

Policy & Procedures

A school's enrollment policy serves as a means through which the school communicates the applicable laws and regulations to its stakeholders. A school's enrollment policy should be understandable to parents and guardians, with the objective of creating a transparent and fair application and enrollment process.

Checklist of Considerations

Did you...	Yes?
1. State the entry grades at which the school enrolls or does not enroll new students as well as the grades where vacancies are backfilled.	<input type="checkbox"/>
2. State that the school does not discriminate on the basis disability, race, creed, color, gender, national origin, religion, ancestry, or need for special education services.	<input type="checkbox"/>
3. State whether the application process and timeline are aligned in any way with the resident district.	<input type="checkbox"/>
4. State that all applicants will be notified in writing of the rights of students with diverse learning needs to attend the charter school and to receive accommodations and support services, including student who may have disabilities, require special education, or are English language learners.	<input type="checkbox"/>
5. State that the school does not charge an application fee for admission or use financial incentives to recruit students.	<input type="checkbox"/>
6. State that the school will not admit students in excess of the school's approved maximum enrollment and, if applicable, growth plan specified as a material term of the school's initial or amended charter.	<input type="checkbox"/>
7. State that the applicant must be a resident of South Carolina to apply for admission and to attend the school.	<input type="checkbox"/>
8. Define requirements for reasonable proof of residency, including addressing the unique needs of students who may be homeless, migrant, or in foster care.	<input type="checkbox"/>
9. Ensure that the school does not require prospective students or families to attend events or meetings as a condition of application eligibility or admission.	<input type="checkbox"/>
10. Ensure that the school does not administer tests to prospective students that would predicate admission on capacity or achievement.	<input type="checkbox"/>
11. State that the school will give reasonable public notice, including a specific timeline, for all application deadlines.	<input type="checkbox"/>
12. State enrollment preferences that align with the approved charter, including reasonable proof that may be required at the time an offer of admission is made (e.g. sibling status).	<input type="checkbox"/>
13. State how the school will notify students and families of an offer of admission and establishes a deadline for acceptance of the offer.	<input type="checkbox"/>
14. 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"/>
15. 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"/>

Enrollment Preferences

1. A sibling of a pupil currently enrolled, or who attended for a full year in the past 6 years;
2. Children of employees and charter committee members (not to exceed 20%);
3. For a conversion school, all students previously enrolled must be given priority as well as students living in the attendance zone;
4. In the case of Alternative Education Campuses (Section 59-40-111 of the Charter Schools Act), mission-aligned preference may be given to educationally disadvantaged students specifically defined in the charter and approved in the contract.



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16. State that a student who has declined an offer for admission must reapply if interested in enrolling in the future.

Enrollment Preferences



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