

**LIZA JACKSON PREPARATORY SCHOOL**  
**POLICY for APPLICATION AND ENROLLMENT**  
**IN**  
**GRADES ONE THROUGH EIGHT**

Amended and Approved February 21, 2017 effective immediately

**Purpose**

This policy is developed to provide a standardized, uniformly applied, fair and understandable system for admitting students in Grades One through Eight to Liza Jackson Preparatory School (LJPS) and to comply with Florida Charter School Laws.

**Definitions**

For purposes of this policy, "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.

**Eligibility to Submit an Application**

Applications for Grades One through Eight are available in the school office. Completed initial applications are accepted during the month of January of the calendar year the student is age-eligible for the grade for which they are applying to enroll. 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 immediately removed from future consideration.

**Racial and Gender Equity**

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

**Enrollment Process and Priority Listing\*\***

The enrollment process for grades one through eight shall be according to the rank order of the priorities listed below.

1. Application submitted one or more years prior to the availability date  
As slots become available in grades one through eight, parents will be contacted according to the date their valid application was submitted to LJPS. Applications on file one year or more before the date the slot is available will receive priority over applicants with more recent application dates.

Example: Should a slot become available March 5, 2005, the student in that grade that had an application submitted the furthest date *prior to March 5, 2004 (the prior year or earlier)* will be contacted to attend the enrollment conference.

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.

4. 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 Lottery each year. The priority of that objective is indicated in the priority order listed here.

5. Sibling of students already attending LJPS provided that previously enrolled siblings continue to attend LJPS; otherwise the sibling priority is voided.

6. Child of a deployed military family

In situations where a change of 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 rank order enrollment priorities stated above.

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 completing the Withdrawal Form in the school office.

**\*\*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.

### **Withdrawing Students from Waiting List or Enrollment at LJPS**

Parental requests for withdrawal from the waiting list should be submitted to the principal in writing.

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 forwarded to the new receiving school.

Requests to hand-carry a record require two days prior notice to the school's office and parent signature on a release-of-records form.

### **Program Definitions and Other Admission Requirements for Florida Schools**

1. **Age Eligibility for First Grade** requires that students be age six prior to September 1<sup>st</sup> of the year they enter grade one.
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.