

**Adopted on 12/13/12 Last Reviewed on 5/11/2020 Last Revised on 5/11/2020**

**Westside Atlanta Charter School Admissions and Enrollment Policy**

**SCHOOL ADMISSIONS**

The Governing Board of Westside Atlanta Charter School (“Westside”) adopts the following regulation which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Eligibility.

SECTION 1.1. All students who are residents of the Atlanta Public Schools district are eligible to apply to Westside.

SECTION 1.2. Westside will not discriminate on the basis of intellectual or athletic ability, measures of achievement or aptitude, disability, proficiency in English, or any other basis prohibited by law.

SECTION 1.3. Students will not be required to complete any test or measure in order to be admitted to Westside. Once students are formally enrolled, formal and informal assessments may be administered to determine the most appropriate instructional plan and placement for each student.

SECTION 2. Registration.

SECTION 2.1. Westside’s registration period is from January 29 - March 2 of each calendar year for the following school year. Students that are currently attending Westside must also submit a registration application during this time period to secure their slot for the next school year**.**

SECTION 2.2. Regardless of when mailed, all registration applications for Westside must be physically present in the administrative office of Westside located at 2250 Perry Blvd, NW, Atlanta, GA 30318 on or before 6 p.m. the last day of the registration period**.**

SECTION 2.3. All applications must be complete. Regardless of reason, failure to have a completed application in the office of Westside by this deadline may constitute a waiver of inclusion in the lottery for the following school year.

SECTION 2.4. Any applications not present in the School offices by the deadline will be deemed to have waived participation in the lottery regardless of reason.

SECTION 2.5. The School’s admission procedures will be published annually.

SECTION 2.6. A register of all complete and timely received applications will be kept in the School’s office. The parent or guardian of an applicant may request to review the application he or she submitted for their child after showing a government-issued photo identification.

SECTION 2.7. Priority for enrollment will be given in the following order in accordance with the approved charter petition:

1. CURRENTLY ENROLLED STUDENTS
2. FACULTY, STAFF AND BOARD MEMBER CHILDREN: Children of faculty, staff and current Governing Board Members.

3. SIBLINGS: Siblings of students currently enrolled on the date of the lottery

4. OTHERS: All other eligible students.

SECTION 2.8. Students who reside outside of attendance zone will not be enrolled at School.

SECTION 3. Lottery.

SECTION 3.1. When more registrants than seats in a class, grade level, or the school have been received, a public lottery shall be held.

SECTION 3.2. The lottery process shall be published in advance and articulated prior to commencement of the lottery.

SECTION 3.3. The lottery shall be observed and certified by a third party individual.

SECTION 4. Enrollment

SECTION 4.1. Students that are given an opportunity to enroll will be notified within seven days of the lottery.

SECTION 4.2. To complete the enrollment process, all students must turn the enrollment form(s) and any required proof of residency within four weeks of the lottery (the “Enrollment Period”). Failure to have a completed enrollment package in the Westside office by this deadline may constitute a waiver of inclusion in the lottery for the following school year.

SECTION 5. Wait List.

SECTION 5.1. Lottery positions and waiting list positions will not be secured from year to year. Those offered the opportunity to enroll from the waiting list will have the latter of the initial three days or the end of the Enrollment period to complete the enrollment process before the opening will be offered to the next student on the waiting list. Under extenuating circumstances, such as family travel or illness, an applicant may request that this three day period be extended for four additional days. Any such extension of the time period shall only be valid if given to the applicant in writing.

SECTION 5.2. It is the responsibility of the wait listed parent or guardian to provide updated contact information including a phone number and address, and an email if possible.

SECTION 5.3. Waitlist parents must also provide an emergency contact person in the event they cannot be reached regarding an opening. Failure to keep updated information throughout the school year resulting in an inability to notify the parent of an opening waives the student’s placement on the waitlist.

SECTION 5.4. A school designee shall contact the next person on the wait list if a slot becomes available. Contact may be made by phone, and if available, by email. Every effort will be made to reach the individual in person; however, if this is not possible, a message will be left on the phone and/or email.

SECTION 5.5. The parents will be given 72 hours to contact Westside and make a decision to accept the opening. If contact or a decision is not made within this time frame, the next student on the wait list is extended the offer.

SECTION 6. Recruitment of Students.

SECTION 6.1. Recruitment of students is the School’s responsibility. Public notices will be made regarding the pre-enrollment period. During the recruitment process, the School will provide parents of potential students with accurate information about the programs, services, and amenities available.