

The Franklin School of Innovation Admissions Policy

The Franklin School of Innovation, Inc., is a tuition free public charter school. Any child who is qualified under the laws of North Carolina for admission to a public school is qualified for admission to The Franklin School of Innovation. To qualify to attend a NC public school, a student must be a resident of North Carolina. County boundaries or school attendance areas do not affect charter school enrollment. The Franklin School of Innovation does not limit admission to students on any basis including intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, or ancestry. The school shall be subject to any court-ordered desegregation plan in effect for the local school administrative unit. Notwithstanding any law to the contrary, The Franklin School of Innovation may refuse admission to any student who has been expelled or suspended from a public school, or from a private school for any conduct that would have warranted suspension or expulsion from a public school under G.S. 115C-390.5 through G.S. 115C-390.11 until the period of suspension or expulsion has expired.

A. Enrollment Priorities

The School may give enrollment priority in certain instances as stated in G.S. 115C-218.45(f). The School will give the following enrollment priorities and will implement them in the manner described below:

1. Siblings of currently enrolled students who were admitted to the charter school in a previous year. The term "siblings" includes any of the following who reside in the same household: full siblings, half siblings, step siblings, and children residing in a family foster home.
 - a. Should there be more siblings than there are open slots in any given grade, a lottery will be held to randomly select the siblings who receive a slot in the school. The lottery will follow the same procedures as outlined below for the school-wide lottery and will be held on the same date, but prior to, the school-wide lottery.
 - b. Any siblings who do not receive an enrollment slot will be placed at the top of the grade-level waiting list for the school, in the order their names were drawn in the lottery.
2. Limited to no more than fifteen percent (15%) of the school's total enrollment, the following:
 - a. Children of the school's full-time employees.
 - b. Children of the charter school's board of directors.
 - c. Should the above two groups of students exceed 15% of the school's total enrollment, priority will be given as follows:
 - i. Each employee and director shall be granted one enrollment slot.
 - ii. Names of any additional children will be entered into a lottery. Names will be drawn at random until the 15% cap is reached.
 - iii. Any children not selected in the lottery may be entered into the school-wide lottery with equal opportunity of selection as any other applicant to the school. In these cases, the parents/guardians shall submit a completed application within the Open Enrollment Period.
 - iv. In the following year, unenrolled siblings may be given priority under the sibling preference (number 1 above).

3. A student who was enrolled in the charter school within the two previous school years but left the school:
 - a. to participate in an academic study abroad program or a competitive admission residential program; or
 - b. because of the vocational opportunities, including Active Duty, of the student's parent.

Evidence of participation in an academic program abroad, residential program, or vocational opportunities must be provided to the School prior to the end of the Open Enrollment Period. In any case where the validity of the academic program or vocational opportunity is in question, the Executive Director shall have the authority to investigate documentation supporting the program or opportunity and issuing a determination of the student's eligibility for the enrollment priority.

B. Enrollment Period and Applications

The School will establish an enrollment period annually. The enrollment period will generally be established consistent or similar to the enrollment periods of other schools in the region, and will be long enough to provide reasonable opportunity to submit applications, and no less than four weeks. The enrollment period will be posted on the School's website. The School will use a standard application form (Attachment I) which will be made available in English and Spanish. Applications may be downloaded from the School's website or requested by mail or email. Completed applications may be submitted by mail or hand-delivered to the specified address.

The School will maintain a record of all applications received. Upon receipt, each completed application will be assigned a number and logged with a record of the date and time of receipt, and the name, grade, and contact information of the applicant. All application forms will be maintained in a locked file. Applicants may contact the School to verify receipt of their application.

The Franklin School of Innovation relies upon accurate and truthful information on the application forms. If a parent or guardian provides false or incorrect information on the application form, such as an incorrect grade level in order to obtain a better chance of enrollment, the application form will be considered invalid and the student will not be entered into the lottery. The parent/guardian will be notified of the School's determination.

In a case where an application is submitted and the student is granted and accepts enrollment, and it is subsequently determined that the student is enrolled for the wrong grade through no fault or inaccurate information (e.g., student is retained or double-promoted), a determination shall be made between the parent/guardian and the Executive Director as to appropriate placement for the child. The Executive Director has the authority, under North Carolina law, to make the final determination of grade placement. In the case that the appropriate grade placement is not available at the School (e.g., 5th grade), the Executive Director may recommend or require that the parent/guardian withdraw the enrollment and re-apply in the subsequent year.

C. Lottery

Beginning with open enrollment for the 2017-2018 school year, The Franklin School of Innovation will be utilizing [SchoolMint](#) for Admissions Management (application/lottery/offer/waitlist management) and Registration (enrollment). SchoolMint complies with data privacy regulations under the Health

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Rev Mar 2015

Rev Dec 2016

Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA).

Applications will be accepted via SchoolMint or in paper form until the designated close of the Open Enrollment Period. At that time, should the number of applications for any specific grade level fall below the number of open slots, all applicants will be offered enrollment, and the School will continue to accept applications on a rolling basis until all slots are filled. Any applications received after all slots are filled will be added to the waiting list, in the order of the date of receipt. Should the number of applicants for any specific grade level exceed the number of open slots, per State law the School will schedule a lottery. All applicants will be notified of the date, time, and location of the lottery and have the right to be present.

