Purpose and Scope: The TR Paul Academy of Arts and Knowledge (TPAAK) Enrollment Policy is intended to provide guidelines for enrollment into TPAAK. The Policy also provides for a lottery process when the number of student applications exceeds the number of available seats.

Distribution: This policy shall be available for public viewing and acknowledgement of such viewing shall be made part of the enrollment process when submitting an application for enrollment to TPAAK.

Declaration: By applying for enrollment into TPAAK all persons involved in the enrollment process declare that they have read and understand the enrollment policy of TPAAK and will abide by this policy.

How to apply to TPAAK:

1.) Applications are initiated by a parent or legal guardian, completing and submitting the TPAAK student enrollment request form. The student enrollment request form may be accessed and submitted online. (www.tpaak.org) or picked up at the school office and turned in there as well. Open enrollment occurs each year from November 1st to February 28th. Open enrollment for kindergarten occurs each year from November 1st to January 31st.

   a. A child must be five (5) years of age by the Pupil Count Day in the school year being applied for, when being enrolled into Kindergarten. (Unless applying for Early Admittance then follow the Early Admittance guidelines set forth by the Board of Directors of TPAAK.)

2.) Current students at TPAAK must submit their intent to re-enroll during this open enrollment time frame as well. If the student enrollment request form is <u>not</u> completed and submitted between November 1st to February 28th, the family will forfeit the student seat.

   a. If a current student does not re-enroll between November 1st and February 28th then they must reapply and participate in TPAAK's lottery process, if needed, as a new student.

Enrollment Caps per grade level:

TPAAK Governance Board will set grade level enrollment caps each year and will retain the right to adjust those caps as needed. The TPAAK Board has set preferred enrollment numbers per grade level. They are Kindergarten: 40 students; 1st – 3rd grade: 24 students; 4th & 5th grade: 25 students. Each year, given varying enrollment demands, these numbers can be exceeded by two net students per class. To exceed a class size by 3 or more students will require action from the TPAAK Governance Board. All class size limits for the enrollment

year being filled through the lottery will be established by the Board at least one month BEFORE the lottery if they are to change from currently approved limits.

Enrollment Lottery:

1.) If an enrollment lottery is required the following guidelines and protocols will apply.
   a. Admissions Lottery Protocol
      i. All applicants from the same family will be assigned one number.
      ii. A TPAAK representative will randomly draw one number at a time from a container.
      iii. With each number drawn, open seats will be filled as called. If a grade level is full, the applicant will be placed on that grade level's waiting list.
      iv. If a family with multiple siblings is selected, all of the siblings will fill the available spots in their respective grade level(s). If that grade level is already full, that sibling will be placed on that specific grade level's waiting list before another number is called.
      v. Once selected for a seat, student(s) parent or legal guardian must accept within 10 business days, in writing.
      vi. Declined seats will be given to students in the waiting list in the order determined by the lottery.
      vii. There will be a separate waiting list for each grade. All waiting lists will sunset at the end of the first semester each year. Waiting lists for each grade will be maintained by the TPAAK Office.
      viii. After the lottery is complete, new applicants that apply for enrollment will be placed at the end of the specific grade level waitlist in the order determined by the most recent date of application.

Waiting list:

After the lottery is complete, priority 1 applications will be granted seats as they become available. Priority 1 applications will be placed in order as determined by the earliest date of application. Once those seats are filled, all other applications will be granted seats as they each become available.

Staff of TPAAK
Children of a parent/guardian that is hired by TPAAK will be enrolled in the grade level after Priority 1 applications, but BEFORE all other applications.

Definitions:

Enrollment Priority:
Defines the priority category in which students are selected for available seats based on sibling status. These priority categories are defined below:
   1. Siblings of students currently enrolled in TPAAK
   2. All other applicants, including Early Admittance: Acceleration into Kindergarten

TPAAK Sibling Status (Priority 1 Enrollment):
The status given to a new enrollment applicant if their sibling has attended TPAAK for any portion of the previous school year for which the new applicant is applying for.

