



## Enrollment Policy (Effective: November 22, 2021)

### 1. General Policy

- a. Collegiate Charter School of Lowell (Collegiate) is a K-12 college preparatory public school governed by the applicable charter school and education laws and regulations of the Commonwealth of Massachusetts. Collegiate enrolls a new kindergarten class annually and backfills positions in kindergarten through tenth grade as openings become available. The school maintains and implements a student recruitment and retention plan as outlined in G.L. c. 71, § 89(f) and CMR 603 1.05(f).
- b. Collegiate shall not discriminate on the basis of race, color, national origin, creed or religion, sex, gender identity, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in English language or a foreign language, or prior academic achievement when recruiting or admitting students in its enrollment activities.
- c. Collegiate's application process is independent of and not integrated with that of the Lowell Public School district.
- d. The total number of students attending Collegiate in a given school year cannot exceed the total number of students in the school's pre-enrollment report submitted to the Department of Elementary and Secondary Education in the previous spring. Collegiate will not admit student in excess of the school's approved maximum and growth plan as specific as a material term of the school's charter.
- e. In cases where there are fewer spaces than eligible applicants, students shall be accepted for admission by a lottery process as outlined in section 4. Lottery Procedures.
- f. All applicants will be notified in writing that the school provides accommodations and support services for diverse learners, including students who may have disabilities, require special education, or are English Language learners. This information is presented on the School website, in outreach materials and the student parent handbook and is part of the application for enrollment.

### 2. Eligibility for Enrollment

- a. Collegiate does not require applicants or their families to attend interviews or informational meetings as a condition of application, admission, and attendance. However, families and students are encouraged to attend an open house, take a tour, and/or meet with Collegiate before submitting an application.



- b. Likewise, Collegiate does not administer entrance examinations or placement tests, or predicate enrollment on results from any test of ability or achievement or a student's prior academic results at his/her previous school.
- c. In order for any student to enroll at Collegiate, that student must establish, through transcripts, approved home schooling plan, and/or other acceptable school records, that he/she successfully completed the grade prior to the grade for which they seek admission. For Kindergarten students, the student must have turned 5 years old by August 31 of the applying academic year. For Kindergarten enrollment, parents/guardians will be required to provide the school with the child's birth certificate. For students who did not participate in or complete Kindergarten and are seeking admission to 1<sup>st</sup> grade, the student must have turned 6 years old by August 31 of the applying academic year.
- d. Residency Requirements: To enroll at Collegiate all applicants must be Massachusetts residents at the time of the application, the offer of admission, and while attending Collegiate. Other than homeless students, parents/guardians must submit proof of residency at the time of application and enrollment (if residency changed after application).
  - i. Proof of Residency Includes:
    - Parent/guardian valid Massachusetts driver's license
    - Utility bill (not water or cell phone) dated within the past 60 days
    - Copy of a current lease, Section 8 Agreement, or Landlord Affidavit and/or a voter registration card
    - A Deed, Mortgage Payment dated within the past 60 days, or Property Tax Bill dated within the last year
    - A W2 form dated within the year or a Payroll Stub dated within the past 60 days
    - A Bank or Credit Card Statement dated within the past 60 days
    - A Letter from an Approved Government Agency\* dated within the past 60 days

\*Approved government agencies: Departments of Revenue (DOR), Children and Family Services (DCF), Transitional Assistance (DTA), Youth Services (DYS), Social Security, any communications on Commonwealth of Massachusetts Letterhead.

Students who may be considered homeless are eligible to apply and to attend Collegiate Charter School of Lowell. In order to receive preference for admission, however, students who may be considered homeless must provide proof of their current or temporary residence. Collegiate's homeless liaison will work with each student who may be considered homeless to determine proof of residence on a case-by-case basis.



- e. Collegiate reserves the right to terminate a student's enrollment, to retract or rescind any offers of admission, or to un-enroll a student, if it is found that the student and/or his/her parent(s)/guardian(s) submitted false statements or documents during the application process or during any portion of the student's enrollment at Collegiate. The student and/or parent(s)/guardian(s) shall be notified in writing of the school's intent to take such action and shall have the opportunity to be heard prior to any enrollment consequence for the student.
- f. At least one parent/guardian must sign the application in order for the student to be eligible for enrollment. Collegiate does not require dual parental signatures, unless required by a court order.

