

ADMISSION AND ENROLLMENT OF STUDENTS

Synergy Public School enrolls all eligible students who submit a timely application provided the school has capacity. If the school receives more applications than the number of available seats, Synergy Public School offers enrollment based upon an equitable selection process which includes a lottery followed by a first-come, first-serve method. The open enrollment and admission process described shall be placed on the School website and made available to the public on request.

No tuition shall be charged for open enrollment, except as authorized by applicable provisions of A.R.S. 15-764, 15-797, 15-823, 15-824, and 15-825.



Applications for Automatic Re-Enrollment

Returning students will receive priority and are guaranteed a seat in the next grade level so long as re-enrollment is completed in a timely manner. Each year a parent or guardian will be need to confirm their intent to have their student re-enroll for the next academic school year by February 20th. Upon receipt of this confirmation and updated re-enrollment forms, students that are currently enrolled in the School will automatically be re-enrolled for the next school year. Students who withdraw from the school will need to reapply and complete the outlined procedure for the random selection and enrollment process if applicable.

Per Arizona law, parents must update and/or verify all information with a newly completed re-enrollment packet annually. This includes the verification and/or update of residency information only when the address on file has changed from the previous enrollment year.



Information Required for Admission

The application for admission must contain each applicant's full name (first, middle, last, suffix); date of birth; home address(es) including city/town of residence; grade level for which they are seeking admission; contact information; and sibling status. The admission application is an online form that can be accessed from the School's website or by visiting the school office.

Parents that are offered a seat for their child at Synergy Public School must accept it within a designated timeframe, otherwise the offer for admittance can be rescinded.

The school shall not limit admission based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language or athletic ability.

 **Open Enrollment**

The open enrollment period is the designated period when all admission applications must be submitted for consideration in the random lottery. The Open Enrollment Window falls between the first school day of January and ends at 5 PM on the last school day of March. Open enrollment and lottery dates for the upcoming school year will be posted on the school's website.

 **Lottery-Open Enrollment**

If the number of students that apply exceeds the capacity for each program, class, grade level, or building occupancy specifications prior to the end of the open enrollment period, students will be admitted through an equitable randomized lottery conducted by the school.

If necessary, the School will use a random lottery selection process, on the 1st school day of April, to select student names for admission. Names will be numbered in order as they are drawn. The names who are selected in order, up to the capacity limitations established shall be offered admission. Once capacity has been met, the random lottery selection will continue to establish an order of the remaining admission applications for the waiting list. Each student's family will be contacted to inform them of the results. Students on the waitlist will be advised on their location on the waitlist.

Students who were selected within the random lottery selection process will receive a full enrollment packet. School staff will offer assistance in completing the packet to any family that requires it. This enrollment packet will need to be completed with all required forms within ten (10) days of being notified and offered grade level placement in order to be officially enrolled at the School.

If these required components are not received within the ten (10) days of notification, the student's enrollment offer will be withdrawn and the grade level opening will be offered to the next student on the waiting list. Families of waitlisted students will be contacted if placement becomes available and be required to complete a registration packet to gain admission within ten (10) days of notification.

The School will enroll all students selected through the random selection process who complete and submit the school's enrollment forms until a grade level reaches full capacity.

In the event that the School does not have more admission applications than capacity available, all students will be contacted and offered enrollment.

 **Waitlist**

Waitlisted students will be offered admission in the order of their admission application submission date/time after priority preferences have been considered. Parents who do not accept admission or complete the entire registration process within the timeframe provided may be removed from the waitlist and must reapply.

It is important to note that enrollment preferences may cause the order of students to be admitted from the waitlist to change as applications are updated to reflect changing priorities. For example, students with a

sibling preference will move ahead of students who do not have a sibling preference once their sibling begins attending Synergy Public School.

Enrollment Preferences

The charter school may give enrollment preference to and reserve capacity for pupils who are any of the following:

- ✓ Returning students
- ✓ Siblings of currently enrolled students.
- ✓ Children/grandchildren of current School employees or members of the Governing Board of the School.

Enrollment preference may be given to children who are in foster care or meet the definition of unaccompanied youth prescribed in the McKinney-Vento Homeless Assistance Act (42 United States Code Section 11434a).

