

ROYAL PALM CHARTER SCHOOL STUDENT ADMISSION AND REGISTRATION POLICY

This Policy applies to Royal Palm Charter School ("Royal Palm") and is effective as of the 2017-18 School Year. Upon adoption, this Policy shall be posted on the website of Royal Palm. Royal Palm is committed to enrolling a diverse student population and to abide by the provisions of the Florida Educational Equity Act and Florida Statutes prohibiting discrimination on the basis of race, color, nationality and ethnic origin, religion, sexual orientation, disability or gender. Copies of applications and registration forms will be made available in languages other than English upon request.

Re-Enrollment for Current Students and Capacity Notice

Each year, the total capacity and total enrollment of the Royal Palm will be determined based on the Charter Contract for Royal Palm and applicable Florida and federal laws. Capacity for purposes of controlled open enrollment will be posted on Royal Palm's website. Seats at Royal Palm will be made available based on this Policy and Florida law.

The parents and guardians of students enrolled at Royal Palm for the current School Year will be asked to submit a Re-Enrollment Application indicating intent to re-enroll for the following School Year. Re-Enrollment Applications are due no later than **February 1st**, which is the **Re-Enrollment Deadline**. Students whose Re-Enrollment Applications have been submitted by the Re-Enrollment Deadline will be automatically re-enrolled so long as they have maintained eligibility requirements. Students whose Re-Enrollment Applications are not submitted by the Re-Enrollment Deadline may lose their seat for the following School Year.

New Applicants and Controlled Open Enrollment for Out-of-County Applicants

Students who are new to Royal Palm must submit an **Enrollment Application** which will be made available online or at Royal Palm. Enrollment Applications must be completed in full in order to be considered.

Students from outside of Brevard County are permitted to apply to Royal Palm so long as they are not subject to a current expulsion or suspension order. However, such Out-of-County Applicants will only be provided a seat after placement of all students with **Enrollment Preferences** and all **Brevard County Applicants**. Once admitted to Royal Palm, Out-of-County Students will be permitted to matriculate up to the highest grade offered by Royal Palm so long as they maintain eligibility requirements.

Enrollment Applications are due at Royal Palm no later than February 1st which is the **Initial Enrollment Period**. At the end of the Initial Enrollment Period, parents and guardians will be notified of acceptance. In the event the number of Enrollment Applications for eligible students exceeds the capacity for a given grade level, class or building, the Lottery Process will be followed, as described below. If capacity is not reached for a grade level, class or building after the Initial Enrollment Period, subsequent applications will be accepted on a first-come, first-served basis.

Lottery Process

Royal Palm will enroll each eligible student who submits a timely Enrollment Application, unless the number of Enrollment Applications received during the Initial Enrollment Period exceeds the capacity of a grade level, class or building. In such event, this Lottery Process will be followed.

First, Enrollment Applicants with the following Enrollment Preferences will be selected, as permitted pursuant by this Policy and Section 1002.33(10)(c) & (d), Florida Statutes:

- Students who are siblings of an enrolled student;
- Current VPK students;
- Students who are the children of a member of the governing board of Royal Palm;
- Students who are the children of an employee of Royal Palm; and

If the number of Enrollment Applicants with Enrollment Preferences exceeds the capacity of a grade level, class or building, a lottery will be held among Enrollment Applicants with preferences. Those not enrolled through this process will be placed on a wait list and will have first priority for enrollment over non-preference Brevard County or Out-of-County Applicants. Moreover, students who have Enrollment Preferences who apply for enrollment at Royal Palm after the Initial Enrollment Period shall also have priority for enrollment over any students on the Brevard County or Out-of-County Wait Lists.

Second, a Lottery will be held among the Brevard County Applicants for each grade level, class or building that exceeds capacity. If the number of Out-of-County Applicants exceeds the capacity for a grade level, class or building, a separate Lottery will be held for Out-of-County Applicants. Those Brevard County and Out-Of County Applicants not selected in the Lottery will be placed on the Brevard County Wait List (or Out-of-County Wait List, as applicable) in the order such Enrollment Applications were selected in the Lottery.

As seats become available, they will be offered first to students on the Preference Wait List, second to the Brevard County Wait List, and third to the students on the Out-of-County Wait List. Students applying after the Lottery will be placed on the Preference Wait List, Brevard County Wait List, or Out-of-County Wait List, as applicable, after students who were placed on the Wait Lists through the Lottery. New Wait Lists will be created each year after each year's lottery and Applicants on the Wait Lists will not be carried over from year-to-year.

Registration

Upon selection, the parent/guardian will receive registration instructions that include a detailed list of required documentation and timelines that must be followed. This notification will be provided electronically to the parent/guardian email included in the Enrollment Application. If documentation is not provided within the required timelines, the Applicant's seat will be forfeited and offered to another Applicant.

Records

Copies of all Enrollment Applications and Wait Lists will be maintained by Royal Palm for the time periods required by law.