



## **General Enrollment Overview for Charter Programs**

Historically, Villa Montessori Charter School receives more applications for enrollment than there are spaces available. When this is the case, a lottery will be held amongst all timely applications. Students who are not admitted through the lottery process will be placed on a waitlist and may be offered admission during that year if a space becomes available. Open enrollment begins with new applications accepted on the designated date(s) which are then entered into the lottery. Any students who submit their applications after the expiration of the open enrollment date(s) will be placed on a waitlist on a first-come first-served basis, and given a space after those who applied during open enrollment.

***Timely application:*** applications submitted during the open enrollment period are eligible for the lottery

***Post open enrollment:*** applications submitted after open enrollment, not eligible for lottery and processed on first-come, first-served basis

***Re-enrollment:*** current students who plan to return the following academic school year

Villa Montessori Charter School has an open enrollment policy in accordance with A.R.S § 15-184.

Villa Montessori Charter School does not discriminate in its admissions or enrollment practices on the basis of race, ethnicity, national origin, religion, gender, income level, disability, proficiency in the English language or athletic ability.

## **Admission Requirements**

Villa Montessori Charter School will enroll all eligible students who submit a timely application, unless the number of applications exceeds the School's capacity as follows:

1. Program capacity, which includes:
  - Availability of staff members (i.e. administrators, teachers, other certificated employees, classified employees, related service providers employed by the school, and related service providers contracted by Villa Montessori Charter School) to implement all School programs
  - Physical capacity of the school building and classrooms
  - Availability of other resources needed to implement School programs
2. Class capacity
3. Grade level capacity
4. Building capacity

Villa Montessori Charter School may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

## Enrollment Preferences

Enrollment preference shall be provided to the following students:

1. Students returning to Villa Montessori Charter School for a second or subsequent school year
2. Students whose siblings are already enrolled at Villa Montessori Charter School for the same school year
3. Students who are children, grandchildren or legal wards of any of the following:

Employees of the school  
Employees of the charter holder  
Members of the Governing Board  
Directors, officers, partners or board members of the charter holder

If remaining capacity is insufficient to enroll all students who submit a timely application, the school will select students through a lottery, except that preference will be given to siblings of a student selected through the lottery.

Enrollment preference status does not guarantee placement.

## Application Process

1. Students continuing from one year to the next will be required to complete the Re-Enrollment Form in order to receive priority enrollment. Returning students must also submit the Arizona Residency Documentation Form with supporting documentation.
2. Villa Montessori Charter School will accept applications through the open enrollment process for the upcoming school year. See the *Important and Time Sensitive Enrollment Information Sheet* for specific dates.

## Admissions Decisions

1. By 2/12/2021 : Villa Montessori Charter School will notify students in the preferred enrollment categories of their enrollment status for the following school year.
2. By 2/12/2021 : Villa will notify other eligible students who have submitted timely applications of their admission or non-admission for the following school year.
3. If capacity is insufficient to enroll all students who submit timely applications, Villa will select students through an equitable selection process such as a lottery, except that preference shall be given to siblings of a student selected through such process.
4. Students who submitted a timely application but who were not admitted due to lack of capacity will be placed on a waiting list, and contacted should capacity exist at a later date.
5. Students whose applications are submitted after the open enrollment date(s) will be placed on the waiting list following those in #4 above and will be admitted if capacity exists. Priority on the waiting list will continue to be given to students in the preferred enrollment categories.
6. Students on the waitlist who are not enrolled in a given school year will need to participate in the admissions process for the following year. Waitlists do not roll over from one year to the next.

### **Important Notes:**

Once a student is enrolled, there is additional paperwork that must be completed to complete the student's registration. In order to ensure your student receives appropriate services and for safety reasons, the registration paperwork must be completed prior to the student's first day of attendance.

## **Enrollment Documents**

The following documents are required before your student can be enrolled. Missing/incomplete required enrollment paperwork or information **will** delay or hinder your student's enrollment.

1. Completed Enrollment Application
2. A certified copy of the student's birth certificate\*\* (or other proof of the student's identity and age including the student's baptismal certificate, a letter from the authorized representative of an agency having custody of the student, an application for a social security number or original school registration records and an affidavit explaining the inability to provide a copy of the birth certificate) \*\* required within 30 days of enrollment.
3. Immunization records (Unless student is exempt from immunization by law).
4. Arizona residency Documentation Form or Affidavit of Shared Residence with supporting documentation, (**ONE** item from the list below):
  - a. Valid Arizona driver's license, Arizona identification card or motor vehicle registration
  - b. Valid Arizona Address Confidentiality Program authorization card
  - c. Real estate deed or mortgage documents
  - d. Property tax bill
  - e. Residential lease or rental agreement
  - f. Water, electric, gas, cable, or phone bill
  - g. Bank or credit card statement
  - h. W-2 wage statement
  - i. Payroll stub
  - j. Certificate of tribal enrollment (506 Form) or other identification issued by a recognized Indian tribe in Arizona
  - k. Documentation from a state, tribal, or federal government agency (Social Security Administration, Veterans' Administration, Arizona Department of Economic Security)
  - l. Temporary on-base billeting facility (for military families)
  - m. Affidavit of Shared residence signed and notarized
5. Villa's Online Registration Form, which will be provided at the time of acceptance. This will include:
  - a. Student and Parent Information
  - b. Emergency Contact Information
  - c. Medical Information
  - d. Access to Parent/Student Handbook and agreement
  - e. Use of Technology Authorization
6. Arizona Home Language Survey
7. Parent Record
8. Copy of the Withdrawal Form given to the school from which student is exiting (if applicable)

Proof of a student's age and identity is not required for homeless students.

Every family on the waitlist will receive an email and/or a phone call from the School as capacity becomes available. If a family rejects the enrollment or fails to respond to the offer of enrollment within 2 business days the student will be removed from the waitlist and must reapply if they wish to be considered for enrollment again in the current or any future school year.

## **Legal Decision Making**

The School will need the most recent certified court documents outlining legal decision making on file.

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