

EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL

STUDENT ADMISSION POLICY

1. Purpose. Executive Education Academy Charter School, a Pennsylvania nonprofit charter school (the “**Charter School**”) adheres to the Pennsylvania Charter School Law, 24 Pa.C.S.A. Section 17-1701-A, *et seq.* (the “**Charter School Law**”) in requiring admission to be open by lottery and other established criteria.
2. Authority.
 - 2.1 The Board of Trustees delegates to the Charter School CEO to create and oversee the admissions process.
 - 2.2 The Charter School Law allows charter schools to establish “reasonable criteria” for admissions and to independently develop internal policies and procedures for admission.
3. Existing Students. Any student currently enrolled in and attending the Charter School (an “**Existing Student**”) is automatically re-enrolled in the subsequent school year. No Application is required.
4. Admissions Process. Admissions in the Charter School is a two-step process. First, a student must submit a completed pre-enrollment application (the “**Application**”). A submitted Application is not a guarantee of admission. Second, if the student’s parent/guardian is notified that the Application is accepted or the student is selected through the lottery or waitlist, the student’s parent/guardian must complete all enrollment forms and submit all required documentation (collectively, the “**Enrollment Information**”). Only those students whose parents/guardians complete the Enrollment Information in the timeframes set forth herein following selection of the student’s Application or the student’s admission via the lottery or waitlist will be admitted. No exceptions will be made.
5. Pre-Enrollment Application.
 - 5.1 All interested students other than Existing Students must complete a Charter School Application between March 1 and April 30 for the subsequent school year.
 - 5.2 As permitted by the Pennsylvania Charter School Law, preference is given to students who reside in the ASD and to siblings of students presently enrolled in the Charter School. (See Section 9). Preference may also be given to a child of a parent who actively participated in the development of the Charter School.
 - 5.2 A student who previously submitted an Application but was not enrolled in a particular school year must file a new Application if such student wishes to apply for a subsequent school year. Applications do not carry forward.
 - 5.3 The primary way to access and complete the Application is online through a portal on the Charter School’s website. The Application is available in English and Spanish. In addition to the online portal, parents/guardians may visit the Charter School

Admissions Office via appointment during normal school hours to complete an Application.

- 5.4 The Application for admission requests the following information:
- (i) Student name, address, date of birth and/or age, gender, grade applying for, former school name, emergency contact information and current grade.
 - (ii) Parent or legal guardian name, address, telephone number, email address, gender, relationship to student, relationship to the Charter School if applicable, and contact information.
 - (iii) Sibling name(s), school and grade.
 - (iv) Such other information as is permitted by law.
- 5.5 The Application must be submitted through the online portal which may be accessed through the Charter School Admissions Office via appointment during normal school hours.
- 5.6 If as of April 30, the total number of applicants for the subsequent school year is less than or equals the spaces available, the Charter School will notify the parents/guardians of any students who applied by May 15.
- 5.7 To ensure that the Charter School can contact prospective parents/guardians, it is the responsibility of parents/guardians to update the Charter School with any changes in contact information.

6. Lottery.

- 6.1 If as of April 30, the total number of applicants for the subsequent school year exceeds the spaces available, a lottery will be held for those grades in which seats are available. A waitlist is generated by the same lottery where applicants exceed open seats.
- 6.2 The lottery will be held in May of each year and will be announced at least five (5) days in advance on the Charter School's website. The lottery will be open to the public but may be held virtually during any period when school is being conducted virtually.
- 6.3 The Charter School will conduct the lottery using a random selection process. Each student who submitted a timely Application will be assigned a number. On the date of the lottery, three (3) Charter School employees, including one (1) employee who is part of the Charter School Admissions Office and two (2) employees who are not associated with the Admissions Office, will conduct the lottery using a "random selection process" application available on a cellular device that selects numbers at random. Each randomly selected number will correspond to a number assigned to each of the student applicants. The individuals conducting the lottery will continue generating random numbers until all spaces available are exhausted.

