

Enrollment Policy and Lottery Guidelines
For
Salt Lake School of Performing Art
SLSPA

SLSPA is a charter high school enrolling students from the 9th through the 12th grades. It is chartered by the Salt Lake School District; and conforms to the regulations and guidelines of the District, the Utah State Office of Education and the US Dept. of Education. The student capacity is set to a maximum of 400 students. The following is the SLSPA guidelines for enrollment and selection of the students attending the school. Definitions of terms used are at the end of this section.

Class Size

In its charter with the State of Utah, SLSPA is authorized to receive state funding for a total of 400 students. This arithmetically equates to 100 students per grade, but SLSPA will modify the actual class size. The adjustment objective of class size modification is to insure a 12th grade size of 80 to 100 students. The use of historical attrition rates and other projections will be used. SLSPA reserves the right to exceed the projected class size in any grade in order to ensure that the school enrollment reaches the 400-student mark needed to secure the full allotment of state funding.

Application and Enrollment by Lottery

As a public charter school, SLSPA is required by state and federal law to conduct its application and enrollment procedures using a random lottery when the total applicants for a class or grade exceed the available student openings. Lottery enrollment enables charter schools to reach and hold enrollment at the population size authorized by the charter with the Utah State Board of Education. This is important because charter schools are unable to receive funding beyond their charter's target enrollment, which at SLSPA is 400 students.

Applying for Enrollment

Beginning in January, SLSPA begins accepting applications to enroll for the following school year. The school then conducts successive application periods that are typically one to two months in length. These application periods are aligned with the Highland High School class scheduling computer runs; and will provide SLSPA students be placed in their requested courses as early as possible. Because these computer run times will vary with Highland's intake requirements, SLSPA may vary the length of each application period accordingly.

At present, SLSPA does not have an online application. Applications are available at the SLSPA business office. You may fill out an application to enroll at SLSPA by visiting the school during any application period. You will be given a copy of your application to take with you. Prospective students may not enroll for the upcoming school year prior to the first application period.

Existing students and the siblings of those students need not participate in any of the application periods described below for the upcoming school year. Rather, they shall notify the school of their intent to enroll by filling out the "Intent to Return" forms distributed in January and filling out necessary enrollment and course scheduling forms when directed by the school.

The "Intent to Return" form that will be completed by the returning student, will confirm (1) whether the student will attend the next school year; and (2) whether any siblings of the student will attend the next school year. Once we have heard back from all enrolled students, we can begin to estimate the number of openings for the next school year.

If the "Intent to Return" forms are not returned as directed, those students will risk their placement at SLSPA for the next school year. If any positions are available in a class or grade after ensuring positions for returning students, then those positions shall be filled according to the lottery procedures detailed below.

Lottery Procedures

An identification number will be assigned to every application submitted to SLSPA. Upon completing the application form, you will be given the duplicate copy of your application that includes your assigned identification number that you may keep for your records. Each student in one family should be listed on a separate application; but each student's siblings should be cross listed to each other's application form.

At the conclusion of each application period, the applications will be placed in a random lottery by grade, and by enrollment preference. There will not be a waiting list available to view online. Invitations to enroll SLSPA will start after each lottery and will continue into the next school year if needed. The number of students invited to enroll will depend upon the number of available spaces in each grade.

As positions become available we will begin inviting applicants from the lottery. Parents will be contacted by email or telephone, if their child is invited to enroll. Applications do not carry over from year to the next year. If applicants do not get invited for the year in which they apply, a new application must be completed the next year if they are still interested in attending SLSPA

Invitation and Enrollment Procedures

Invitations for enrollment at SLSPA begin in February of the previous school year and are offered to all currently enrolled students. Since we need to ensure that positions are available for each enrolled student who chooses to return for the upcoming year, we must be careful not to fill any of those positions for the upcoming year from the lottery until we are notified that a student will not be returning.

We have a high number of returning students, so there tends to be a variable number of spaces available. The 9th and 10th grades tend to fill up quickly. We invite students to enroll at SLSPA as positions become available, based on the enrollment preferences. The number invited for each grade differs from year to year. Once we know how many students are not returning, we can begin inviting new students to attend. These invitations will begin after each application period and lottery closes, and we will continue to invite students to enroll as any space becomes available, which may include any availability after the school year starts.

If your student is invited to enroll by the lottery, you will be notified by email or telephone. Upon receiving an enrollment invitation, you will need to respond to SLSPA within a specified period of time. The notification will indicate a deadline for when your response is due.

State law prohibits parents from enrolling students in multiple schools at the same time, so parents SHOULD NOT submit a Registration Packet if they are enrolling their child in another school.

Anticipated Lottery Schedule Guidelines

The first open application period will begin on the first school day after the beginning of the calendar year in which the new school year will begin. SLSPA may close the application period at any time, as per the guide lines below.

