

# Administrative Procedures for Enrollment

Lanikai Elementary PCS

March 10, 2011

## I. General Enrollment Information

I. A. Obligation as the “Home School” - Lanikai Elementary PCS will serve as the home school for students whose primary residence lies within the boundary of the geographic attendance area designated by the Department of Education to be served by this school. A map of the Lanikai geographic attendance area, including names of all roads, is posted in the school office to provide information and accuracy for applicants and office staff. Confirmation of in-district residency shall be the responsibility of the applicant in the manner described below.

### I. B. In-District Residency

1. Parents/guardians of new students registering from the Lanikai Elementary PCS geographic attendance area must verify the child’s primary physical residency within that geographic area. Primary physical residence is defined as the place and address where the student actually lives.

Parents/Guardians must provide school officials with a utility bill or verification of deposit in parent’s or legal guardian’s name for water, electric, propane gas or residential telephone for location of student’s primary physical residence, unless the rental/lease agreement states that utilities are included in the rental/lease fees.

2. In addition, In-District families must present either:

- a. Home Owners – Additional Proof of In-District Residence

A mortgage document or current real property assessment in the parent/legal guardian’s name for the student’s primary physical residence

OR

- b. Renters – Additional Proof of In-District Residence

A current signed rental or lease agreement in the parent/legal guardian’s name covering a period of at least six months, indicating student’s primary physical residence and within the school’s geographic district.

In the event that a renter is here with a lease of less than six months or with a month-to-month lease, the child may be accepted as an in-district registration through the end of the current school year. If the family residence is moved outside the Lanikai district, the family must submit a geographic exception application and participate in that process for the following year.

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## 3. Proof of In-District Residence in Other Situations

- a. In the case that the renter or home owner is not the child's parent or legal guardian but the child does reside in that place with his/her parent /legal guardian or resides there by some other legally sanctioned arrangement, a signed rental/lease or mortgage/real property assessment and a statement co-signed by both the renter or owner and the child's parent/legal guardian that this is in fact the child's primary physical residence will be required .
- b. All relevant Administrative Rules will remove barriers to the McKinney-Vento Act (MVA) requirement that homeless students be permitted to continue attending their school of origin. (Parents/guardians whose children attended Lanikai School, and who lose their in-district or GE status by reason of becoming homeless, will be allowed to continue their children's enrollment at Lanikai School as long as the family is homeless. This school is considered the home school for any child living in the district, even if the family lives on the beach, in a park, or in an automobile located within the district. )

## 4. Questionable Applications

The administration may refer any questionable In-District applications to the enrollment committee for review.

## 5. Exceptions

Exceptions to proof-of-residence may be granted for good cause by the school director in consultation with the enrollment committee.

**I. C. Confirmation of Residency** – Investigations may be conducted to confirm residency. Misrepresentation of in-district residency may result in the student being dropped from enrollment at any time.

**I. D. Residency Issues** - Applications that raise issues as to physical residence, requests for exceptions, or other residential issues may be reviewed by the administration and subsequently referred to the enrollment committee for review at any time.

## **I. E. Enrollment During School Year**

1. Parent/guardian of a new student entering the classroom after the school year has started is subject to all the same proofs for in-district residence as described above. As a general rule, GE students will not be accepted after the October-count date. See Section III.D.4, below, for information on late applications for GE status.

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2. New students entering after the school year has started may do so only after
  - a. Parent/guardian of new student provides a copy of the previous year's report card and/or that of the previously completed quarter(s) for accurate grade placement.
  - b. The student has received clearance from the health aide verifying that the student has met State health requirements for entering public school children.
  - c. The receiving teacher has been provided with written notice at least two school days prior to the new student entering the class.

### **I. F. JK and Kindergarten Enrollment Packets**

Parents/guardians registering kindergarten and junior kindergarten students are requested to pick up an enrollment packet at the school office early in the summer. The completed packet must be returned to the office no later than two weeks prior to student start date so teachers may process the forms and be prepared for student arrival.

## **II. Re-enrollment for All Current Students**

### **II. A. Annual January Re-Enrollment Survey - Grades JK-6**

The Re-Enrollment Survey Form, is distributed to all students enrolled in JK through grade 6 in January of each year. Parents/guardians must fill out the forms and return them by mid-February. The same form includes spaces for the names of any siblings whom parents/guardians intend to enroll for the first time at Lanikai for the next school year.