Information Collected After Admission with Enrollment Registration Packet

Synergy Public School will collect the following documents after the parent/guardian has accepted an admission offer (unless the items below were previously turned in with their admission application):

Proof of age/identification
Proof of Arizona residency
Immunization records
Primary Home Language Other Than English Form (PHLOTE)
Military Student Identifier
Free and Reduced-Price Lunch Form
Synergy Commitment Form
Records release form
Student Photo Release Form

ACCEPTABLE PROOF OF AGE/IDENTITY DOCUMENTATION:

- ✓ A certified copy of the student's birth certificate; or
- ✓ Other reliable proof of the student's identity and age, such as the student's baptismal certificate, an application for a social security number or original school registration records, to be submitted with an affidavit explaining the inability to provide a copy of the birth certificate; or
- ✓ A letter from the authorized representative of an agency having custody of the student pursuant to a juvenile court proceeding, certifying that the student has been placed in the custody of the agency as prescribed by law.



PROOF OF RESIDENCY

Synergy Public School is required to obtain and maintain verifiable documentation of a student's Arizona state residency before enrollment is considered complete. Proof of residency is NOT required for homeless students. The Arizona Department of Education has prepared the following Residency Guidelines available for review.

Synergy Public School will accept one of the following documents as proof of residency:

- Valid Arizona driver's license or Arizona Identification Card
- Valid Arizona motor vehicle registration
- Valid Arizona Address Confidentiality Program authorization card
- Property deed/Mortgage documents
- Property tax bill
- Rental agreement or lease (including Section 8 agreement or off-base military housing)
- Utility bill (water, electric, gas, cable, phone)
- Bank or credit card statement
- W-2 wage statement
- Payroll stub
- Certificate of tribal enrollment (506 Form) or other identification issued by a recognized Indian tribe located in Arizona
- Other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans' Administration, Arizona Department of Economic Security, etc.)
- Temporary on-base billeting facility (for military families)
- Shared residency: The parent or legal guardian must have an affidavit of shared residency form completed indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and submit a signed, notarized affidavit for the person who maintains the residence where the student lives attesting to the fact that the student resides at that address, along with a document from the bulleted list bearing the name and address of the person who maintains the residence. Should you need a copy of such affidavit, please contact the school's front office and one will be provided to you.



IMMUNIZATION RECORDS

Immunization records are required unless the parent or guardian provides a signed immunization waiver form. Either are required to be received within prior to the student's first attendance.

- ✓ A.R.S. §15-872 dictates that a student shall be suspended and not allowed to attend school without submitting proof of required immunizations, absent an applicable immunization exemption form. Synergy Public School requests that immunization records be submitted as a part of the enrollment application.
- ✓ A student may be enrolled without immunization records but may be withdrawn after 10 consecutive days of suspension if the parent does not turn in the immunization records or waiver timely.

 **EXPELLED STUDENTS**

Pursuant to A.R.S. §15-184, Synergy Public School does not admit students who were expelled from other schools or are in the process of being expelled unless granted an exception at the sole discretion of the Executive Directors.

 **JOINT DECISION-MAKING AUTHORITY AND ENROLLMENT**

Synergy Public School will not involve itself in parental disputes or negotiations. If a student's parents have shared or joint legal decision-making authority regarding education decisions Synergy may rely and act upon the decision of either parent unless Synergy Public School is aware that the parents disagree. If the parents with joint educational decision-making authority disagree about an educational decision for their child including a decision about enrollment, Synergy Public School will maintain the status quo and require a mutual agreement of the parents before acting. Synergy Public School may require parents to furnish the school with a copy of the court order regarding decision-making authority, and it may require the parents to obtain clarification from the court in order to provide the school with specific direction about education-related issues about which the parents disagree.

In order to properly address all custody matters, Synergy Public School will ensure the names of both parents listed on the birth certificate are recorded in the aligned fields in the student information system, unless documentation of a court's termination of parental rights is provided.

 **NOTICE OF NON-DISCRIMINATION**

In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, the Boy Scouts of America Equal Access Act and all current and future applicable state & federal law, Synergy Public School does not discriminate on the basis of actual or perceived race, color, religion, national origin or ancestry, sex, age (excluding the minimum age for kindergarten pursuant to state law), disability, bankruptcy status, income, homelessness or foster status, athletic or academic ability, proficiency in the English language, birth place or citizenship status, gender identity or expression, or any other classification protected by law in any of its business activities, including its admission and enrollment and educational programs and activities which fully comply with the requirements of state and federal law and Title IX.