Lottery Schedule Guidelines

Begin – Open application period

End – Close application period,

Will close with a three (3) school day minimum notice being published on the SLSPA website.

Conduct lottery –

At any time after the close of the application period and with a three (3) school day minimum notice, the school will communicate the time, date and location of the lottery with caretakers of applicants by placing these items on SLSPA's website.

Caretakers of accepted students notified –

With offer of enrollment within three (3) school days after the lottery.

Caretaker deadline to accept offer of enrollment –

Within five (5) school days after the offer of enrollment, Caretaker of the accepted student will notify SLSPA of acceptance to enroll.

Caretaker deadline to complete enrollment tasks of accepted students –

Within five (5) school days after the acceptance to enroll, Caretaker of the accepted student will complete the enrollment process, including class selection as necessary.

Should a Caretaker decline the offer of enrollment, or fail to complete the enrollment process in a timely manner, SLSPA may in its sole discretion, withdraw the offer of enrollment. This vacancy will then be offered to the next student on the waiting list from the lottery. Any student that has been withdrawn from enrollment by SLSPA may reapply to SLSPA for any subsequent lottery.

SLSPA may publish a notice to hold a lottery at any time and will adhere to the above scheduling guide lines.

Lottery Policy

Following the Federal Charter School Program, Utah Office of Education and the Salt Lake School District, SLSPA may conduct a lottery as described above if applications exceed the enrollment cap of 400; or any grade level is oversubscribed or as needed. If the applications have not exceeded the enrollment of 400, or any grade level is not oversubscribed, upon the Closing Date of the Application Period, SLSPA may deem a lottery has occurred and all applicants will be accepted.

Caretakers, who submit their student's name, mailing address, requested grade level, date of birth, the names of siblings applying, caretaker's name, email address and telephone number through the SLSPA office or by calling SLSPA at 801-466-6700, during the application period will thereby qualify their student as an applicant for the lottery.

A lottery will be open to the public. The date, time, and location of the lottery will be publicized on the SLSPA website. The lottery will be conducted by a school administrator and will be officiated by a board member and one independent observer. Caretakers of applicants will be notified of the lottery date, time, and place by email no later than five (3) business days in advance of the lottery.

Student Selection Process

All students who applied for the lottery during the application period, and who are eligible to enroll, will be included in the lottery drawing. The lottery will be conducted by the following grade level in the following order:

| Class | Size |
|------------------|------|
| 12 th | 100 |
| 11 th | 100 |
| 10 th | 100 |
| 9 th | 100 |

The total enrollment will not exceed 400 students. Any class size may be modified at any time up to the start of the lottery drawing for that class.

Up to five percent (5%) of spaces may be held for children or grandchildren of charter school's founders; and children of teachers, and staff. If these spaces are not filled, they will be released no later than the last Lottery to be held before the start of the new school year.

SLSPA will follow a family-friendly approach in conducting the lottery. All eligible students will receive a lottery number in a random drawing. Beginning with 12th grade, as each grade is drawn, any siblings of students accepted, regardless of grade, will be accepted at the same time. The lottery process will continue by grade until all spaces are filled.

Notification of Acceptance

Caretakers of accepted students in the lottery will be notified by email and/or telephone with an offer of enrollment no later than three (3) school days after the lottery is conducted. These caretakers will then have five (5) school days to respond affirmatively in writing (email is acceptable) or in person at the SLSPA office, to the offer of enrollment or the student will forfeit their enrollment space. After the acceptance of the offer of enrollment, caretakers will have five (5) school days to complete all enrollment registration tasks, or the student will forfeit their enrollment space. Students who forfeit the enrollment slot will remain eligible for any future lotteries, if they are still actively seeking enrollment.

Preference Lists

The children or grandchildren of founding board members; and/or the children of teachers and staff will be placed on a **Founder/Teacher/Staff Preference List**. These students will be given the first opportunity to enroll prior to the lottery.

Siblings of students accepted in the lottery for which space was not available during the lottery will be placed on a **Sibling Preference List**. These students will be made an offer of enrollment if and when space becomes available in their grade, after any students on the Founder/Teacher Preference List. As with the regular lottery process, students on this list with the lowest lottery number will be placed first.

Other students who were in the lottery, but who were not accepted, will be placed on a **Priority List**. If a space becomes available, and there are no students from the Founder/Teacher Preference List or the Sibling Preference List who accept an offer of enrollment, the space will be offered to the student on the Priority List in that grade with the lowest lottery number.

Subsequent Lotteries

Families may continue to apply for enrollment at SLSPA. If space is still available after all students on the Founder/Teacher Preference List, the Sibling Preference List, and the Priority List, have been

accepted, an additional lottery will be held before the start of school. All students who applied for the lottery during all application periods, and who are eligible to enroll, will be included in the lottery drawing.

