



## **School Enrollment Policy**

Spokane International Academy (SIA) is an open-enrollment, charter public school available to all children. Pursuant to Washington state law, SIA may not limit admission on any basis other than age, grade level, or enrollment capacity in a grade level and must enroll all students who apply within these bases. Also, SIA is open to any student regardless of their location of residence, as long as they reside within the state of Washington. If capacity is insufficient to enroll all students who apply, enrollment will be determined by lottery as described below.

SIA is a college preparatory, internationally minded program, and its recruitment plan and enrollment policies support its mission to ensure all of its students are prepared to excel in college and future careers. SIA actively recruits students from all neighborhoods in Spokane and works to ensure that all students have equal opportunity to apply to and be enrolled at SIA. We encourage families to read and understand our family handbook as part of the enrollment process to ensure families fully understand the choice they are making to partner with the school.

### **Enrollment Procedures**

#### **Receipt and processing of enrollment forms**

Families may submit enrollment forms via our online enrollment platform, SchoolMint. A link to this program is on the homepage of our website and is also available on the enrollment tab at the top of the page. Families must establish an account and use this platform for all other enrollment processes. Families who do not have internet access or the ability to complete the application process independently are encouraged to come to the school office. SIA staff will assist them with setting up an account online and registering their student.

**SIA's priority enrollment window is open from January through March. The exact dates will be available on the Enrollment section of our website.**

#### **Lottery and Enrollment Preferences**

If capacity is insufficient to enroll all students who apply to the school at a specific grade level, then SIA will select students through a randomized lottery procedure using SchoolMint.

Per Washington state law, SIA will only grant enrollment preferences based on the following list. All preferences will be based on information provided to SIA on the original enrollment

application. Any family that omits information that would have qualified them for a preference before the lottery running will be subject to the general lottery and will not receive that preference after the enrollment window closes. Any family found to have submitted false information to gain a preference in the lottery will lose their spot and opportunity for enrollment during the upcoming school year.

1. Siblings of currently enrolled students

1. These students will receive an absolute preference and will automatically be offered a spot in the school if space is available in the grade level. If space is not available, the program will randomize all siblings in the same grade level and generate a sibling waitlist for the next available seat.
2. Siblings who are newly attending SIA together will only generate a preference after one of the siblings is selected during the lottery process of that school year.
3. Siblings of students who have graduated from SIA, or left the school will not be granted a “legacy” preference or a preference for having a sibling who has previously attended.

**Sibling Definition**

A sibling is defined at SIA, regarding enrollment, as two or more individuals having one or both legal parents/guardians in common. Students who are fostered by a family will not be granted sibling preference until legal guardianship has been awarded to the family. Due to its impact on our lottery, families may be asked to verify a sibling relationship between two individuals. If it is found that no relationship exists, the students involved would be moved to the bottom of our waitlist, and their seats would be offered to the next students on the waitlist. If a family refuses to submit documentation to allow us to verify, the preference will be withheld until such documentation is presented to the school.

**Lottery:**

Students who do not qualify for the sibling definition will all be placed in a lottery for enrollment for the remaining available seats in each grade level. Some students will receive a preference in the lottery if they meet one of the criteria mentioned below. For a point of clarification, the list below is preferences and does not guarantee enrollment at SIA; the preferences simply increase the likelihood of a student being selected in the general lottery.

1. Children (in legal custody) of contracted full-time staff members:

1. Students fitting this description will be given a 5:1 preference in the lottery
2. Students from economically disadvantaged families
  1. Students fitting this description will be given a 3:1 preference in the lottery
  2. Students will receive this preference if their family qualifies for Free or Reduced Lunch
    1. This needs to be indicated on the original application online in order to qualify for the preference and will be confirmed via a completed and

approved Meal Application form submitted in the summer before the beginning of the school year.

3. All applicants who do not qualify for a preference
  1. Students who submit applications for which no preference is generated based on the aforementioned list.
  2. All students in this category will have their names entered once in the lottery for consideration.