### **II. B. In-District to GE Classification**

Parents or guardians of in-district students who move outside the school district must notify the school administration of the change of address immediately for purposes of maintaining accurate emergency information. Such students will automatically be re-classified as geographic exceptions (GEs) and will continue their attendance at Lanikai Elementary School.

In the event that a renter is here with a lease of less than six months or with a month-to-month lease, the child may be accepted as an in-district registration through the end of the current school year. If the family residence is moved outside the Lanikai district, the family must submit a geographic exception application and participate in that process for the following year.

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## II. C. Current Geographic Exception (GE) Students

Parents/guardians of all returning GE students are required to return the Re-enrollment Survey Form by mid-February. If they fail to return the re-enrollment survey by this time, the school will assume that the student will NOT be returning to Lanikai School for the following year. Final responsibility for turning in the Re-enrollment Survey Form rests with the parent/guardian. Parents/guardians of GE students for whom the Re-enrollment Survey Form has not been turned in by mid-February will be required to re-apply for a geographic exception and go through the lottery or whatever process is in place if they wish to return.

## III. **Enrolling New Geographic Exception Students with Form CHP13-1**

**III. A. Form CHP13-1** - Parents/guardians of children who do not live in the Lanikai public school district may apply for enrollment for their child as a geographic exception on Geographic Exception Request Form CHP13-1.

1. Copies of Form CHP13-1 are available at the Lanikai School office or at the home school after January 1 and must be date-stamped by the home school by March 1 and also submitted to Lanikai School by March 1 to be included in the Lanikai School GE lottery.
2. If GE applicants for any grade level outnumber the spaces available for that grade level, GE applicants' names will be placed in a lottery. The lottery will be held after April 1<sup>st</sup>.

**III. B. Eligibility for a Geographic Exception** - GEs are accepted as applicants in the following prioritized categories, based on space availability.

1. Children applying under the No Child Left Behind (NCLB) status, get first priority:
  - a. We are federally mandated to take priority one children.
  - b. Priority two children are taken when space is available per DOE guidelines.
2. Children of employees of Lanikai School (17 or more hours per week) for the following school year; employee children may be enrolled mid-year on a case by case basis with approval of school director in consultation with the enrollment committee.
3. Siblings of students with geographic exceptions who attended Lanikai in the preceding school year, provided:
  - a. The sibling is entering either JK or kindergarten, or the grade-level of the entering sibling has openings for geographic exceptions, and

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- b. The sibling has been pre-registered during the registration period for the coming school year (sibling's name was included on the Re-enrollment Survey Form by mid-February)
  - c. If the number of new siblings at any grade level exceeds the number of openings, a lottery for placement will be held.
4. All other geographic exception reasons:
- a. In the event that there are more applicants than spaces available at any grade level, a lottery will be held.

### **III. C. Qualifying for the GE Lottery**

1. Names of GE applicants submitting a completed application form after March 1 will not be included in the lottery and will instead be placed on the waiting list in the order they are received.
2. Counting twins and triplets: Twins, triplets, etc. will be counted as one number for lottery purposes only.

### **III. D. Other Consideration**

1. Parents/guardians of GE applicants may attend the lottery drawing but are not required to do so. Parents/guardians who do not attend the lottery drawing will be informed of their place on the GE waiting list at the close of the lottery or within a few days.
2. When enrollment numbers permit, parents of GE applicants for grades 1 through 6 whose lottery number has a strong chance of being accepted may be notified of that possibility, but depending upon numbers of openings and applicants, final notice of GE acceptance might not be communicated to applicants until the close of the first five days of school.
3. Parents/guardians of an enrolled GE student who withdraws from the school must notify the office in writing by filling out a release form. If the student wishes to return to Lanikai School at any time after withdrawal, parents/guardians must reapply and seek new GE status.
4. GE students may be accepted after final count date with approval by the administration in classes where numbers fall below the lower end of the optimum enrollment range. These exceptions will be considered in order to sustain student enrollment for future years. Sixth grade GE applications received after count date will normally be considered only if the student has a sibling approved for enrollment at a lower grade level or if the principal finds another compelling reason to admit the child.