- 6.4 Preference is given to students who reside in the ASD and to siblings of students presently enrolled in the Charter School. (See Section 9). Preference may also be given to a child of a parent who actively participated in the development of the Charter School.
- 6.5 Once the lottery is conducted, the Charter School will promptly notify the parents/guardians of any students chosen through the lottery by email and by a telephone call. All students who submitted Applications and were not selected for admission through the lottery will be notified of such student's position on the waitlist by email.
- 6.6 Any Application containing an address outside of the Allentown School District (the "ASD") will be placed on a separate non-ASD resident waiting list, the order of which is determined by a separate lottery. Non-ASD resident students applying to the Charter School will be considered only if enrollment for a particular grade is not full following the admission of ASD students.
- 6.7 Any student who is not selected in the lottery must file a new Application between March 1 and April 30 in order to be considered for the subsequent school year.

7. Enrollment Process.

- 7.1 If the Charter School communicates to a student's parent/guardian that the student's Application is accepted due to space being available or because the student was chosen through the lottery, the student's parent/guardian must submit the Enrollment Information within seventy-two (72) hours of being notified by telephone. No extensions will be given.
- 7.2 Students who do not submit the Enrollment Information will be placed at the end of the waitlist.
- 7.3 Information that will be required as part of the enrollment process includes but is not limited to proof of the student's age, two (2) proofs of residence, current immunization records and any other information required by law.

8. Waitlist.

- 8.1 Students not selected in the lottery for enrollment will be placed on a numbered waitlist in an order determined by the lottery. In addition, the name of any student who files an Application between May 1 and the last day of February will be added to the end of the current year's waitlist.
- 8.2 Names placed on the waitlist will remain there until the following year's lottery occurs and a new waitlist is generated, unless selected pursuant to the below.
- 8.3 When an enrollment slot becomes available in a grade, the parent/guardian of the first student on the waitlist in that grade will be contacted and given seventy-two (72)

hours to accept the slot by submitting the Enrollment Information (See Section 7). If the enrollment slot is declined, if no response is received, or the Enrollment Information is not timely provided, the enrollment slot will be forfeited and the next student on the waitlist in that grade will be contacted.

9. Siblings.

9.1 The Charter School gives preference to siblings of students currently enrolled in and attending the Charter School (“**Sibling Preference**”) who have applied for admission, provided that there is space available for their admission. A “sibling” is defined as a brother or sister or step-brother or step-sister, by blood, marriage or adoption, living in the same household. Nieces, nephews, cousins or unrelated children, even if living in the same household as the applicant, are not considered to be siblings.

9.2 Sibling Preference will not apply unless the sibling is an ASD resident, and the currently enrolled student is in a grade lower than 12th grade for the upcoming school year. A parent/guardian who seeks Sibling Preference must certify the foregoing and provide proof of sibling status, including but not limited to, a birth certificate or baptismal certificate showing the name of a parent/guardian of a sibling who is already currently enrolled at the Charter School, together with proof of residency as set forth herein, which must match the address on file for the already-enrolled sibling. Should it be determined that sibling preference was improperly asserted to bypass the lottery, then the newly admitted sibling will not be eligible to enroll or will be withdrawn from the Charter School and placed on the waitlist instead.

9.3 A Sibling Lottery will be held in the event there are more siblings applying than seats available in any particular grade.

9.4 There will be no Sibling Preference granted to those students who apply after the Application deadline.

10. Classroom Caps. The Board and CEO have full discretion to establish the number of students admitted to each grade and the grades to which they are admitted.

11. Overall Cap. The Allentown School District mandates that the Charter School accept and enroll no more than 910 ASD students.

12. Equal Opportunity. Executive Education Academy Charter School is an equal opportunity nonprofit educational institution. The Charter School does not discriminate on the basis of age (to the extent applicable), race, color, religion, creed, sex, gender, gender identity, sexual orientation, national or ethnic origin, religion, marital status, ancestry, parental status, disability, achievement or aptitude, proficiency in the English language or any other basis that is unlawful.