

Enrollment Application

Although a charter school may produce a variety of admission materials that are distributed to prospective applicants during the recruitment process, the application for admission is the primary document used to collect the information used for enrollment procedures.

Checklist of Considerations

Did you...	Yes?
1. Collect student-level information needed to initiate enrollment procedures. This includes: <ul style="list-style-type: none"> • Student's names (first, middle, last) • Date of birth • Home address • Cities or towns of residence • Telephone number • Grade level 	<input type="checkbox"/>
2. Require the signature of a parent or guardian (unless a court order indicates otherwise for an individual applicant).	<input type="checkbox"/>
3. Ensure the form does not require protected information, such as a student's social security number.	<input type="checkbox"/>
4. State the non-discrimination language from the school's enrollment policy.	<input type="checkbox"/>
5. State that any and all information requested in the application, such as language spoken at home or race/ethnicity, is not intended, and will not be used, to discriminate.	<input type="checkbox"/>
6. Identify the deadline with a specific date and time for which applications will no longer be accepted.	<input type="checkbox"/>
7. Identify the timeline and method of notification of receipt of a completed application.	<input type="checkbox"/>
8. Identify the timeline and method of notification of an offer of acceptance, notice of lottery utility, and/or placement on a waitlist.	<input type="checkbox"/>
9. Include a written notice that documentation and information for students not admitted will be destroyed.	<input type="checkbox"/>
10. Specify the use of lottery procedures, including assurance that it is conducted in public and monitored or conducted by an independent party.	<input type="checkbox"/>
11. Specify the creation, use, and maintenance of waitlists. This should include the process for filling a vacant seat in the event a student declines an offer of admission or in the event that a student withdraws from the school.	<input type="checkbox"/>
12. State that a student who has declined an offer for admission must reapply if interested in enrolling in the future.	<input type="checkbox"/>
13. Include a notice about when and how student records are requested and collected, and specify what the parent's role is in this.	<input type="checkbox"/>

Barriers to Access

1. Make sure your application is straightforward, accessible to your target population, and considers the native language of your families.
2. Additional steps such as an interview or student essay go above and beyond the extent of the law.
3. While volunteer hours and fees may be key supplements to your programming, consider options for students and families with financial or scheduling barriers.
4. Consider alternatives for transportation or food service (e.g. carpooling).