Any paper applications received will be entered into SchoolMint so that all applications will be maintained in The Franklin School of Innovation's SchoolMint account.

The lottery will be conducted by an individual who does not have an interest in the outcome. The automated lottery will be conducted by SchoolMint. A numbered waiting list for each grade level will be established in the order of the lottery. The SchoolMint lottery is run using a secure computer algorithm set up to follow FSI's rules & priorities and insure an equitable and tamper-proof process. The lottery will be open to the public.

In the case of multiple birth siblings, SchoolMint will insure that if the surname of one of the multiple birth siblings is selected, then all of the multiple birth siblings shall be admitted. Every effort will be made to ensure a fair and accurate lottery process. Should the School learn of any errors in the lottery process (e.g. inadvertent omission of a student's name from the lottery), appropriate steps will be taken to rectify the situation. This may include re-drawing applicants for the affected grade level.

All applications received after the lottery will be added to the numbered waiting list in the order of the date of receipt. The original applications will be date and time-stamped and retained in The Franklin School of Innovation's SchoolMint. All applications will be kept until the next Open Enrollment Period.

D. Written Confirmation of Enrollment

The School will notify all applicants of the results of the lottery, and their enrollment or waiting list status. Notice will be provided by email or phone/text. Prospective enrollees will be given one week (7 calendar days) to accept or decline the enrollment slot. Written confirmation of the acceptance or declination is required. Applicants who are accepting enrollment must complete and submit the Enrollment Packet, as described below, within the one-week timeframe.

The School will make at least three separate and documented attempts to contact all individuals who do not submit written confirmation or declination of enrollment. Should an applicant decline enrollment, or fail to submit the required Enrollment Packet by the deadline, the slot will be offered to the next student on the numbered waiting list, and the waiting list will be updated accordingly. The numbered list (numbers only, without student names) will be posted on the school's website, so that parents/guardians can verify their student's enrollment status on line. Parents/guardians may also contact the School's designated contact person to determine their student's enrollment status.

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E. Enrollment Packet

The following items must be submitted along with acceptance of enrollment:

- Academic Records Request Form
- Information on IEP/504 Plans
- Disciplinary Status Affidavit
- Family Partnership Agreement
- Emergency Contact and Procedures Form
- Student Medical Information
- Student Medication Administration Form
- Field Trip Permission Form
- Volunteer Driver Insurance Form (optional)
- School Directory Information (optional)
- Computer Acceptable Use Form
- Permission for photo and press contact
- McKinney Vento Act information
- Income verification (free & reduced lunch qualification)

F. Failure to Enroll or Withdrawal

- *Mandatory orientation:* FSI will hold a mandatory orientation for all students prior to the first day of school. The school will attempt to contact any student who does not attend orientation to confirm the intent to enroll.
- *Failure to Enroll:* If a student is absent on the first day of classes, the School will make at least one documented attempt to contact the parents/guardians prior to the end of the day. The parent/guardian will be given until the close of the school day to explain the absence and provide any requested documentation. If on day two the student is absent and no reasonable explanation has been provided, the slot will be offered to the next student on the waiting list. The School Administrator has the authority to determine whether causes for absences are "reasonable". Reasonable absences will generally include illness, death of a family member. Family vacation is not an acceptable reason.
- During the first 20 days of school, any enrollment slots that become available due to student withdrawal or failure to enroll will be offered to the next student on the waiting list.

Students may withdraw from the School at any time. Parents/guardians seeking to withdraw their students will be asked to complete a withdrawal form to include the student's name, date of birth, grade, the planned withdrawal date, reason for withdrawal, and plans after withdrawal (including name of transfer school). Upon receipt of written request from the student's new school, the Franklin School will provide a copy of the student's record in a timely manner.

Students who have withdrawn from the School but seek to re-enter must submit an application during the next Open Enrollment Period.

G. Re-Enrollment

Once enrolled at the School, students are not subject to the lottery for subsequent years.

Parents/guardians will be asked to complete re-enrollment packets prior to a specified deadline to secure their student's slot for the next year, or to submit a formal declination or withdrawal. Failure to submit a re-enrollment packet by the deadline will be taken as a declination, and the slot will be made available for enrollment in the next enrollment period. Prior to releasing a student's slot, the School will make at least two documented attempts to contact the parent/guardian.

H. Review

The Board of Directors shall annually review the application and enrollment procedure to ensure it results in a fair and equitable enrollment process and results in a student body that reflects the surrounding community.

Approval: December, 2013

Revised: March, 2015

Revised: December, 2016

Attachments:

- Application Form
- Declination Form

**Return form to: The Franklin School of Innovation
21 Innovation Drive, Asheville NC 28806**

*We will accept any proof of residency accepted by the NCDOT, including but not limited to copy of: deed or record of mortgage payment; lease agreement; utility bill dated within past 30 days; valid NC driver's license or NC photo ID; vehicle or property tax bill.

The Franklin School of Innovation Enrollment Declination Form 2017/2018 School Year

_____ will not attend The Franklin School of Innovation for
printed name of student
the 2017/2018 school year. By submitting this form, I authorize the School to release the enrollment slot that has been reserved for this student.

_____ signature of parent/guardian
printed name of parent/guardian

date

**Return form to: The Franklin School of Innovation
21 Innovation Drive, Asheville 28806**