

**POLICY FOR APPLICATION AND ENROLLMENT  
IN THE  
KINDERGARTEN PROGRAM  
AT  
LIZA JACKSON PREPARATORY SCHOOL**

**Purpose**

This policy is developed to provide a standardized, uniformly applied, fair and understandable system for admitting students to the kindergarten program at Liza Jackson Preparatory School (LJPS) and to comply with Florida Charter School Laws.

**Definition**

For purposes of this policy, the word “parent” refers to the individual legally responsible for the child/student. The words “child”, “children” and “student” refer to the individual for whom an application is submitted.

**Racial and Gender Equity**

In accordance with Florida Law, the charter school must assure efforts to maintain racial and gender balance, as compared to the school district, to the extent possible.

**Open Enrollment Period and General Lottery \*\***

Applications for the kindergarten program are accepted for the first time, *during the month of January of the calendar year the student is age-eligible* for the kindergarten program. All applications submitted prior to the end of the last school day in January will be included in the Lottery for enrollment in the upcoming year’s kindergarten classes.

Beginning in February 2005, a General Lottery will be conducted at a public meeting of the LJPS Board of Directors. This lottery will identify the number rank of each application for kindergarten. This rank order number will determine the order in which parents are notified of their child’s eligibility to enroll in LJPS for the upcoming school year. Out of County residents will NOT be included in the kindergarten lottery but can be placed on the waiting list below Okaloosa County residents. Parents will be notified in writing of their child’s rank for admission for the upcoming school year. As vacancies occur, parents will be contacted for enrollment according to their rank order as determined by the lottery.

Applications received after the open enrollment period (January) will be given the sequential number at the bottom of the waiting list established by the lottery.

Parents are responsible for keeping information accurate and current. When the school cannot contact a parent for enrollment due to incorrect address or phone

number, that student's application will be removed immediately from future consideration.

### **Priority for Enrollment**

The following rank order priorities have been established in compliance with Florida Charter School Law and board policy. These priorities shall be determined before the Lottery drawing.

**1. Parents are Full-Time Residents of Okaloosa County, FL**

**2. Child of an Employee**

As a benefit to employment at LJPS, children of current employees will receive priority and maintain their priority status if the parent is employed at LJPS for one complete school year. If the parent/employee separates from employment for any reason during the first year, their child loses their priority status for the next year.

**3. Racial and Gender Equity**

Each year, the Board will review the equity factors of the school as compared to the district by grade level and when deemed necessary establish specific equity objectives for the upcoming year's lottery and enrollment slots throughout the year. This objective, when applicable, shall be documented in the minutes of the Board of Directors prior to the date of the Lottery each year. The priority of that objective is indicated in the priority order listed here.

**4. Sibling of Student(s) already Attending LJPS *provided that* previously enrolled siblings *continue to attend LJPS*; otherwise the sibling priority is null and void.**

**5. Child of a deployed military family where change in residence was required for the student due to one or both parents being deployed for military purposes (not PCS or reassignment) and the family has returned to this community after deployment is completed.**

### **Notification to Parents of Available Slot\*\***

As vacancies occur, the parents will be notified in compliance with their lottery number rank.

Once a parent is notified that a slot is available for their child, the enrollment process must be completed within five working days of notification; otherwise, the slot will be forfeited.

If a parent chooses not to accept enrollment at the time they are notified of an available slot, that child's name will be placed at the bottom of the waiting list (after out-of-county residents).

A parent may request their child's name be completely removed from the waiting list at any time, by notifying the principal in writing.

### **\*\*Exceptional Students**

When parents of an Exceptional Student are notified of an available slot, an Individual Educational Plan (IEP) team must first determine whether or not Liza Jackson Preparatory School is the most appropriate placement for the ESE services needed by the particular ESE student. In this case, the Okaloosa Public School District's representative must convene an IEP meeting at the student's current school to determine whether or not Liza Jackson Preparatory School is the most appropriate placement for the services needed by the ESE student. A teacher and/or ESE Coordinator from LJPS must be included as a part of this IEP team. If the IEP team determines that placement at LJPS is appropriate, the parents will be invited to an enrollment conference at the school. The slot will be held until the IEP Team recommendations for placement are received at LJPS.

### **Enrollment Conference**

Parents of students eligible for enrollment will be invited to attend an Enrollment Conference in order to determine whether or not they wish to register. This conference is an opportunity for the parent to understand and agree to the expectations/commitments required of both student and parents and to collaboratively outline the parameters of placement. Students with repeated violations of the Student Code of Conduct at their previous school may be deemed ineligible for enrollment at LJPS. Upon agreement to expectations and parameters, in writing, the student may be registered and begin class on the designated date.

### **Program Definitions and Other Admission Requirement in Florida Schools**

1. Kindergarten program is available to children who have attained the age of five (5) years on or before September 1<sup>st</sup> of the school year.
2. Out of state transfer students will be allowed to make application as provided by SBR6A-1.0985. Any student who transfers from an out of state public school and who does not meet regular age requirements for admission to Florida public schools shall be admitted upon presentation of the data required in subsection 3.  
Any student who transfers from an out of state nonpublic school and who does not meet regular age requirements for admission to Florida public schools may be admitted if the student meets age requirements for public schools within the state from which he/her is transferring, and if the transfer of the student's academic credit is acceptable under state rules.
3. Minimum Requirements for all students entering Florida schools for the first time are:
  - Evidence of immunization as required by Florida Law
  - Evidence of a medical examination completed with the last twelve months in accordance with Florida Law
  - Evidence of date of birth in accordance with Florida Law.

- Additionally, transfer students from an out of state school must provide (1) official documentation that the parent/guardian was a legal resident of the state in which the child was previously enrolled in school and (2) an official letter or transcript from proper school authority which shows record of attendance, academic information, and grade placement of the student.

**Withdrawing Students From LJPS**

Should it become necessary or preferable to withdraw a child from this school, parents are asked to come to the school office and complete a withdrawal form, return all textbooks, and clear any outstanding debts before records can be sent to the receiving school. Requests to hand-carry records to the receiving school requires two day notice to LJPS and parental signature on the release-of-records form.

Approved:

January 20, 2005

Revised:

January 17, 2006 (Racial and Gender Equity priority)