

ALCS Enrollment Procedures (updated April 2022)

Pre-Lottery

- Family receives pre-lottery packet containing:
 - Introduction Letter by Director (Student Handbook)
 - “About ALCS” by a student (Student Handbook)
 - Enrollment Lottery Entry Form
 - Student Contract
 - Parent Contract
 - Acknowledgment of Risk Form
 - Student/Parent Handbook
- Family and student invited to an Orientation Session. The family may choose to attend an Orientation Session after the lottery process. If a family wishes to seek more information outside of an Orientation Session, the family may contact the school to setup a meeting.
- Enrollment Lottery Entry Form returned to the school, by mail or hand delivery, no later than 4:00pm the day before the next posted lottery.

The Lottery

- Enrollment Coordinator will manage lottery and enrollment status and report directly to the director.
- Lottery dates will be scheduled by the school and approved by the Governing Council.
- The school will publicly post lottery dates no less than 10 days prior to an upcoming lottery date.
- Students enrolled at ALCS during one school year do not need to apply for enrollment or go through an enrollment lottery for the following school year. They are considered enrolled for the following year unless the school receives notification of the student’s withdrawal from the school.
- ALCS shall give enrollment preference to: (1) siblings of students already admitted to ALCS; and (2) children of current ALCS staff members who work at least 10 hours per week on average over the course of the school year.
- Aldo Leopold Charter School does not discriminate in enrollment, employment, or other activities on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, or any other characteristic or condition protected by law.

Enrollment Limits

Enrollment at ALCS will not exceed 210 students. The enrollment limit for 9th, 10th, 11th, & 12th grades combined is 120 students. The enrollment limit for grades 6-8 depends both on the school year and the school building, as follows:

The enrollment cap for grades 6-8 will be limited to the lesser of the following:

- a. The maximum number of students the facility could educate and still garner a wNMCI score equal to or better than the average score for all public-school facilities statewide; or
- b. The maximum number of students that would, when combined with associated staff members, satisfy Fire Marshal occupancy load restrictions.

Acceptance and Waiting List

- In any given lottery, all applicants with enrollment preference will be accepted prior to the random drawing. If there are not enough spaces for all applicants with enrollment preference, a preliminary drawing will be held to determine which of these students are accepted and which are placed on a waiting list.
- If the school has space for all applicants, all individuals applying to the school will be accepted without a lottery.
- If the school does not have adequate space for all applicants, a random drawing will take place establishing a prospective student's acceptance or position on a waiting list. Students placed on the waiting list this way will be placed in positions *after* those of students who had enrollment preference but were placed on the waiting list during the same lottery.
- If a student is accepted, the school will communicate to the family the requirements that are necessary to complete enrollment.
- A family has two weeks from the time that they have been notified of their child's acceptance in which to notify the school that they will be enrolling their child. After two weeks, the student will no longer be considered accepted, and the enrollment process terminates.
- If a student is not accepted through the lottery and he or she is placed on a waiting list, a letter will be sent to the family to explain the waiting list and to provide the prospective student's number on the waiting list.
- If a prospective student is on the waiting list for the duration of the academic year, he or she must begin the Enrollment Process again to be considered in subsequent lotteries.

Orientation Session

- Orientation scheduled before school starts and each family whose child was accepted to attend ALCS will be strongly encouraged to attend.
- A packet of forms will be provided to the family at Orientation. These forms, listed below (subject to change without notification), must be completed and submitted to the school before the student's first day of school.
 - Student and Family Information Form
 - Photo Permission Slip
 - Health Ed Permission, Safer Sex Education, Condom Availability Permission Form
 - Fieldtrip Permission Form
 - Knife Permission Slip
 - Acknowledgement of receipt of Student and Parent Handbook
 - Home language survey
 - Emergency and Health History Medical Forms
 - Parent Volunteer Survey
 - EIS Form (Internet Use Agreement)
- In addition to the packet of forms, families are expected to submit the following information to the school (subject to change without notification) by July 31st before school starts.
 - Immunization Records or Conscientious Objector Form
 - Transcript(s)/Report Card(s)
 - Attendance Records and Discipline Report from previous school
 - Sports Physical (Required for first week of school activities)
 - IEP if applicable
 - MAP or equivalent short cycle testing information (New student may need to take MAP tests)

Final Enrollment

- Final enrollment is based on submission of all necessary paperwork and verification that the student has not been expelled from a school. A student may not attend ALCS and may not obtain his or her official class schedule until final enrollment is achieved.
- Incomplete Enrollment Policy
 - Families must have all information submitted to the school prior to two weeks before the first day of classes or within two weeks of their student's acceptance by lottery, whichever comes later. If this deadline is not met, the student's acceptance to ALCS will be terminated and the family may re-submit a lottery application for the next available lottery.
 - Students who are on the waiting list after the start of a school year will need to reapply for enrollment for the following school year.

