

Following the close of open enrollment, if the number of applications exceeds the number of open seats, a random selection lottery determines acceptance. If the number of applications does not exceed the number of open seats, all applicants are accepted for their respective grade. Please be sure to type in your student's current grade.

All students currently enrolled at Distinctive College Prep - Harper Woods will maintain their enrollment status unless written notification of withdrawal is received.

LOTTERIES

Lotteries are open to the public and parents are encouraged to attend. Lotteries will be held for any grade in which the number of applications exceeds the number of openings. Names are randomly selected and applicants are accepted based on the order in which they are selected. The lottery continues until all names are drawn. Applicants who are not accepted will be placed on a waiting list in the order of their randomly selected lottery number.

WAIT LISTS

Students on the waitlist will continue to receive school information. Please be aware that it is not unusual for a small percentage of accepted students to select other educational options prior to the start of the school year. Openings created by "opt-outs" are filled by those on the waitlist. Do not be discouraged if your child is put on a waiting list. Openings can and do become available regularly!

Adopted: 01.09.2017

I. PURPOSE

The purpose of this policy is to explain the application and enrollment process at Distinctive College Prep - Harper Woods, so that families have information to make decisions regarding their children's school attendance.

II. POLICY STATEMENT

This policy establishes guidelines for admission into Distinctive College Prep-Harper Woods Academy that are consistent with the admission requirements of Michigan Statutes 20 U.S.C 7221i(1)(H) and other applicable laws.

III. GENERAL ENROLLMENT PROVISIONS

A. Distinctive College Prep -Harper Woods Academy is a public school and pursuant to state law, must enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of the program, class, grade level, or building. When that occurs, students will be accepted by lot and admitted as further described in section

VI.

B. Before admitting a student on the lottery list, Distinctive College Prep - Harper Woods Academy shall give preference for enrollment to siblings of an enrolled student and to a foster child of that pupil's parents.

C. Before accepting students by lottery, Distinctive College Prep - Harper Woods Academy will give preference to enrolling children of the school's staff before accepting other pupils by lottery.

D. Distinctive College Prep - Harper Woods Academy shall not discriminate against any student based on race, color, ethnicity, sex, age, national origin, ancestry, religion or creed, status with regard to public assistance, sexual orientation, disability, intellectual ability, prior measures of achievement or aptitude, athletic ability, or for any other basis that would be unlawful for a public or charter school.

E. Distinctive College Prep - Harper Woods Academy shall not seek any information about any applicant that may be used to discriminate against the applicant.

IV. ADMISSIONS POLICY WITH LOTTERY policies or governing laws. This does not preclude the school from seeking such information for a lawful purpose about a student after the student has been admitted.

F. Distinctive College Prep - Harper Woods Academy shall not select students based on religious preference.

V. APPLICATION AND ENROLLMENT PROCEDURES

A. Interested families will submit applications during the Distinctive College Prep - Harper Woods Academy open enrollment period and after the lottery. The board of directors may change the deadline for applications for the next school year by resolution without changing this policy.

B. Distinctive College Prep - Harper Woods Academy will accept applications for admission to Grades K-4, for which up to 350 total students will be accepted. The board of directors may increase one or more grades' capacity by resolution and without changing this policy prior to the date on which applications close.

C. Formal recruitment of incoming students will begin before or during November of each year. The school will encourage families to meet with the faculty, staff and/or board members to discuss the value of Distinctive College Prep - Harper Woods Academy, and its expectations of students and their families.

D. Once the application period is closed, if there are more applicants than spots available, all timely applicants will be placed on one of two lists by grade: (a) a preference list of students given preference by state law or this policy, and (b) all other applicants. Both lists will shuffled and offers of enrollment will be made to students in the order in which they are listed for each grade until classes are full, first exhausting the

preference list, and then proceeding to the non-preference applicants.

1. This lottery will be held no later than the first Monday after the student application deadline, sufficiently prior to the annual April 1 deadline for notifying the student's district of residence for transportation services.

Notice of the lottery will be made public via website and newsletters and postings.

VI. LOTTERY

A. A "sibling" is defined as a student applicant who is related to an enrolled student with the same father and/or mother either (1) genetically, or (2) through legal process, i.e., adoption, guardianship, or foster parent. Sibling preference does not apply until one of the siblings is actually enrolled.

B. Siblings of currently enrolled students will be given first priority. If there are more sibling applicants than spots for a particular grade, the sibling applicants will be shuffled by lot each year and then offers of enrollment will be made in the order drawn.

C. Second priority will be given to children of school staff. If a staff member's employment is ended for any reason, the child moves to the end of the non-preferential waiting list.

D. Once all sibling applicants and children of school staff have been placed, other applicants will be offered enrollment in their order on the non-preferential applicant waiting list determined by lottery.

E. If any student, whether enrolled or on the waiting list, cancels their application or withdraws from Distinctive College Prep- Harper Woods Academy, they shall lose their place. If they later re-apply, they shall be treated as a new applicant.

F. All applicants still on a waiting list at the beginning of the next enrollment period must submit a new application for enrollment and will be subject to the enrollment process described above. The waiting lists do not carry over from year to year.

VII. STUDENT RECRUITMENT ACTIVITIES

A. Distinctive College Prep-Harper Woods Academy shall vigorously market itself before and during the enrollment period to recruit students to meet its enrollment goals as set by the board of directors or designee.

B. In accordance with its marketing strategy, Distinctive College Prep - Harper Woods Academy may use the measures below, among others, to recruit student applicants.

1. Post flyers and notices in local newspapers and/or blogs and online newspapers.

C. Distinctive College Prep - Harper Woods Academy will provide translation services, as necessary, for all promotional materials and any person-to-person interaction.

VIII. KINDERGARTEN AND FIRST GRADE ADMISSIONS

A. Distinctive College Prep - Harper Woods Academy does not accept applications for kindergarten students who are not age five on or before September 1st of the calendar year in which the school year for which the student seeks admission commences.

B. Distinctive College Prep - Harper Woods Academy does not accept applications for first grade students who are not age six on September 1 of the calendar year in which the school year for which the pupils seeks admission commences or has completed kindergarten.