### **3. Application Process**

- a. Applications for enrollment are available and accepted throughout the year. Applications are available at [lowell.sabis.net](http://lowell.sabis.net) and/or may be picked up at 1857 Middlesex St, Lowell, MA 01851. Deadlines for submission of applications are publicized at least one month before they occur. Applications received following the deadline are included in the next scheduled enrollment lottery, should the initially created waitlist be exhausted. Any information requested in the application will not be used to discriminate. Collegiate shall not charge an application fee for admission or use financial incentives to recruit students.
- b. Collegiate conducts one principal application deadline and enrollment lottery each year after January 1, but before March 15, for the upcoming school year. Collegiate shall publicize the date, time, and location with reasonable notice at least one week before the lottery date. The enrollment period will be advertised widely throughout the region and will include public open houses for interested families.
- c. If the principal enrollment process fails to fill available admission spaces, a school may repeat the process more than once providing such process is fair and open and the school gives reasonable public notice at least one month prior to the application deadline.
- d. The school will determine the number of spaces available each year, by grade level. As spaces become available during the school year, a school may repeat the enrollment process to fill these openings and to meet the requirements of G.L. c. 70, § 89(n). 603 CMR 1.05(8).
- e. If an applicant is admitted to and enrolls at Collegiate, their application becomes part of the student's temporary record and shall be maintained in accordance with governing laws and regulations concerning education records.



- f. If an applicant does not receive an offer of admission or elects not to enroll at Collegiate, the school shall maintain that child's application as a temporary student record for one (1) year after the student's name is no longer on the waitlist.
- g. Reasonable proof of current residency or sibling status may be required at the time an offer of admission is made.
- h. Collegiate shall include on its application and all enrollment materials a non-discrimination statement.

#### 4. Lottery Procedures

- a. The school will determine the number of spaces available in the enrollment period by grade level. In the case where there are fewer spaces than eligible applicants, students shall be accepted for admission through the lottery process. Applicants will be placed into the lottery by grade and are divided into three categories: siblings; residents; and non-residents; as further described below.
  - i. Siblings, residents or non-residents, of students who are already in attendance at Collegiate in the year of application, will be given preference for admission over non-sibling students. It is the responsibility of the parent/legal guardian to inform Collegiate of any sibling(s) currently attending Collegiate or on the Wait List. Siblings are students who share a common parent, either biologically or legal adoption
  - ii. Residents of Lowell will be given preference for admission over non-resident students.
  - iii. Non-Residents will be defined as Massachusetts residents who live outside of the City of Lowell.
- b. A lottery will be held at a publicized date to be determined by the school (between January 1 and March 15). The lottery is held at Collegiate Charter School of Lowell, 1857 Middlesex St., Lowell, MA. The date and time will be publicized at least one week prior to the lottery taking place. All eligible applications received by the deadline will be entered into a public lottery, if required. Applications submitted after the deadline will not be entered into the lottery.
- c. Each application will be assigned a random identification number. A neutral party will draw the lottery by grade at a public meeting. The lottery will establish a fair and random list of students by grade ranked in ascending numerical order according to their lottery draw. After the random lottery order is determined, preference for admission will then be applied. Offers of admission will be made taking into consideration enrollment preferences and based on the number of seats available. In the case where there are more applicants than available seats,



student names will be placed on the waitlist by grade in the order the names were selected.

## 5. Wait List

- a. When a student is placed on a waitlist, within two weeks, the parent(s)/ guardian(s) will be notified in writing of their position on the waitlist. This communication will be provided by mail and email, in the case where an email address has been provided.
- b. The order of a student's placement on a waitlist may change depending on admission preferences (as identified in section 4a) that exist at the time an offer of admission is extended. Students will not be enrolled ahead of other eligible students who were previously placed on a waitlist during a prior enrollment process, except:
  - i. In cases where enrollment preferences change (due to sibling status or residency)
  - ii. In cases where the enrollment of a student, who is not a sibling of another currently enrolled student, from the waitlist would exceed the district charter tuition cap, the student will be skipped but kept on the waitlist.
  - iii. In cases where the enrollment of a student who is a sibling of a student currently attending a charter school would exceed the district charter school tuition cap, and the school has not admitted other students prior to admitting the sibling, the sibling may be offered admission and the Commonwealth of Massachusetts will provide tuition for the sibling, subject appropriation.
- c. If a student stops attending Collegiate, or declines admission, the next available student on the waitlist subject to preferences at the time of admission will be offered admission until the vacant seat is filled.
- d. If the waitlist is depleted during the school year, and spaces become available, the school will hold additional enrollment periods and lotteries as necessary, meeting the requirements set forth in the "Lottery Procedures" section above.
- e. Waitlists are maintained only for the school year for which the students applied. Students remaining on the waitlist at the end of the year do not carryover. Any student remaining on the waitlist who wishes to enroll for a subsequent academic year must submit a new application to the lottery.
- f. In order to comply with Massachusetts General Law, c. 71, § 89(n), Collegiate will maintain the names of students who entered the lottery, but did not gain admission, on a waitlist, which will be forwarded to the Department of Elementary and Secondary Education. In addition to names of students, Collegiate will supply to



