



Policy Number: 3110

Dated: 11/02/2007

Enrollment Policy

PURPOSE

American Leadership Academy has been granted by the State Charter School Board a fixed number intended for student enrollment. There are times students exceeding the allotted number desire to enroll. These students must be placed on a waiting list. American Leadership Academy desires this process to be fair and reasonable.

POLICY PROCEDURES

It is anticipated that the following be implemented to accommodate a fair and reasonable application process:

1. Information about American Leadership Academy may be distributed to the community in January. This will provide information and about American Leadership Academy; such as the opening application date, and how to apply for admission.
2. Applications will be accepted until the third Friday in February for those seeking admission for the following year.
3. A written notification to the student's parent or legal guardian of an offer of acceptance or rejection of the application must be sent by March 31.
4. Student's parent/s must submit a written offer of acceptance by April 30. This does not guarantee approval; if American Leadership Academy reaches its allotted state enrollment number, the student must be placed on the lottery waiting list.
5. Those students who have been enrolled at American Leadership Academy and desire to return the following year must sign a declaration of intent to enroll for the following year.
6. Upon enrollment American Leadership Academy will immediately send a request for records to student's previous school.
7. The waitlist number assigned to those on the waiting list will be by lottery. The lottery is a result of a random selection process. The students for the lottery will be taken from the enrollment application which was submitted.
8. When a vacancy occurs because a student has withdrawn, American Leadership Academy may immediately enroll a new student from its list of Lottery applicants.

Students will be admitted using the above process with the following exceptions; (1) that admission does not disqualify American Leadership Academy from any Federal funding; (2) or to protect the health or safety of a student; (3) or times other than those permitted under standard policies if there are added conditions of special need that warrant consideration.