

The Anchor School Student Enrollment & Lottery Policies

Last reviewed/approved September 21, 2022

Policy Statement:

The Anchor School (TAS) shall abide by the provisions stated in Federal and State law regarding enrollment and shall forbid discrimination on the basis of race, color, national origin, sex, disability, or age in its programs and activities. As such, TAS will adhere to the following enrollment provisions:

Official Attendance Zone

The official attendance zone of TAS is any residence within the state of Georgia.

Enrollment Eligibility/Criteria

Any student who resides with a parent/legal guardian within the official attendance zone and provides a timely and valid evidence of proof of residency within the official attendance zone shall be considered eligible for enrollment except as set forth herein. Valid evidence of proof of residency shall be defined as:*

- Signed copy of current lease or rental agreement or signed copy of deed, current mortgage statement (No more than 30 days old.) AND current utility bill (Gas, water, or electric only. No more than 30 days old. Phone or cable bills cannot be accepted.).
- If the parent(s)/guardian(s) are not the property owner/lessee, but parent(s)/guardian(s) and student reside with another person who is a property owner/lessee, an Affidavit of Residency form must be completed as required, notarized, and submitted with the application and all other supporting documentation.

*Any students that meet the criteria for homelessness under the McKinney-Vento will be enrolled immediately even if they are unable to produce evidence typically required to prove residency.

The enrollment criteria above notwithstanding, The Anchor School (TAS) *may restrict a student from enrolling* under O.C.G.A. § 20-2-751.2 when TAS determines that:

1. The student is currently subject to a disciplinary order in another school or school district, including a long-term suspension or expulsion; OR
2. The action which led to the suspension or expulsion in the other school or school district was an offense for which suspension or expulsion could be imposed pursuant to The Anchor School's Discipline Policies.

The Anchor School shall not have any other enrollment criteria.

Pre-Enrollment Process

There will be an open pre-enrollment period each year during which time students interested in attending The Anchor School may submit a basic pre-enrollment application. The dates and times for this open enrollment period shall be established by the school's administration. The pre-enrollment application shall only ask for basic information such as name, grade, address, contact information, and eligibility for federal services such as WIC/SNAP/TANF and Free and Reduced Lunch Eligibility (to allow us to implement our weighted lottery preference for Economically Disadvantaged students).

All students currently enrolled at the time of the deadline for pre-enrollment applications will automatically be placed for the following school year.

All other applicants will be enrolled based on a random lottery to be held in accordance with the provisions set in the Enrollment Lottery Section of this policy and applicable law.

Enrollment Priority

As allowed by law (O.C.G.A. § 20-2-2066(a)(1)) The Anchor School may give enrollment priority to applicants in either of the following categories, as prioritized in the Charter:

1. Currently enrolled students, so long as the student remains eligible according to the eligibility criteria;
2. Sibling of a student enrolled in the charter school;
3. Student whose parent or guardian is a member of the governing board of the charter school or is an employee of the charter school.

To clarify the above general terms set out in the Charter, and to fairly and consistently provide for statutorily-authorized priorities, the Governing Board finds that the following definitions are in the best interests of The Anchor School and shall control in the interpretation of the Charter's specified enrollment priorities.

- Siblings are defined in Georgia Department of Education in SBOE Rule 160-4-9-.04: a child who shares at least one common biological or legal parent whether through natural or adoptive means, including:
 - biological siblings that share parents
 - half siblings that share a single parent
 - step siblings that share a parent or parents through marriage even if the marriage was terminated by death or dissolution
 - children who share a parent or parents through adoption or guardianship
 - foster children awaiting permanent placement
- Member of the governing board of the charter school will be defined as a director of the Anchor Schools, Inc.
- Employees of the charter school will be defined as any full- or part-time employee.

The following do *not* qualify for enrollment priority:

- members of committees of the board who are not directors of The Anchor School governing board;
- Contractors or subcontractors;
- Volunteers;
- Other vendors or service providers.

Upon the parent or guardian's separation of employment with The Anchor School or conclusion of membership on the governing board, their children will no longer receive priority by virtue of their previous service on the governing board; however, their children may receive priority by virtue of being a current student, or sibling.

Enrollment Lottery

As defined in The Anchor School (TAS) charter, a random lottery process will be implemented to fill student vacancies in such cases where the numbers of pre-enrollment applications exceed the capacity of any TAS program, class, grade level, or building in accordance with SCSC Rule 691-2-.03.