the department each student's home address, telephone number, grade level and other information the department deems necessary.

## 6. Backfilling

- a. Seats in kindergarten through grade nine will be backfilled until February 15.
- b. Conditions of backfilling requirements:
  - i. K-12 schools are required to backfill in grades K-6; Collegiate will backfill vacancies in grade 7 and 8 for the following reasons:
    - In order to enroll the ideal cohort size.
    - For staffing purposes and budgetary restrictions.
  - ii. In addition, Collegiate will backfill vacancies in grade 9 for the following reasons:
    - In order to enroll the ideal cohort size.
    - For staffing purposes and budgetary restrictions.
- c. Any vacancy not filled after February 15<sup>th</sup> moves into the subsequent grade, to be filled the following September provided such grade is not in the last half of the grades offered and is not in grades 10, 11, or 12. Seats for students who have accepted an offer of admission in the charter school but have never attended are exempt. 603 CMR 1.05(10)(c).
- d. Seats in grade ten will be backfilled until September 30. All 10<sup>th</sup> grade applicants will participate in the lottery for a position on the waitlist. If seats become available they will be filled up until September 30.
  - i. Collegiate will backfill vacancies in grade 10 for the following reasons:
    - Academics, staffing purposes, and budgetary restrictions.
    - In order to enroll the ideal cohort size.

## 7. Enrollment Procedures

- a. All students who are initially extended enrollment will be contacted by U.S. mail and e-mail. From March through June, offers must be accepted or declined within two (2) weeks. From July on, offers must be accepted or declined within three (3) business days. Parents are encouraged to update their contact information by calling the school with any changes. All children who are accepted for enrollment, either directly through the lottery or off the waiting list, will be asked, but not required, to complete a questionnaire that provides the school with pertinent contact information, school background information, and other data. Any student who declines an offer of admission must reapply if they wish to be considered again for enrollment.





- b. All students will be required to provide evidence in the form of permanent transcripts, report cards, completion of approved home school plan, affidavit from school leader, etc. that indicate they successfully completed their current grade by the end of August.
- c. Enrolled students may take a diagnostic assessment exam. The outcome of the diagnostic assessment will not affect the enrollment status of the student but it may inform what grade the student is best served in.
- d. Before an offer of admission is made by Collegiate, families must submit proof of residency within Massachusetts. Collegiate reserves the right to verify an applicant's address again at this stage (except in the case of homeless students) by requesting proof of residency.
- e. Withdrawal: A parent/guardian may opt for reassignment from the school by withdrawing at any time during the school year in accordance with the school's withdrawal process. A student will be considered withdrawn from the school, and a vacancy may be declared for the child's position, if one of the following occurs:
  - i. a student who has not attended Collegiate in accordance with the school's attendance policy within the first ten (10) days of the students anticipated start date (for example, the first day of school)
  - ii. the student transfers to another school
  - iii. the school receives written notification from the parent/guardian of his/her intent to remove the student as of a given date
  - iv. the school receives written notification from a student (16 years of age or older) of his/her intent to withdraw

Any student who has withdrawn and wishes to re-enroll in the school must reapply for admission.

## **8. Student Information**

- a. Collegiate will keep accurate records of its waitlist. Information for students who entered the lottery but did not gain admission must include, but is not limited to, names (first, middle, last); dates of birth; cities or towns of residence; grade levels; home addresses; and telephone numbers.
- b. In order to comply with Massachusetts General Law c. 71, § 89(g), Collegiate, upon the request of any school district, must release the names and addresses of enrolled students from that school district to a third party mailing house for mailings. If you do not want your student's information released, you may opt out of this disclosure by completing and signing the Disclosure of Student Information Form provided with the Student Parent Handbook.