

# IVY PREPARATORY ACADEMY

## Board Policy

### Operations

#### Admissions, Registration, and Enrollment

This policy outlines the enrollment process for both new/prospective families, existing families, children of staff, and children of Board members. IPA follows the residency requirement process from APS/DeKalb. Enrollment forms and requirements may differ from year to year.

IPA will hold an open admission period each year during which time any interested scholars may submit an admission application. The dates and times for this open admission period shall be established by the school each year and shall end no later than the last day of April for the school year beginning the fall of the same year. Admission applications for new IPA scholars will be available on the IPA website. IPA will accept new applications and enroll new scholars when space is available for the current school year until January 31st.

#### **A. Residency**

Admission shall be open to any female scholar who resides within the Atlanta Public Schools and DeKalb County Schools attendance zone.

#### **B. Yearly Enrollment Process Overview**

Enrollment is handled as a three-step process:

- **Step 1.** Re-enroll current scholars via the Intention to Re-Enroll form.
- **Step 2.** Enroll siblings and children of staff and Board members.
- **Step 3.** Open enrollment for available seats.

#### **C. Re-Enrollment**

Current IPA families are sent an Intention to Re-Enroll form in January. The form must be returned by the deadline. All proof of residency paperwork must be submitted as requested.

#### **D. Enrollment of Siblings and Children of Staff and Board Members**

1. Current IPA families should indicate on the re-enrollment paperwork if a sibling will be entering IPA for the following school year.
2. Children of current staff members, full-time or part-time paraprofessionals or current Board members who are enrolling at the school for the first time must indicate their intention to enroll the child by submitting a completed enrollment application form for the child by the stated deadline.

#### **E. Pre-Enrollment Process**

There will be an open pre-enrollment period each year during which time scholars interested in attending IPA may submit a basic pre-enrollment application. The dates and times for this open enrollment period shall be established by the school's administration. The pre-enrollment application shall only ask for basic information such as name, grade, county of residence, and contact information. All scholars currently enrolled at the time of the deadline for pre-enrollment applications will automatically be placed for the following school year. All other applicants will be enrolled based on a random lottery to be held in accordance with the provisions set in the Enrollment Lottery Section of this policy.

#### **F. Enrollment Lottery and Waiting List**

As defined in the IPA Charter, a random lottery process will be implemented to fill scholar vacancies in such cases where the numbers of pre-enrollment applications exceed the capacity of any IPA program, class, grade level, or building.

Enrollment is provisional until all documentation is received to confirm the following:

- residency,
- grade level, and
- that there is no discipline history that would prevent enrollment pursuant to the policy set forth herein.

If a lottery is required the lottery is to be held in an open forum and must be conducted in a manner that is consistent with Georgia Law and appropriate administrative procedures.

Waitlist positions will not be secured from year to year. Every reasonable effort shall be made to contact the next person on the waitlist if a slot becomes available.

#### **G. Enrollment**

Once a scholar has been accepted through the lottery or otherwise, they will be required to complete a comprehensive enrollment packet with all the necessary documentation needed for public school enrollment. This will include an Affidavit of Residency with two proofs of residency to ensure the scholar lives within the attendance zone.

IPA shall not charge tuition or enrollment fees.

IPA shall not require its scholars to provide materials or equipment to participate in the educational program of the school. All required textbooks and other reading materials must be provided to the scholars free of charge.

#### **H. Proof of Residency Requirements**

The following residency documents are required:

1. One of the following (must include address)
  - a. Current Rental Agreement
  - b. Current Property Tax
  - c. Current Home Purchase Agreement
2. One of the following:
  - a. Utility bill (Current gas bill, current water bill, current electric bill)
3. Affidavit of Residence Form

#### **I. Scholars Enrolling from Home Study Program**

1. When a scholar enters IPA from a home study program, the parents/guardians of the scholar should provide records of the scholar from any prior schools and/or home study program, including any standardized test scores.
2. Based on these records, the Head of Schools will make a placement of the scholar at what he/she feels is the most appropriate grade level for a probationary period of at least one term.
3. Near the end of the probationary period, the Head of Schools will consult with the scholar's teachers and parent/guardian to assess the performance of the scholar, and then determine if any change in placement is necessary.
4. If a scholar enters IPA from a home study program without any prior educational records, the Head of Schools will decide whether the scholar should be placed in the grade level of his/her most recent period in the home study program or whether a different grade level placement should be made.
5. In either case, the placement will be for a probationary period of at least one term. Near the end of the probationary period, the Head of Schools will consult with the scholar's teachers and parent/guardian to assess the performance of the scholar, and the Campus Principal will then determine if any change in placement is necessary.

#### **J. Enrollment Policy and Procedures**

Based on current state law and the IPA charter, the following constitutes the IPA enrollment priority policy for siblings and children of employees and governing board members:

1. Full time employee is defined as an employee who works more than 50% (at least 20 hours or more) AND qualifies for benefits.
2. Siblings of scholars enrolled in IPA are given priority enrollment. Sibling priority is handled as outlined in the charter.
3. Children of full-time employees and of governing board members are given priority enrollment.
4. Employees and governing board members with scholars currently enrolled at IPA participate in the enrollment process for current and incoming scholars outlined in the school's enrollment policy.
5. When a new employee signs a contract, their scholar is enrolled in IPA if space permits, if space does not permit, the scholar is placed on the waitlist with waitlist priority standing.
6. When a governing board member is elected/appointed to the board their scholar is enrolled in IPA if the scholar meets the IPA residency requirements and if space permits; if space does not permit, the scholar is placed on the waitlist with waitlist priority standing (defined below).
7. If an employee contract is terminated, or not renewed, and their scholar meets the residency requirements, the scholar may remain enrolled at IPA. However, if the scholar does not meet the IPA residency requirements, they are no longer eligible for residency exemption and must be withdrawn from IPA, per state law.
8. If a board member leaves or is removed from the board during their term or once their term is completed, their scholars may remain enrolled at IPA as long as the IPA residency requirements are met. If the residency requirements are not met, the scholar is no longer eligible for residency exemption and must be withdrawn from IPA.

**K. Enrollment of Scholars Not In Good Standing**

No scholar on suspension, expulsion, or assigned to an alternative school will be admitted to the IPA during the period of that scholar's suspension, expulsion, or alternative school assignment.

**L. Discipline Records**

1. Any scholar who is enrolling in IPA District must provide a copy discipline record from the school previously attended in accordance with O.C.G.A. §20-2-670. In lieu of providing a copy of a discipline record, the scholar may be admitted on a conditional basis by submitting a properly executed release authorizing the IPA to obtain such information from the school previously attended.
2. The parent or legal guardian is also required to disclose whether the scholar has ever been adjudicated guilty of the commission of a felony, and if so, the date of such adjudication, the offense committed, the jurisdiction in which such adjudication was made, and the sentence imposed.

**Effective Date:** 08/16/18

**Last Revised:** 08/16/18; 07/23/24

**Authority and/or Cross-Reference**