### **Lottery Process**

The Lottery will be governed by the following rules:

- i. All students who fit the criteria, as established by WA law, and who applied during the open enrollment window, are placed in the lottery for either available seats or to be on a waitlist if no seats are currently available.
- ii. Preferences will be determined based on information received in the student's application to the school.
- iii. The Director of Operations at SIA will run the lottery and will generate enrollment lists. A representative from our Board of Directors will be present to observe the lottery to ensure accuracy and fairness.
- iv. After the available slots are filled, the SchoolMint platform will develop waitlists with the remaining students in each grade level.
- v. If, following the lottery, it is identified that families have submitted false information to gain an advantage in the lottery or admission to SIA outside of the aforementioned age/grade guidelines, that student will be removed from SIA and their application will no longer be valid for the school year.

Families will be notified of the official results immediately following the lottery through the account they set up in SchoolMint.

Families will have seven days following the lottery notification to accept their offer for enrollment. During the days leading up to this deadline, SIA will attempt to verify personally with each family via SchoolMint whether they are accepting the offer and enrolling their child at our school. If we are unsuccessful in contacting the family for verification during that 7-day window, we will then offer that student's seat to the next student on the waitlist at 4 pm on the 5th day.

After all seats have been assigned, a waitlist will be established for the remaining students who have registered if a seat should open up. Once the lottery is complete, SIA will continue to accept applications on a rolling basis. Those students will be added to the waitlist. We will continue to fill all open seats throughout the year until April 1st.

**Waitlist**

The waitlist for each respective grade level will be created immediately following the lottery process for all applicants who did not receive a spot at SIA during the lottery. When spots become available in a grade level, the first waitlisted student will be offered the spot. The family will have until 4 pm on the 2nd day following the offer to accept the spot before it is offered to the next student on the list. Waitlists for SIA will not carry over from school year to school year. If a family is on the waitlist from a previous school year, they will need to reapply for the following school year.

**Withdrawal and Re-enrollment**

If a student formally withdraws from SIA at any point following registration, they can only be readmitted by resubmitting an application during an open enrollment period. Such student(s) will be placed at the bottom of the waitlist upon expressing a desire to re-register.

**Grade Placement Upon Enrollment**

SIA conducts academic assessments, when possible, on all students who are enrolling for the first time. Following these assessments, students are placed appropriately with peers, taking into account students with special needs and other circumstances. Students who do not receive assessments will be placed according to availability.

**Age Ranges for Students Entering SIA**

SIA will also take into account the age of a student upon submission of an application when determining eligibility.

**Age Range**

Students may not be more than one year older than a typical student in a grade level. For example, a student typically turns the age of 12 at some point during his/her 6th-grade year. SIA would accept an application for a 6th grader turning 13 during the school year, but not 14, regardless of the circumstances. Additionally, students may not be more than two years younger than a typical student in the grade they are applying for.

**Kindergarten**

Students wishing to enter the lottery for kindergarten must turn five years old prior to September 1st. If a student is accepted during the lottery and it is discovered during the enrollment process that the student's birthday does not meet this requirement, that student will lose their spot and will need to reapply for the following school year.

Students who have already successfully completed kindergarten at a different school will not be allowed to repeat kindergarten at SIA. Applications for students that fit this case will be transferred to the 1st-grade list, so long as the information is made known to SIA staff prior to conducting the lottery. If identified after the lottery, this student will have their application transferred to the bottom of the 1st-grade waitlist.

Some local districts offer the opportunity for four-year-olds to prove their ability to enroll in kindergarten early through testing. We do not participate in this practice at SIA as we do not have an assessment that determines eligibility for attending SIA.

### **Successful Completion of Previous Grade**

Students enrolling at SIA need to demonstrate successful completion of the previous grade upon enrollment to be granted a space in the grade level for which they are applying. For example, a student applying to enter 5th grade must be able to verify successful completion of 4th grade upon enrollment. Students who have not completed a previous grade level will be asked to complete that grade level prior to enrolling. As such, students will not be allowed to repeat a grade level previously attempted at another school. For example, a student who did not successfully complete 3rd grade at their previous school would not be allowed to repeat 3rd grade the following year at SIA.

### **Grade Skipping**

Students will not be allowed to skip a grade between their previous school and attending SIA. For example, if a student completes 4th grade at their previous school and applies for 6th grade at SIA, SIA staff would instead enroll that student in 5th grade, if there is room.