



2001 -2029 Admissions and Enrollment Policy

Purpose of Policy

This policy is in place to address the process for handling admissions at VERITAS Community School, CFA. The goal of this admissions and enrollment policy is to state the process and methods that will be used to admit students in a fair and consistent manner that doesn't offer priority to any student except those specifically noted in charter school law N.C. G. S. 115C-218.45.

Adopted & Approved: February 10, 2015.

Revised: April 18, 2017.

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2001 Diversity

VERITAS is committed to enrolling a diverse student population and abides by the provisions in the North Carolina General Statutes, N.C. G. S. 115C-218.45, forbidding discrimination on the basis of race, national origin, gender, marital status, religion, ethnicity, or disability. The school admits students of any race, color, nationality and ethnic origin, religion, sexual orientation, or gender. All eligible students who submit a timely application will be enrolled unless the number of applications exceeds the capacity of a program, class, grade level or building. In such cases, all applicants shall have an equal chance of being admitted through a random selection process.

VERITAS Community School, CFA endeavors to achieve racial/ethnic balance through a comprehensive marketing and recruitment plan that reflects the community it serves (N.C. G. S. 115C-218.45).

These efforts will include marketing to under-represented populations with direct mail, community postings, public service announcements, and community meetings. It will be the goal of the school to, within one year of its operation, reflect the racial, ethnic, and special populations demographics that compose the general population surrounding the school's location.

2010 Applications

In order to apply to our school, a child must meet the following requirements:

1. Kindergarten students must be five years old by August 31st.
2. Resident of the state of North Carolina, defined as: The residence of a child underage 18 is the legal residence of the parent(s) or guardian(s) who has physical custody of the child.
3. Complete and submit an online application through our website (www.VERITASCommunitySchool.com). Paper applications will be provided upon request, and must be completed in full and returned to the school by mail or in person.

2011 Open Enrollment

Open Enrollment is designed to give all interested parents equal opportunity for their child to attend VERITAS Community School, CFA. The Open Enrollment period will be communicated to the public through a series of public announcements. During Open Enrollment, all applicants will submit an application form and will get equal consideration regardless of date submitted. An application received at the end of Open Enrollment receives equal treatment to one received on the first day of Open Enrollment. VERITAS will enroll all eligible students who submit an application by the enrollment period deadline, unless the number of applications exceeds the number of available openings. When the number of applications exceeds the available openings, VERITAS will conduct a lottery.

1. Students admitted before June 15 will have **10 days** from the date of the enrollment notification to accept or decline enrollment and to turn in all enrollment paperwork.
2. If a student is admitted after June 15, they will have **5 days** to accept or decline enrollment and to turn in all enrollment paperwork.
4. If a student is admitted after August 15, he or she will have **3 days** to accept or decline enrollment and to turn in all enrollment paperwork.
5. If the school does not receive enrollment confirmation and the completed paperwork in the specified time period, the Head of School may decline enrollment to the student and offer the spot to the next student on the wait list. Due diligence will be done before declining enrollment due to failure to return the enrollment paperwork or failure to attend school on the first three days. Due diligence includes phone calls, e-mails, letters, and home visits, and each of these steps will be documented.
6. If enrollment is declined and then a parent later wishes to accept the enrollment, he or she will be asked to submit a new application and the student will be placed on the wait list in the next available seat.
7. As seats at the school become available, the parent/guardian of the student will be contacted via email. If the parent does not have access to email and has specified that on their application, the school will mail a letter of acceptance to the child's residence

2012 Early Admissions

As a North Carolina public school, VERITAS Community School, CFA is required to follow the State Standards for Early Admission to Kindergarten for students who will be five after August 31st of a given school year (Policy ID Number: GCS-J-001; Administrative Procedures Act Reference Number and Category: 16 NCAC 6E.0105). Parents who are interested in pursuing Early Admission for their child shall contact the Head of School.

2015 Enrollment Priority

VERITAS will follow all rules and regulations regarding enrollment priority as specified in charter school law N.C. G. S. 115C-218.45.

