

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 authority 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 regarding same.
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. Overview of Admissions Process. Admission in the Charter School is dependent on multiple factors including enrollment limits imposed by the Allentown School District (the “**ASD**”), capacity within the Charter School and length of the current waitlist.

Admission to the Charter School is a two-step process. First, a child must submit a complete application (the “**Application**”). **A submitted Application is not a guarantee of admission.**

Second, if the child is eligible for enrollment because (i) there is an open space; (ii) the child was picked in the lottery; or (iii) the child was next on the waitlist, then the child’s parent/guardian will be notified. At that time the child’s parent/guardian must complete all enrollment forms and submit all required documentation (collectively, the “**Enrollment Packet**”). Only those children whose parents/guardians complete the Enrollment Packet in the timeframes set forth herein will be admitted. No exceptions will be made.

5. Application.
 - 5.1 All interested children other than Existing Students must complete a Charter School Application between January 2 and February 28 for enrollment in the school year beginning in September of the same year.
 - 5.2 A child who previously submitted an Application but was not enrolled in a particular school year must file a new Application if such child 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) Child's name, address and date of birth/age.
- (ii) Parent or legal guardian name, address, telephone number, email address, and relationship to child.
- (iii) Whether the child has any individualized learning plans such as an IEP or 504 plan. **(Note: this is for informational purposes only. Enrollment will not be conditioned upon this information.)**
- (iv) Sibling name(s) and grade(s) if currently enrolled at the Charter School.

5.5 The Application must be submitted through the online portal on the Charter School's website. It may be accessed through the Charter School Admissions Office via appointment during normal school hours.

5.6 If as of February 28 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 children who applied. Notification shall be by March 15.

5.7 To ensure that the Charter School can contact parents/guardians, it is the responsibility of parents/guardians to update the Charter School with any changes in contact information.

6. Lottery.

6.1 A lottery will be held in March of each year. The date of the lottery will be announced at least five (5) days in advance on the Charter School website.

6.2 A waitlist is generated based on the lottery where applicants exceed open seats.

6.3 The Charter School will contract with a third party to conduct the lottery using an electronic random selection process.

6.4 In accordance with the Charter School Law, preference is given to children who reside in the ASD and to siblings of Existing Students. (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 children chosen through the lottery by telephone call and/or

by email. All children who submitted Applications and were not selected for admission through the lottery will be notified of such child's position on the waitlist by email.

- 6.6 Any Application containing an address outside of the ASD will be placed on a separate non-ASD resident waiting list, the order of which is determined by the 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 January 2 and February 28 in order to be considered for the subsequent school year.

7. Enrollment Process.

- 7.1 If the Charter School communicates to a child's parent/guardian that the child's Application is accepted (whether because there is an open space, the child was picked in the lottery or the child was next on the waitlist), the child's parent/guardian must submit the Enrollment Packet within seventy-two (72) hours of being notified by telephone. No extensions will be given.
- 7.2 Children who do not submit a timely Enrollment Packet will be placed at the end of the waitlist.
- 7.3 Additional information that will be required as part of the Enrollment Packet includes a sworn statement by the child's parent or guardian pertaining to any serious discipline problems at prior schools and the administration and completion of the Home Language Survey.

8. Waitlist.

- 8.1 Children 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 March 1 and the last day of December 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 the child is 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 Packet (See Section 7). If the enrollment slot is declined, if no response is received, or the Enrollment Packet is not timely submitted, the enrollment slot will be forfeited and the next child on the waitlist in that grade will be contacted.

9. Siblings.

9.1 Preference for admission is given to applicants who are siblings of students currently enrolled in and attending the Charter School, subject to availability of space (“**Sibling Preference**”). A “sibling” is defined as a brother, sister, step-brother or step-sister, by blood, marriage or adoption. 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 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. Should it be determined that Sibling Preference was improperly asserted to bypass the lottery, then the newly admitted sibling will be withdrawn from the Charter School and placed on the waitlist instead.

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. ASD Student 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.