MCAA Student Admission Process

1. Open Enrollment Periods. The School shall have "Open Enrollment Periods" for each school year. Except as provided herein, there shall be an Open Enrollment Period running from the open of business on the first business day to the close of business on the last business day for each of the months of February, March, April, May, June, immediately preceding such school year. (For a total of five Open Enrollment Periods) For any particular Open Enrollment Period:

   1.1 A "Timely Application" is an application to be enrolled as a student in the School for the immediately following school year from an eligible, prospective student which is received by the School during such Open Enrollment Period.

   1.2 The number of "Open Spaces" for each grade level shall be the total number of available spaces for students in such grade level, less:

      1.2.1 The number of students then attending the School in such grade level who the School expects to be retained in such grade level for the next school year;

      1.2.2 The number of students then attending the School in the immediately lower grade level who have been continuously enrolled in the School since no later than 10 school days prior to the first day of the first Open Enrollment Period and whom the School expects to return to the School for the next school year; and,

      1.2.3 All students admitted for such grade level in an earlier Open Enrollment Period.

2. Admission of Students for Each Open Enrollment Period. For each Open Enrollment Period:

   2.1 For each grade level, where the number of Timely Applications is equal to or less than the number of Open Spaces, all Timely Applications shall be accepted.

   2.2 For each grade level, where the number of Timely Applications is greater than the number of Open Spaces, the Timely Applications shall be divided into the following groups:

      2.2.1 Group 1: Timely Applications from prospective students who are the sibling (including full siblings, half siblings and step siblings) of a student who is enrolled at the School in any grade level.

2.2.2 Group 2: Timely Applications from prospective students who have a parent (including step parent) serving on the School's Governing Board/ Founding members and which do not qualify for one of the groups set out above.

2.2.3 Group 3: Timely Applications from prospective students who have a parent (including step parent) who is an employee of the School and which do not qualify for one of the groups set out above.

2.2.4 Group 4: Timely Applications from prospective students who have a parent (including step parent) who is an active duty member of any branch of the United States Armed Forces and which do not qualify for one of the groups set out above.

2.2.5 Group 5: Timely Applications from prospective students who have successfully completed a voluntary prekindergarten program provided by the School during the previous year and which do not qualify for one of the groups set out above.

2.2.6 Group 6: Timely Applications from prospective students which do not qualify for one of the groups set out above.

2.3 Open Spaces shall be filled from each group in numerical order from lowest to highest (Starting with Group 1, then moving to Group 2, etc.) exhausting the Timely Applications in one group before moving on to the next.

2.4 The Group in which the Open Spaces will be exhausted will be referred to as the "Final Group." All the Timely Applications in the Final Group shall be assigned a number by a Random Selection Process and the remaining Open Spaces shall then be filled in numerical order (example: If five Open Spaces remain then they shall be filled by the Timely Applications in the Final Group which were assigned numbers 1 through 5 by the Random Selection Process.)

3. Waiting Lists for Grade Levels.

3.1 Once a grade level has been filled, the School shall use the Random Selection Process to assign numbers to the Timely Applications from the Final Group which were not accepted. The School shall then use the Random Selection Process to assign numbers to all Timely Applications, by group. The School shall create a waiting list for each filled grade, and prospective students shall be placed on the waiting list in order by group and the number they were assigned in the Random Selection Process.

3.2 For all subsequent Open Enrollment Periods, if any, should Timely Applications be received for a filled grade level, the School shall use the Random Selection Process to assign numbers to all Timely Applications, by group. Such prospective students shall be placed on the waiting list in order by group and the number they were assigned in the Random Selection Process.

3.3 After the conclusion of all Open Enrollment Periods for a School Year, prospective students who file applications for enrollment shall be placed on the waiting list in the order their applications for enrollment were received by the School.

4. <u>Filling Open Student Spaces in Grade Levels</u>. After the conclusion of all Open Enrollment Periods for a School Year, should student spaces become or remain open in a grade level, such spaces shall be filled first, from the students listed on the waiting list for such grade level, if any, in order and second, from all subsequent applications to be enrolled as a student in the School from eligible, prospective students, in the order such applications were received.

5. <u>Miscellaneous</u>.

5.1 Students who enroll in the School later than 10 school days prior to the first day of the first Open Enrollment Period shall not, by virtue of such enrollment, be guaranteed a place in the School for the next school year. Of course, such students are free to participate in open enrollment and seek a place in the School for the next school year on the same terms as all other applicants utilizing the open enrollment process.

5.2 No application for enrollment for a particular school year will be accepted prior to the first day of the first Open Enrollment Period for such school year. Further, no application for enrollment for a previous school year will be considered in the Open Enrollment Periods for a subsequent school year. (Provided that a student who is not accepted for enrollment in the School for a particular school year is free to submit subsequent applications for enrollment in subsequent school years.)

5.3 At the conclusion of a school year, all waiting lists for enrollment shall be null and void.

5.4 The Random Selection Process to be used by the School shall be a fair, random system of assigning numbers to applications such as a blind drawing of

numbered chips from a hat, or similar process. Such process shall be open to the public and prior notice thereof shall be given to the parents or guardians of students who are subject to the Random Selection Process and the Superintendent of Schools. The Random Selection process shall begin with the Final Group with the least amount of applicants and proceed to the next greater Final Group until all groups are finished.

5.5 The School may adjust the above process (including the denial of any of the above admission preferences) at any time to comply with the requirements (including application requirements) of any State and/or Federal grants.

For Federal Grants, including the Charter School Program Grants, allowable exemptions (so long as the total number of students allowed under an exemption constitutes only a small percentage of the School's total enrollment) are as follows:
  • Siblings of enrolled students
  • Children of founding board members
  • Children of staff

5.6 Notwithstanding the above, for the 2024-2025 school year only, there shall be only four Open Enrollment Periods, running from the open of business on the first business day to the close of business on the last business day, which shall be as follows:

First Open Enrollment Period: February 1, 2024 through February 15, 2024

Second Open Enrollment Period: February 16, 2024 through March 1, 2024

Third Open Enrollment Period: March 2, 2024 through March 16, 2024

Fourth Open Enrollment Period: March 17, 2024 through March 31, 2024