The following groups will have enrollment priority at VERITAS, in the order that follows, as space permits in each grade:

1. Children of full time employees and Board members (may not exceed 15% of total school population).

2. Siblings of current students (as determined by Charter School law N.C. G. S. 115C-218.45).

2016 Sibling Definition and Preference

Families are important to VERITAS Community School, CFA, for having siblings attend the same school enriches their individual educational experiences. North Carolina defines a sibling to include “half siblings, stepsiblings, and children residing in a family foster home.” Cousins, nieces, nephews and unrelated children sharing an address with the applicant are not considered siblings. Siblings of students currently attending VERITAS are given priority for placement as spaces for the applicable grade level become available.

2017 Multiple Birth Siblings

If multiple birth siblings apply to the school, their surname will be entered once to represent all of the multiple birth siblings. If the multiple birth siblings are pulled in the lottery when there is still at least one spot remaining in their grade level, all multiple birth siblings shall be admitted. If their application is pulled after the spots are all filled, they will be added to the wait list in the order they are listed on their application.

2018 Returning Students

Current students at VERITAS Community School, CFA will not be required to re-enroll. However, they will be asked to sign a letter of intent for the coming year during the month of February to allow the school to plan appropriately for the lottery. Due diligence will be done to collect a letter of intent from every currently enrolled student; however, if a parent does not turn in a letter of intent, the child will not be guaranteed seat for the following school year.

At the end of each year, all students who are not currently enrolled at VERITAS, including any student who is on the waiting list from the previous year, must submit a new application.

2019 Right to Refuse Enrollment

1. VERITAS Community School, CFA reserves the right to refuse enrollment to any student currently under a term of expulsion or suspension by his or her school until that term is over.
2. VERITAS reserves the right to refuse enrollment to a student if a parent willingly and knowingly provided incorrect information on the enrollment application.
3. If a student has accepted enrollment at the school, but does not appear at the school in the first 2 days of school, the school will make reasonable attempts to contact the parents. If there is no response from the parent by the 3rd day of school, the school reserves the right to remove the student from their enrollment roster and offer the next student on the wait list the spot.

4. If the school does not receive enrollment confirmation and the completed paperwork in the specified time period, the Head of School may decline enrollment to the student and offer the spot to the next student on the wait list. Due diligence will be done before declining enrollment due to failure to return the enrollment paperwork or failure to attend school on the first three days. Due diligence includes phone calls, e-mails, letters, and home visits, and each of these steps will be documented.

2020 Lottery

The lottery is a system of random selection of applications that identifies students for enrollment. The lottery system will be used to determine students for enrollment, to generate a wait list, and to ensure that all applicants are provided equal opportunity.

2021 Grade Level for the Lottery Application

1. Parents will be asked to confirm both their student's current grade as well as the grade for the coming year. Parents may not choose which grade they would like their child enrolled in for the coming year; instead, they must enter the actual current grade and the next year's grade as confirmation.
2. Parents wishing to have their child considered for retention or promotion (beyond one grade level) must still submit their student for the subsequent grade level.
3. Once admitted, the Head of School and the child's teacher will evaluate the student's records and will conduct assessments to determine placement. If the student's current school recommends a student for retention or promotion beyond one grade level, and documents the recommendation in the student's file and VERITAS's independent assessments confirm this recommendation, the student will be placed in the appropriate grade at VERITAS Community School, CFA.
4. If the student is on the wait list at the time the retention or accelerated promotion decision is made, he or she will be moved to the correct grade level and placed on the wait list of the new grade based on the student's original lottery position.

2022 Lottery Procedures

VERITAS Community School, CFA will conduct a sibling lottery, as needed, prior to the general enrollment lottery. If there are more sibling applicants than there are seats available in a particular grade, then a lottery will be held to determine enrollment. Once enrollment capacity is achieved, any remaining sibling applicants will be placed on a grade level wait list in order of their position pulled from the lottery.