Early Admittance:
Applicants that wish to apply for kindergarten but are not five (5) years of age by Pupil Count Day in the school year enrollment is being applied for must apply for Early Admittance prior to the lottery following the Early Admittance Guidelines set forth by the Board of Directors for TPAAK for Acceleration into Kindergarten.

Applicants that wish to apply for first grade but are not six (6) years of age by Pupil Count Day in the school year enrollment is being applied for must apply for Early Admittance prior to the lottery following the Early Admittance Guidelines set forth by the Board of Directors for TPAAK for Acceleration into Kindergarten.

Enrollment Fraud:
All enrollments are subject to verification. If any portion of the verification process reveals fraudulent enrollment activity (i.e. fraudulent priority status and age) the enrollment is deemed fraudulent, and the student(s) enrollment will be treated as void. If the misrepresentation is determined before Pupil Count Day, the student will be treated as no longer enrolled. If the determination is after Pupil Count Day, (1) the administration will seek to transfer the student, at an academically appropriate break, to another program, and (2) provide that no other program can be found the student(s) is banned from re-enrollment for the next school year.

Enrollment verification:
A process in which enrollment eligibility is verified. Such verification may include the review of academic records by a TPAAK school official to verify the academic eligibility of an applicant or enrolled student. This process can take place up to two (2) years after the child's enrollment. After two (2) years, the child's enrollment status is accepted by the TPAAK Board of Directors (BOD) without further verification, unless willful fraudulent activity is brought to the attention of TPAAK BOD members.

Executive Director:
The Executive Director of TPAAK is responsible for overseeing the enrollment and lottery process as described.

Registrar:
The Registrar is responsible for carrying out the enrollment and lottery process as described.

Lottery Official:

The person in charge of drawing names of applicants during the lottery process. The lottery official is a community member selected by the school. The individual shall not have a student in the school or an otherwise vested interest in the school.

Lottery Eligibility:
If a child meets the eligibility requirements set forth in the application for enrollment in TPAAK, that child is deemed to be eligible for enrollment in TPAAK and any necessary enrollment lottery with the following exceptions;

-Children that were previously accepted for enrollment and declined enrollment are not eligible for enrollment or to enter the lottery process, regardless of enrollment priority status until the following years' enrollment.

- If an enrollment request is submitted that includes intentional fraudulent documents, statements, or other acts relevant to the determination as to whether the school is the appropriate placement of the student, including fraudulent or false information regarding the student's special needs or special education status, English language learner status, disciplinary history, or information related to whether the student may pose a threat to themselves or others, the student's enrollment application will be rejected.

Previous Student (K-5):
Once a K-5 student leaves TPAAK, such as transferring to another school, for any reason, the child must reapply for enrollment and participate in TPAAK's lottery process.

The exception to the above is if a family temporarily relocates, less than one-year in length, due to a military assignment. In this case, the family relocating must inform TPAAK their intent to return to TPAAK in writing. If the relocation is for longer than one year, a space will not be reserved for the child(ren) and the child(ren) must re-apply for enrollment for the next school year.

Change in status:
At any point during the enrollment process where any portion of an applicant's priority status would change, such as; A sibling's recent enrollment into TPAAK prior to the enrollment lottery taking place (grants sibling/priority 1 enrollment status), notification must be made to the TPAAK Executive Director and/or registrar regarding the change in status so that the enrollment application can be updated.

Sibling: An applicant or current student who is a biological Brother, Sister, or Half-Sibling of another student or a Brother, Sister, Step-Brother, Step Sister of another student through marriage or adoption.

Waitlist: The waitlist is used to determine the remaining order of students selected during the lottery. Each applicant will be selected during the lottery. Once seats are filled, remaining students will be added to the waitlist in the order drawn. The waitlist is established after the lottery and is active through Pupil Count Day.

Current School Year Enrollment Post Pupil Count Day:

In the event that the class size in the requested grade level has been met, a student will be enrolled only if a student in the desired grade level leaves TPAAK after Pupil Count Day. Enrollment under this condition is subject to verification