

## Admission/Lottery Admissions Policy

### Admissions Policy

The Foundation for Hispanic Education (TFHE) operates as a non-profit organization that governs three public charter high schools in East San Jose: Roberto Cruz Leadership Academy, Latino College Preparatory Academy and Luis Valdez Leadership Academy. All three of our schools are free to attend and open to all California residents without regard to prior academic achievement or to the residence of the pupil or his or her parents in the State of California, except as is required by Education Code Section 47605 (d)(2)(B). Students shall be considered for admissions regardless of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in Section 220 of the Education Code. With the exception of proof of immunizations (or acceptable legal alternative) and a Registration Form, no requirement for admission exists.

### Interest Form

The first step in the admissions process is to fill out an interest form which is to be completed and submitted by a prospective student (or parent), indicating a desire to learn more about one of our schools. After receiving an Interest Form the Admissions department will contact and inform the parent of their child's interest to learn more about one of our schools and provide families with more detailed information about the school of choice. This is considered to be the "discovery" phase where parents and students alike learn more about us. Depending on what stage of the enrollment period that we are in, this step may be bypassed.

### Ensure Compatibility

As soon as an Interest Form has been submitted and a conversation has been had, we encourage parents and prospective students to attend an upcoming event such as: Open House, Shadow Day, or to schedule a 1:1 information meeting with an Admissions Representative. These events will help us learn more about the student, meanwhile, the student and his/her family will learn more details about us and then determine if we are a good fit for the student's long term educational goals.

### Enrollment Form

Once the parent and student have decided which school is the best fit, parent's are to fill out and submit an Enrollment Form to the Admissions office (forms are in both English and Spanish). The Enrollment Form can be picked up on campus or downloaded online. To submit, you can: scan, email, fax, or preferably, drop off in person at our main campus: 14271 Story Road. The Enrollment Form is a request to be considered for admission into one of our high schools, however, the Enrollment Form alone does not guarantee admission (Admissions is based on a first come, first served basis). Within two weeks of submitting an Enrollment Form,

the student and his/her family will be contacted by mail and phone with notice of acceptance (if space permits). Enrollment is only guaranteed if space is available. If there is no available space, students will be contacted to discuss alternative options.

### Registration

All admitted students are to register shortly after being admitted or during a specified time period that is established by Administration. To register, parents are asked to complete a registration packet which includes several forms such as: Emergency Card, Registration Form, Request for Transcript, Cumulative and Health Records Request, Technology Compliance, Media Release Form and Consent for Participation. Specific schools may decide to include surveys and other forms to better assist our families. In addition to completing and submitting the registration packet, parents are asked to submit their child's Birth Certificate and Immunization Card. As soon as the student is registered, the admissions process is complete and the student simply needs to await to begin classes. Student registration is a mandatory step to begin classes at one of our schools.

### Lottery Form

The lottery list is developed when there are more student applicants than space provided by the requested charter school in a particular grade level. By filling out a Lottery Form, applicants consent to be placed on a lottery list, where if space becomes available, they will be considered for admission into their school of preference. The Lottery Form confirms interest to enroll into a the applicant's first school of preference, but does not guarantee admission. If space becomes available and depending on where the applicant ranks on the lottery list, the applicant will be contacted and granted admission into their first choice school.

### Important Information

There are a total of 125 spaces available for students for each particular grade level. Once we register 125 students, we will create a lottery list. Students who are granted admission through the lottery process will be notified by the Admissions department of their acceptance to their first choice school, no later than July 1st. Students who are denied admission into their first choice school will be placed on that particular school's "waitlist" and will be granted admission if an incoming registered student decides to drop their enrollment. Students who are waitlisted at their top school will be given the option to attend any one of our other sister schools. Student notifications of acceptance based on lottery and waitlists will occur during the months of June through August.