN ENROLLMENT POLICY¹

Pillar Charter School shall enroll all eligible pupils who submit a timely application, unless the number of applications exceeds the capacity of a program, class, grade level or building.

Pillar Charter School shall give enrollment preference to pupils returning to the charter school in the second or any subsequent year of its operation and to siblings of pupils already enrolled in the charter school.

Pillar Charter School may give enrollment preference to children who are in foster care or meet the definition of unaccompanied youth prescribed in the McKinney-Vento homeless assistance act (42 United States Code section 11434a).

Pillar Charter School may give enrollment preference to and reserve capacity for pupils who either:

Are children, grandchildren, or legal wards of any of the following:

- A. Employees of the school.
- B. Employees of the charter holder.
- C. Members of the governing body of the school.
- D. Directors, officers, partners, or board members of the charter holder.

If remaining capacity is insufficient to enroll all pupils who submit a timely application, the charter school shall select pupils through an equitable selection process, known as a lottery, except that preference shall be given to siblings of a pupil selected through an equitable selection process such as a lottery.

Except as provided in this policy, a Pillar Charter School shall not limit admission based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language or athletic ability.

Pillar Charter School may limit admission to pupils within a given age group or grade level. Pillar Charter School serves students in grades 9 through twelve.

Pillar Charter School may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

¹ Summary of Governing Board Policy JFB/JC-1050
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PILLAR CHARTER SCHOOL GOVERNING BOARD POLICY MANUAL

JFB

OPEN ENROLLMENT

The School has an open-enrollment program as set forth in A.R.S. [15-184](#) *et seq.* The open enrollment program described in this policy shall be placed on the School website and made available to the public on request.

Information and Application

The Executive Director shall prepare a written information packet concerning the School's application process, standards for acceptance or rejection, and policies, regulations, and procedures for open enrollment. The packet will be made available to everyone who requests it.

The information packet shall include the enrollment application form and shall advise applicants that they must submit enrollment applications on or before April 1 of each year to be considered for enrollment during the following school year.

Capacity

The Executive Director shall annually estimate how much excess capacity may exist to accept transfer pupils. The estimate of excess capacity shall be made for each school and grade level. The charter school may give enrollment preference to and reserve capacity for pupils who are any of the following:

- A. The enrollment of eligible children, grandchildren, or legal wards of employees of the School, employees of the charter holder, members of the Governing Body of the School or directors, officers, partners, or board members of the charter holder.
- B. Pupils who were enrolled in the School the previous year.
- C. Pupils who attended another charter school or are the siblings of that pupil if the charter school previously attended by the pupil has the identical charter holder, governing body and governing body membership as the enrolling charter school or is managed by the same educational management organization, charter management organization or educational service provider as determined by the charter authorizer.

The Governing Body shall make the final determination of excess capacity.

Enrollment Priorities

If the Governing Body has determined that there is excess capacity to enroll additional pupils, such pupils shall be selected based on designated priority categories from the pool of pupils:

- A. Who have properly completed and submitted applications; *and*
- B. Who meets admission standards.

Enrollment priorities and procedures for selection shall be in the order and in accordance with the following:

- A. Enrollment preference shall be given to siblings who would be enrolled concurrently with pupils who were enrolled in the School the previous year. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by the regulation of the Executive Director.

- B. Enrollment preference shall be given to pupils who were not enrolled in the School the previous year and their siblings who would be enrolled concurrently. If capacity is not sufficient to enroll all these pupils, they shall be selected through a random selection process adopted by the regulation of the Executive Director.

Enrollment preference may be given to children who are in foster care or meet the definition of unaccompanied youth prescribed in the McKinney-Vento Homeless Assistance Act (42 United States Code Section 11434a).

Admission Standards

A school district may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

Notification

The School shall notify the emancipated pupil, parent, or legal guardian in writing by June 1 whether the applicant has been accepted, placed on a waiting list pending the availability of capacity, or rejected. The School shall also notify the resident school or school district of an applicant's acceptance or placement on a waiting list. If the applicant is placed on a waiting list, the notification shall inform the emancipated pupil, parent, or legal guardian of the date when it will be determined whether there is capacity for additional enrollment in a school. If the pupil's application is rejected, the reason for the rejection shall be stated in the notification.

Exception

Should there be excess capacity remaining for which no applications were submitted by the date established, the Executive Director, upon approval by the Governing Body, shall authorize additional enrollment of nonresident pupils:

- A. Up to the determined capacity.
- B. Based on the order of the completed applications submitted after the notification date established in this policy.
- C. Without regard to enrollment preference.
- D. As long as admission standards are met.

Adopted: April 25, 2012 / Revised 2020

LEGAL REF.:

A.R.S.
[8-371](#)
[15-764](#)
[15-797](#)
[15-816](#) *et seq.*
[15-823](#)
[15-824](#)
[15-825](#)
[15-841](#)
[15-922](#)

42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001, as amended by Every Student Succeeds Act (ESSA) of 2015

CROSS REF.:

[IIB](#) - Class Size
[JF](#) - Student Admissions
[JFAA](#) - Admission of Resident Students
[JFABD](#) - Admission of Homeless Students
[JFABDA](#) - Admission of Students in Foster Care
[JG](#) - Assignment of Students to Classes and Grade Levels