The lottery will be conducted at the school by a school administrator at a date and time to be determined. It will be officiated by a board member and an independent observer; and it will be open to the public. Caretakers of students eligible for the lottery will be notified of the lottery date, time, and place by publication on the school's website no later than three (3) school days in advance.

After the start of the school year and prior to October 1st, school administrators will review space availability by grade. If spaces are still available after they have been offered to students on the Founder/Teacher Preference List, the Sibling Preference List, and the Priority List, a lottery may be conducted by grade based on space availability.

Applicants who forfeited their offer of enrollment and new applicants, who submitted an application after the previous lottery, will be eligible for these spaces. The lottery will be conducted at the school by a school administrator at a date and time to be determined and will be conducted using the guide lines above. Caretakers of students eligible for the lottery will be notified of the lottery date, time, and place by publication on the school's website no later than three (3) school days in advance.

Caretakers of accepted students in these lotteries will be notified by email or telephone with an offer of enrollment no later than three (2) school days after the lottery is conducted. These caretakers will have five (5) school days to respond affirmatively in writing (email is acceptable) or in person at the SLSPA office, to the offer of enrollment or the student will forfeit their space. After the acceptance of the offer of enrollment, caretakers will have five (5) school days to complete all enrollment tasks, or the student will forfeit their space.

The guidelines above are for informational purposes only and may be modified at any time by SLSPA. Any disputes or unforeseen events arising from the lottery policy and procedure will be considered the jurisdiction of the SLSPA administration; and their judgment and decision will be final.

SLSPA Lottery Policy Definitions

Accepted Student: A student that has been selected by the lottery process.

Applicant: A Student that makes an application to be in the lottery during the application period.

Application: A form completed by a parent or legal guardian (caretaker) to enable the student to be in the lottery. The application form can be completed at the SLSPA office or by calling the school at 801-466-6700, during the open application period. The caretaker is required to provide the following information on the application: student name, requested grade in school, date of birth, mailing address, the names of siblings applying for or already attending this school, parent/guardian (caretaker) name, telephone number, and email address.

Application Period: A period determined by SLSPA when applications will be accepted; and will continue until a closing date prior to a Lottery. Another Application Period may be opened after each Lottery, until all student vacancies have been filled.

Discrimination in Recruiting: A SLSPA will recruit in a manner that does not discriminate against students of a particular race, color, national origin (including English language learners), religion, sex, or students with disabilities.

Enrolled Student: A student who receives and accepts an offer of enrollment; and completes all enrollment tasks by the designated deadline.

Enrollment: This is the first day a student is in attendance at school. It is not the day on which the student applies for inclusion in the lottery, nor is it the day when the student is selected by the lottery process.

Final Grade Placement: The grade requested for an applicant and the final grade placement once the student is enrolled may be different based on the review of report cards/transcripts and/or placement tests.

Founding Board Members: This group is limited to only those on the list submitted to the state.

Lottery: Following the Federal Charter School Program and Utah State Office of Education guidelines, if SLSPA may use a Lottery, if in its exclusive determination, it feels it may be oversubscribed by either total enrollment or by grade level. A Lottery may be held at any time after the Application period has opened and a three (3) day notice has been given. SLSPA may use and is planning to use more than one Lottery during the enrollment period, which will provide for a timely admissions process to occur.

Lottery Exemption: Under Federal and State guidelines, certain students may be deemed to have been already admitted and, therefore, do not need to reapply. Specifically, the following categories of applicants may be exempted from the lottery on this basis:

1. Any returning student, who may remain in attendance through subsequent years,
2. Any student that has been accepted in a prior Lottery for the application school year,
3. Siblings of students already attending or accepted to attend SLSPA,
4. Children or grandchildren of charter school's founders; and children of teachers, and staff. Up to five percent (5%) of spaces will be held for children of founding board members, teachers and staff. If these spaces are not filled, they will be released no later than the last Lottery held prior to the start of the new school year.

Registration Package: Enrollment package provided by SLSPA to accepted students.

Returning Student: A student that attended SLSPA and completed the academic year prior to the lottery year. A student not completing the prior academic year may apply and be included in any lottery for the new year.

Resident: A student is defined as a “resident” if, at the time of application, the student currently resides in Utah, is a member of a military family living outside the state that claims Utah as its state of residence, or as defined by the Salt Lake School District policy.

School Day: Any day the SLSPA office is open and staffed. This will be regular calendared school days during the school year. During the calendared vacations periods and other closures, such as a “snow day”, the school day shall be any day the office is scheduled to be open and staffed by administration personnel.

Staff: Any person that is employed by SLSPA during the academic year.

Teacher: Certified to teach in Utah and has a teaching agreement with SLSPA.

Weighted Lottery: These guidelines are not used in the Lottery Procedures at SLSPA.