

## River Islands Technology Academy #2

### Admission Requirements

RiTechA #2 will be nonsectarian in its programs, admission policies, and all other operations, and will not charge tuition nor discriminate against any student based upon any of the characteristics listed in Education Code Section 220.

The RiTechA #2 admission process is comprised of the following:

- Completion of a student application form, comprising of basic contact information and grade level
- Orientation meetings and tour of school are offered for new applicants.

### **Public Random Drawing**

Applications will be accepted during a publicly advertised open application period each year for enrollment in the following school year. Following the open enrollment period each year, applications shall be counted to determine whether any grade level has received more applications than availability. In the event that this happens, RiTechA #2 will hold a public random drawing to determine enrollment for the impacted grade level, with the exception of existing students, who are guaranteed enrollment in the following school year.

Admission preferences in the case of a public random drawing shall be as follows:

1. Existing students of River Islands Technology Academy (year one only)
2. Children of RiTechA #2 teachers, staff (Full-Time\*), and founders (not to exceed 10% of RiTechA #2's enrollment)
3. Residents of the District (Proof of Residency Required)
4. Siblings of existing students of RiTechA #2
5. All other students

*\*Full-time = fulfilling full-time regularly assigned hours in an employed position; substitutes (for any position) do not qualify as a Full-time employee.*

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If there is a need for a Public Random Drawing rules, deadlines, dates and times will be communicated on the application form and on RiTechA #2's website.

### **Public Random Drawing Procedures**

1. The drawing will take place within 30 days of closing the open enrollment period.
2. The drawing will take place on the RiTechA #2 campus in a facility large enough to allow all interested parties to observe the drawing, or at another public venue near RiTechA #2 large enough to accommodate all interested parties.
3. The drawing will take place on a weekday morning or other time when most interested parties who wish to attend may do so.
4. All interested parties will know, prior to the holding of the drawing, how many openings are available per grade level at RiTechA #2.
5. Names of students shall be drawn from pools of ballots differentiated by grade level.
6. Beginning with the lowest grade, the ballots shall be drawn by a neutral third party.
7. The drawing shall continue until all names for available openings at that grade level are drawn.
8. Potential students on the waiting list shall provide contact information to be used in the event space becomes available, on their application forms. Families promoted off of the waiting list shall be informed by telephone and in writing and shall have a maximum of three (3) calendar days to respond. In addition, RiTechA #2 shall attempt on at least two separate occasions to contact the parents/guardians of promoted students by telephone. Those families not responding within the maximum response period will forfeit their right to enroll their student in RiTechA #2 for that school year.
9. Existing students who wish to return must notify RiTechA #2 of their intent to return during the open enrollment period.
10. Applicants need not be present at the drawing to enroll their student in RiTechA #2. The results of the lottery will be posted on RiTechA #2's website.

After admission, students are required to submit an enrollment packet, which shall include the

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following:

- Proof of immunization
- Proof of withdrawal from previous school (if applicable)
- Home Language Survey
- Completion of emergency medical information form
- Proof of minimum age requirements, e.g. birth certificate
- Release of records

### **Planned Application, Public Random Drawing, and Admission Schedule**

The following estimated application, public random drawing, and admission schedule and process is proposed, and may be amended by RiTechA #2 as necessary.

The final schedule and due dates will be communicated to interested parents and students on RiTechA #2's website. In year one, if the RiTechA #2 charter is approved after the beginning of the timeline specified herein, the schedule proposed below will be pushed forward and abbreviated to ensure all steps are followed within a shorter timeframe.

Month	Process
January – February	Application forms available at school office or online at RiTechA #2's website.
February	All application forms due to RiTechA #2.
February-March	Public random drawing conducted (if necessary).
April	Admission notification and enrollment packets distributed to parent(s) and children who have been drawn in the public random drawing.
Approximately 2 weeks later	Completed enrollment packets due back to RiTechA #2, which will include proof of immunizations, proof of residency, proof of age requirements.

Adapted from RiTechA #2 Charter School Page 67-69 Charter Petition: 2015-2020