- TAS shall implement a weighted lottery in accordance with State Board Rule 160-4-9-.04(o) and pursuant to O.C.G.A. § 20-2-2066(a)(1), State Board Rule 160-4-9-.05(2)(g), and the school's charter, TAS will implement a weighted lottery to give Economically Disadvantaged students a higher weight in the enrollment lottery.
- Public notice will be given of date, time, and location of the lottery electronically and posted in the school at least one month in advance, so all interested parties can attend if desired.
- The lottery will be open to the public.
- It is anticipated that the lottery will occur by March 15 each year.
- An unbiased third party will witness and certify the validity of the lottery.
- In an open and transparent process, individual names will be drawn at random.

Waiting List

- The waitlist will be established for each grade based on the results of the lottery, and then on a first-come first-served basis.
- Wait list positions will not be secured from year to year.
- Students who are not offered seats for the academic school year for which the lottery was held will remain on the waiting list until the end of that academic school year unless otherwise requested by the parent/guardian to be removed. The waiting list shall be cleared at the end of the academic year for which the lottery was drawn and shall not carry over from one year to the next; students who remain on the waiting list at the end of the academic year will be required to submit an application again for the next school year.

Notification

- Parents/guardians will be notified by phone, email, and mail of each child's admission status and will have 7 calendar days after the date of initial notification to return a decision on their enrollment offer.
- If no decision is returned within 3 days, The Anchor School will make three attempts to contact the family via email and phone (three emails and three phone calls) before the 7-day deadline.
- If no decision has been returned by the one-week deadline, the child's admission space or waitlist order will be given to the next eligible candidate.

Enrollment

Once a student has been accepted through the lottery or otherwise, they will be required to complete a comprehensive enrollment packet with all the necessary documentation needed for public school enrollment.

Enrollment is provisional until all documentation is received to confirm residency, grade level, and qualification for educationally disadvantaged status, where applicable.

The Anchor School shall not charge tuition or enrollment fees.

The Anchor School shall not require its students to provide materials or equipment to participate in the educational program of the school. All required textbooks and other reading materials must be provided to the students free of charge.

Reregistration:

- The Anchor School will communicate reregistration timeline and processes on our website, via email, physical letters home, via text message and/or in our monthly phone calls from teachers.
- For any families that do not reregister one week before our deadline, we will text and call (two times for each), as well as remind them through normal school interactions (such as student drop off/pick up) prior to the deadline. However, we will not hold seats for currently enrolled students after the lottery has taken place.

Affidavit of Residency

Date parent/legal guardian started residing at address: _____

Full name of parent/legal guardian(s): _____

Home phone: _____ Work phone: _____ Cell phone: _____

Current address: _____

<u>Name of child residing at address</u>	<u>Date of birth</u>	<u>School child attends</u>

Before the undersigned officer, and being first duly sworn, I depose and state as follows:

1. That I am the parent/court appointed legal guardian of each child listed above.
2. That each child listed above resides with me full time at the address listed above.
3. That I understand that I must notify The Anchor School within 14 days if I change residence or if any child listed above should change residence.
4. That I understand that representatives of The Anchor School may visit my home to verify residency.
5. That I understand that a student enrolled in The Anchor School under falsified information is illegally enrolled and will be immediately withdrawn from school.
6. That I understand that making false statements or submitting false documentation to The Anchor School and false swearing is a violation of O.C.G.A. §16-9-2, §16-10- 20 and/or §16-10-71 of the criminal laws of the State of Georgia and punishable by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both. O.C.G.A. 16-10-71.

Signature of the Parent/ Legal Guardian

Date

Signature/Seal of the Notary Public

Expiration Date

Owner/Landlord/Primary Renter Affidavit - The below section should be completed ONLY when the registering parent/guardian does not have proof of residency in their name and lives with another state of Georgia resident.

Full Name of Owner/Landlord: _____

Contact Phone#: _____

Current Address: _____

(You must provide a copy of your proof of residency to The Anchor School along with this form)

Before the undersigned officer, and being first duly sworn, I depose and state that:

1. I am the legal owner, landlord or renter of the property listed above.
2. The persons listed above in this document reside with me full time or have my consent to live full time at the address above.
3. I understand that I must immediately notify The Anchor School if any person listed in this document should change residence.
4. I understand that representatives of The Anchor School may visit my home to verify residency of the persons listed above.
5. I understand that a student enrolled in The Anchor School under falsified information is illegally enrolled and will be immediately withdrawn from school.
6. I understand that making false statements or submitting false documentation to the DeKalb brilliance Academy and false swearing is a violation of O.C.G.A. §16-9-2, §16-10-20 and/or §16-10-71 of the criminal laws of the State of Georgia and punishable by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both. O.C.G.A. 16-10-71.

