

Enrollment and Lottery Policy

Adopted: December 2, 2021

Purpose

To provide guidelines on appropriate procedures on enrollment and lottery processes.

Policy

In regard to applications, enrollment, and lottery procedures, Career Academy of Utah (the "School") shall follow all state and federal laws and guidelines.

General Information

Notice of the opportunity to submit an application and procedures for enrollment at the School shall be published on the School's website beginning no later than sixty (60) days before the School's initial open enrollment period. The School's website shall also provide the following enrollment information: (i) a description of the procedures for applying for admission to the School; (ii) the opening date or the School's calendar; and (iii) a description of how a student may transfer from the School to another charter school or district school.

For each enrollment period during which the School accepts applications from students, the School shall publicize that it is accepting applications on the School website.

The School shall follow the provisions of Utah Code § 53G-6-503, Utah Administrative Code Rule R277-551-5, and Utah Administrative Code Rule R277-472-5, each of which include requirements related to admissions, enrollment, withdrawals, or transfers.

Lottery

For each enrollment period, if there are more applications for admission in any grade than there are available openings in that grade, the School shall conduct a lottery to determine which students will be admitted to the School. The School shall conduct its lottery electronically and notify accepted students via e-mail or telephone.

Consistent with Utah Code § 53G-6-502, the following students shall receive preference in the School's lottery in the following order: a child or grandchild of an individual who has actively participated in the development of the School; a sibling of an individual who was previously or is presently enrolled in the School; or a child of an employee of the School.

The School shall not give preference to any student and shall not make any enrollment decision on any basis prohibited by state or federal law, including federal civil rights laws and the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA").

Specifically, the School shall not request any student data of applicants other than their name, grade level, and parent contact information prior to the lottery.

The School's lottery shall be conducted immediately following the close of the enrollment period each year with additional lotteries held periodically as needed until the desired enrollment numbers are reached. The School may, at the discretion of the Executive Director, continue to enroll students from the lottery throughout the school year to fill spots left open when students withdraw.

Past Disciplinary Issues

In accordance with Utah Code § 53G-8-205(3), the School may deny admission to the School to students who were expelled from the School or any other school during the preceding twelve (12) months. In addition, consistent with Utah Administrative Code Rule R277-472-6, the School may deny admission to the School to students who have disciplinary procedures pending at their previous school until previous allegations have been resolved.

Parents of students seeking admission to the School shall disclose to the School information about their students' past serious disciplinary actions and criminal convictions. If this information is not disclosed in connection with a student's application for enrollment in the School and is discovered after the student is enrolled in the School, the student shall be immediately suspended until the School's administration investigates the matter and reaches a final disciplinary decision in accordance with School policy. Situations involving students receiving special education and related services under the IDEA shall be handled in a manner consistent with applicable laws and School policy.

Signature: _____

Name: Todd Bingham

Title: Chairman of the Board