Once the sibling lottery has been completed (if needed), the general lottery will begin.

1. All applications received during the Open Enrollment period will be placed into one school wide lottery.
2. Registration numbers will be drawn by random selection, and they will be posted after the random selection. If the application has more than one child listed on it, all children will be placed in their respective grades if there are still seats remaining in the grade. If there are no spots remaining in a respective grade, the student will be placed on his or her grade level wait list at that time.
3. Once all of the seats have been filled in a grade level, we will begin adding applicants to grade level wait lists in the order they are pulled from the lottery. This wait list will be used in the event that a spot opens and the school chooses to fill the vacant position.
4. Once all current students are registered and classes have been assigned, class size and the school's compliance with N.C. G. S. 115C-218.45 will determine the need for subsequent marketing efforts. Communication with prospective students is generated as appropriate, and applications are collected on an ongoing basis and maintained on a wait list.

2023 Lottery Results

The school will post the results of the lottery in a public place immediately following the lottery. . If a student has been admitted to the school, the parent/guardian of the student will be contacted via email unless they indicated on their application that they did not have access to email. If the parent is unable to receive email, an acceptance letter will be mailed to the child's residence.

Parents of students placed on the wait list will receive communication via email or mail as to their student's place on the wait list. They will be notified once a seat has become available.

2024 Students Applying after the Open Enrollment Period

Any students applying after the open enrollment period will be placed in their respective grade if there is still space available. Otherwise, they will be placed directly after any wait-listed students from the lottery in the order the application was received.

2025 Addressing Errors

If any mistake is made by VERITAS Community School, CFA in administering the lottery (or if any discrepancy occurs in the lottery process as a result of the actions of VERITAS Community School, CFA that is not corrected during the lottery), such mistake or discrepancy will invalidate the lottery and the lottery will be re-scheduled. Parents will be notified of the re-scheduled lottery date and will be invited to attend. All results from the first lottery will be null and void.

1. If VERITAS Community School, CFA staff determines that a parent incorrectly placed an applicant in a grade because a parent wishes to have his or her student retained or promoted, the applicant will not be admitted and may submit a corrected application, which will be subject to the process followed for students applying after the open enrollment period.

2026 Appeal Process

Any parent or guardian wishing to contest or appeal the lottery process can do so by contacting the Board of Directors in writing.

Following receipt of the parent's written appeal, a representative of the Board of Directors will contact the parent to discuss the nature of the concern or objection. Final decisions regarding appeals or complaints about lottery procedures will be made by vote of the Board of Directors in an open meeting.

2027 Audit Process

In order to maintain the integrity of the lottery, VERITAS will continually audit the process to ensure that enrollment into VERITAS is unrestricted, impartial, and equitable to all applicants.

2028 Accepted Students

If accepted, parents will receive an Enrollment Packet. These parents must submit to the school all of the following items by the date specified in the letter:

1. Enrollment Form
2. Student Information Form
3. Special Education Records (include a photo copy if applicable)
4. Official Request for Student Records (Not Applicable for Kindergarten Students)
5. Request for Medical/Health Information and Permission to Provide First Aid
 - Include most recent Immunization Records
6. Home Language Study
7. Student-Family-School Contract
8. Proof of Residency
9. Proof of Child's Birth (include a copy of original birth certificate)
10. Health Assessment (For Kindergarten only)

<http://www.cms.k12.nc.us/cmsdepartments/StudentPlacement/Documents/KindergartenHealthAssesment.pdf>

If these documents are not received by the date specified in the acceptance letter, the student may be removed from VERITAS' Accepted List.

2029 Wait Lists

Students on a wait list continue to receive school information. It is not unusual for a small percentage of accepted students to select other options prior to the start of school. Openings that are created by opt-outs are filled by those on a wait list. We ask that parents not become discouraged if their child is put on a wait list, and to please not call the school office. If an opening becomes available, we will immediately contact the parent of the child whose name appears next on the waitlist.