Signature of the Primary Owner/Renter

Date

Signature/Seal of the Notary Public

Expiration Date

This affidavit should not be utilized for students experiencing homelessness.

Enrollment Checklist

Please use this checklist in preparations for your registration. Please note that your **child is not fully enrolled until all documents below are received (two pages)**. Note that failure to submit all required documents for your student's registration will result in forfeiture of your child's seat at The Anchor School.

Required Documents

- **Residency documents** (please see below - varies by household)
- **Current/Complete Ear, Eye, and Dental Form 3300** (please note - many doctors/dentists can complete via email if your child has had a recent enough appointment)
- **Current Immunization Certificate or Waiver**

All children attending K-12 programs must have a Certificate of Immunization (DPH Form 3231). The Certificate of Immunization must be on file within 30 days of the start of the student's program.

Exemptions: All students, regardless of grade and including foreign exchange students, must have the Certificate of Immunization (DPH Form 3231) on file unless any of the following situations exist:

 - Medical exemption authorized by a medical doctor. This must be indicated on Form 3231, a letter is not sufficient. Medical exemptions must be kept on file, are valid for one year, and may be reissued from year to year until a physician determines immunizations can be completed.
 - Conflict with religious beliefs verified by parents'/legal guardians' sworn affidavit. The only affidavit that may be used to register a religious objection to required vaccinations is DPH Form 2208. The affidavit does not expire.
- **Birth Certificate** (electronic and in person - must verify with original during registration)
- **Social Security Card or Objection Form** (application will ask you to enter number only - must verify with original during registration)

If applicable:

- Health Insurance Card
- Current IEP or 504 Plan (if applicable)
- Transcript (required for grades 7-12 only)
- Test Scores (required for grades 7-12 only)
- Grandparents Power of Attorney (if applicable)
- Kinship Caregiver Affidavit (if applicable)
- Medical Statement to Request Special Meals and/or Accommodations (If applicable)

Required Proof of Residency

What documents are required to prove residency?

The person with whom the student(s) lives must attach proof of residency, dated within the last thirty (30) days and must show parent/guardian legal name and street address. Please note that a P.O. Box is not acceptable as a residence address. Please carefully read the scenarios listed below and provide the documentation that applies to your student's living situation.

<p><u>Possible Living Situation #1</u> - If you own and live in the resident property, you will need to provide:</p>	<ul style="list-style-type: none"> • Parent/guardian photo identification (<i>must be current</i>) • One document in your name showing the residence property address: <ul style="list-style-type: none"> ○ Deed or a Mortgage Statement ○ Utility bill (e.g. Georgia Power) for the current month ○ If none of these are available, the family can complete a <u>Notarized Affidavit of Residency</u> (<i>top portion only</i>)
<p><u>Possible Living Situation #2</u> - If you rent and live in the rental property, you will need to provide:</p>	<ul style="list-style-type: none"> • Parent/guardian photo identification (<i>must be current</i>) • One document in your name showing the residence property address: <ul style="list-style-type: none"> ○ Copy of the lease/rental agreement (or current HUD Certificate of Compliance/Annual Renew Notice) ○ Utility bill (e.g. Georgia Power) for the current month ○ If none of these are available, the family can complete a <u>Notarized Affidavit of Residency</u> (<i>top portion only</i>)
<p><u>Possible Living Situation #3</u> - If you are living at a property with the owner or being rented by another person, you will need to provide:</p>	<ul style="list-style-type: none"> • Parent/guardian photo identification (<i>must be current</i>) • One document in the owner or primary renter's name showing the residence property address: <ul style="list-style-type: none"> ○ Deed, Mortgage Statement, Lease/Rental Agreement, or current HUD Certificate of Compliance/Annual Renewal Notice) ○ Current utility bill (e.g. Georgia Power) • One supporting document in your name showing the residence property address. • Notarized Affidavit of Residency (<i>*both* top and bottom portions</i>)
<p>What can I bring in as supporting documents?</p>	
<ul style="list-style-type: none"> • Bank statement, loan documents, credit card statement, or voided check. • Health Insurance record. • Previously issued W-2 or Form 1099 or pay stub. • Voters Registration Documentation. • A current motor vehicle registration (tag receipt). • Cable Bill, telephone or cell phone bill, gas bill. • Receipt to have utilities connected. • Mail delivered by the United States Postal Service. 	