



# Admissions and Enrollment Policy

## Application & Lottery Procedures

### General Overview

Jefferson RISE Charter School is an open enrollment, tuition free public charter school. As a Type 1 charter in Jefferson Parish, any student who resides in Jefferson Parish is eligible to apply. Preference is given to siblings of current students and Westbank residents (see Lottery Preferences section).

### Non-Discrimination Assurance

Jefferson RISE is a free, public charter school that does not discriminate on the basis of race, creed, national origin, ethnicity, religion, gender, sexual orientation, mental or physical disability, special needs, English language proficiency, athletic ability, or academic achievement.

### Eligibility and Application Requirements

In order to be eligible to complete an application, students must reside in Jefferson Parish. There are no other requirements to attend Jefferson RISE; there is no admissions test. If the number of applications exceeds enrollment capacity, a lottery will be held. Siblings and residents on the Westbank will be given preference (see **Lottery Preferences** section below).

### Marketing, Outreach, and Recruitment Activities

We will recruit, admit, enroll, and serve all students regardless of special education or English Language Learner (ELL) status. Recruitment will be blind to the home language of the family and student, previous Individualized Education Plan (IEP), and all other indicators of ELL or special education status.

Jefferson RISE will represent the demographics of the community that we serve by actively recruiting children and families in the highest need areas to ensure that the at-risk percentage is met in full compliance with state law.

All materials, including but not limited to, applications, paperwork, enrollment forms, and marketing documents, will be made available to families in the appropriate language necessary. Given the location on the Westbank, we anticipate producing materials in Spanish, Vietnamese, and Arabic.

Recruitment events, including Information Sessions, Information Tables, etc., will clearly articulate that all students are encouraged to apply. The Intent to Enroll Form will not include any questions on special education status, language spoken at home, or any other question that could potentially discourage a special education or ELL student from enrolling.

## **Application Period**

Jefferson RISE's application opens at 8 am on January 1 and closes at 5 pm on March 31. If the number of applications submitted with the application period exceeds the number of seats available for any grade level, a computer generated, random lottery will be run in order to determine who is offered a seat at the school. Applications submitted after March 31<sup>st</sup> are put in an ordered waitlist. All applications submitted within the application period will have an equal opportunity for admission, regardless of whether they are submitted on the first day or the last day of the application period. Applications are not valid, rolled over, or processed for any subsequent school year. A new application must be submitted in order to be considered. Once a student is admitted, s/he does not need to reapply each year.

## **Geographic Boundaries**

Any student of appropriate grade that resides in Jefferson Parish is eligible to apply. Students that reside on the Westbank of Jefferson Parish (Gretna, Terrytown, Harvey, Marrero, Bridge City, Westwego, Avondale, Waggaman) receive preference in the lottery.

## **Lottery Preferences**

Lottery preferences shall be considered in the following order:

1. Applicant sibling of a currently attending student
2. Applicant who are Westbank residents

Therefore, students who are siblings and Westbank residents are admitted first, then students with siblings that reside on the Eastbank, then students who reside on the Westbank, and finally students who reside on the Eastbank.

## **Student Application Process**

Applications must be submitted online at [www.jeffersonrise.org](http://www.jeffersonrise.org). Jefferson RISE uses School Mint to manage applications. Each family must create an account with School Mint through the RISE website. Families can also register in person at Jefferson RISE or over the phone, and the Front Desk Manager will fill out the application details online.

The last day to submit an application is March 31<sup>st</sup> at 5:00 pm. All required documents must be submitted online with the application or in person at the school no later than 48 hours prior to the lottery. Applications with missing required documents will not be eligible for the admissions lottery. The admissions lottery is open to the public. Notification of admission or placement on the waitlist will be announced at the lottery and will be emailed to parents/guardians after the lottery is complete and results are verified.

## **Required Student Documents**

The following documents are required PRIOR to the lottery and must be received at least 48 hours before the lottery to be processed:

- Two (2) proofs of residency
- Proof of guardianship (birth certificate or guardianship papers)

Additional documents will be requested and required after the lottery, including health forms, immunization records, emergency card, free and reduced lunch form, student survey, etc.

## **Waitlist**

If the total number of applicants exceeds the school capacity, applicants shall be admitted based on a weighted admissions lottery. The school will use the lottery in order to reach maximum capacity, and also to determine the order in which students are placed on a waitlist. If an opening occurs at the school, the following procedure will be followed. If a student withdraws, the seat will be filled by the next student on the waitlist. The waitlist is active from the time of the lottery to March 31<sup>st</sup> of the school year of application. Any student who remains on the waitlist must re-apply the following school year. All applicants offered a seat shall be required to confirm their enrollment status.

## **Lottery**

The lottery is open to the public, but a family's presence is not required in order to secure a seat. All applicants will be notified by email of their enrollment status or number on the waitlist following the lottery within 1 week.

### **Rules and Procedures:**

- A lottery shall be conducted by the school to include all grades in which the number of applicants exceeds the number of expected seats available.
- If the number of applicants is less than the number of seats anticipated to be available, seats will be awarded and no lottery shall be conducted for that grade.
- All applicants (students not already attending school, including siblings of those already attending) participate in the lottery.
- Only completed applications received prior to the end of the application deadline are eligible to participate in the lottery.
- All applicants offered a seat shall be required to confirm their enrollment status within the designated time.
- All preference categories shall be published prior to the lottery being conducted.
- All applicants entitled to receive a lottery preference shall be identified PRIOR to the lottery.

## **Lottery Process**

- Applications must be submitted online or postmarked no later than the publicized due date. This date will be announced at least six weeks in advance, posted on the Jefferson RISE website, and present in all recruitment materials.
- If the number of applications exceeds enrollment capacity, a lottery will be held.
- All families will be notified of the lottery via mail, phone, and email at least one week prior to the scheduled lottery.
- A disinterested individual that is not connected to the school will draw names during the lottery.
- In the case where the number of applicants at a particular grade level does not exceed the available seats at the grade level, all applicants will be accepted. Future applicants will be accepted in order of application receipt.
- In the case where the number of applicants at a particular grade level exceeds the number of available seats at the grade level, a waiting list is created.

- Jefferson RISE grants enrollment preference to students whose siblings are currently enrolled at Jefferson RISE and then to students who reside on the Westbank of Jefferson Parish.
- After all names are drawn for the lottery, siblings followed by Westbank residents will be placed ahead of those without siblings and East Bank residents. For example, if an East Bank resident is pulled as the sixth name and a Westbank resident is pulled as the seventh name, the Westbank resident will be placed above the East Bank resident.
- Lottery results are reported to the families of admitted students and waitlisted students within two weeks of the initial lottery in the form of a mailing and a phone call.
- In order to accept admission if chosen in the lottery, families must confirm that their student will attend Jefferson RISE within two weeks of being notified. At least two phone calls will be made to attempt to reach the family before considering the response as a denial of admittance.
- Any open seats will be offered to students on an order waitlist, constructed using the same procedure and enrollment preference as described above.