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5. Geographic Exceptions shall be granted through the student's terminal year at the school unless the GE student withdraws (See III.D.3. and II.C. above) or unless GE status is revoked (See section V. below.).

### **IV. Notice and Appeal of Denial of Geographic Exception**

**IV. A.** Written notification of denial of a Geographic Exception and the right to appeal will be provided to the parent/guardian.

**IV. B.** A parent/guardian who wishes to appeal the denial of a GE may, within five school days of receiving the denial, file a written appeal or telephone the school and schedule a conference with the principal or designee.

**IV. C.** The principal shall review the appeal and mail a written decision (certified or return receipt) within ten school days of either the receipt of the written appeal or the conference with the parent/guardian. The decision of the principal is final.

### **V. Revocation of a Geographic Exception**

**V.A.** Reasons for GE Revocation:

1. Tardies: The parents/guardians of any student who has more than five (5) tardies per quarter will receive a letter advising them of administrative policies regarding excessive tardies.
  - If a student accrues 3 additional tardies after the first letter is sent out, parents/guardians will be asked to meet with the school director to discuss revocation of G.E.
    - 5 tardies = letter of warning
    - 8 tardies = conference with administrator
2. Safety: A student's failure to comply with health, safety, and discipline regulations or any actions detrimental to the health and safety of others may result in GE revocation.
3. Misrepresentation: Deliberate misrepresentation of information relating to in-district residence or to granting a geographic exception may result in revocation.

**V. B.** Process for GE Revocation:

1. Principal shall initiate revocation proceedings by providing written notification by mail (certified or return receipt requested) to the parents/guardians of the student in question. The notice shall contain the following:
  - a. The reasons for revoking the geographic exception,

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- b. A statement regarding the effective date of the revocation,
  - c. A statement that the parent/guardian of the applicant has a right to make a request within a specified number or five (5) school days after the notice is received for a conference with the principal to appeal the revocation.
  - d. A statement that unless a conference is requested by the date specified in the notice or not more than five (5) school days after the notice is received, the revocation recommended by the principal shall be implemented without a conference.
2. If there is a conference, the administrator's final decision regarding revocation will be made within five (5) days after the conference.

### V. C. Appeal of GE Revocation to the Lanikai School Board of Directors:

1. Parent/guardian may make a written appeal to the Board of Directors after the conference with the principal and within five (5) days of the principal's decision.
2. The board will conduct its investigation of the circumstances in a timely manner. The decision of the Board shall be final.

### V. D. Notification of GE Student's Home School:

Administration shall provide written notice of a revocation to the principal of the affected home school. A copy of the written notification that was sent to the applicant shall be included with this notice.

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## Suggested schedule for enrollment procedures

January 1	<ul style="list-style-type: none"><li>• Application period begins for geographic exceptions</li></ul>
Mid-January	<ul style="list-style-type: none"><li>• Re-enrollment Survey Form sent home with students</li></ul>
Mid-February	<ul style="list-style-type: none"><li>• Final date for returning Re-enrollment Survey Forms for all in-district and GE students and new siblings of current in-district and GE students</li></ul>
March 1	<ul style="list-style-type: none"><li>• GE lottery list closes at end of business day</li></ul>
By mid-April	<ul style="list-style-type: none"><li>• GE Lottery held after April 1</li><li>• Determination of projected school enrollment<ul style="list-style-type: none"><li>- Finalize count for returning students &amp; siblings</li><li>- Estimate grade-level openings</li><li>- Hold sibling lottery, if needed</li></ul></li></ul>
By mid-May	<ul style="list-style-type: none"><li>• Determine the number of geographic exceptions being allowed for each grade level for the coming year</li><li>• Finalize projected school enrollment</li><li>• Deadline for projected school enrollment to CSAO</li></ul>
May - July	<ul style="list-style-type: none"><li>• To be determined</li></ul>
First day of school	<ul style="list-style-type: none"><li>• Assess late in-district registration</li><li>• Determine final geographic exception count</li></ul>
Sixth day of school	<ul style="list-style-type: none"><li>• Notify parents/guardians of all pending GE applicants of the child's enrollment status</li></ul>
October 15	<ul style="list-style-type: none"><li>• Report final enrollment for fiscal purposes</li></ul>