

# UINTAH RIVER CHARTER HIGH SCHOOL

## Enrollment Policy 02-202

### Policy

The Board of Directors of Uintah River Charter High School ("URHS") has established this policy to provide for admission and enrollment at URHS in compliance with Utah Code 53A-1a506.5, relating to applications and deadlines for admission to charter schools. Admission is not limited based upon ethnicity, national origin, religion, gender, income level, disabling condition, proficiency in the English language, or other categories as listed in URHS's Nondiscrimination Statement. URHS does not charge tuition or fees for attending URHS.

### Admission and Preferences

URHS may consider for admission all children who will reside in the State of Utah and submit a timely application, unless expelled for cause by the Board of Education or by another Local Education Agency.

In compliance with Utah Code 53A-1a-506, URHS first enrolls its existing students for the following school year and secondarily gives enrollment preferences to the following groups:

- children or grandchildren of the governing board,
- siblings of students currently or previously enrolled,
- children or grandchild of school employees.
- students who reside on or within the exterior boundary of the Uintah & Ouray Indian Reservation,
- neglected or delinquent students; and
- homeless students

URHS does not admit students more than two weeks after the 3rd quarter begins for each school year except under special circumstances, including the health and safety of a child, and only if there is space in a section.

### Applications

- **Note that URHS accepts applications up through two weeks after the 3rd quarter begins of any school year but admits students based on the timelines and processes listed below.**
- Readmission forms for students currently enrolled at URHS are accepted until March 1<sup>st</sup>.
- After March 1<sup>st</sup>, current students seeking enrollment who have not submitted a readmission form must submit a new application and enter URHS's lottery as a new student.

- First Round Applications for new students seeking enrollment at URHS are accepted beginning January 1<sup>st</sup> through May 30<sup>th</sup>.
- All applicants for the upcoming school year that are not selected will be placed on a Primary Waiting List in the same sequential order as they have been drawn in the lotteries preceding May 30<sup>th</sup>.
- All applications for the upcoming school year that are submitted after May 30<sup>th</sup> will be placed on a Secondary Waiting List in the same sequential order as they have been drawn in the lotteries after May 30<sup>th</sup>.
- URHS continues to admit students after the beginning of the school year until Dec 31<sup>st</sup> based on whether or not space is available in a requested grade level, giving the preferences described above.
- URHS reserves the right to determine whether a section or grade level is “full” based on a consideration of the following:
  - the class size number for each grade level as determined by URHS’s Board of Directors and Administration in any given year;
  - the number of students allotted to URHS by the State of Utah;
  - budget and staffing; and,
  - the age, developmental stage, and needs of URHS’s students at each grade level.

### **Lottery**

If the size of the applicant pool exceeds the capacity of a grade level during the enrollment period, a lottery will be held. URHS posts lottery dates on the URHS Calendar. Notifications regarding placement are sent via email according to posted dates.

In accordance with Utah State law, URHS’s lottery selects students at random throughout the lottery season with preference at each lottery given only to those groups described above.

Applicants who have been accepted through the lottery must submit all State and school-required enrollment forms in accordance with posted instructions and deadlines in order to maintain their placement status. Students who do not submit required enrollment forms by the indicated deadline will be removed from the application pool.

### **Transfers and Withdrawals**

State Code 53A Subsection (2)(a) prevents a parent of a student who is enrolled in a charter school or who has accepted an offer of admission to a charter school from duplicating enrollment for the student in another charter school or a school district without following the withdrawal procedures described in Subsection (3) as listed below:

- The parent of a student enrolled in a charter school may withdraw the student from the charter school for enrollment in another charter school or a school district by submitting to the charter school:
  - (a) On or before June 30, a notice of intent to enroll the student in the student’s school of residence for the following school year;

- (b) After June 30, a letter of acceptance for enrollment in the student's school district of residence for the following school year;
- (c) A letter of acceptance for enrollment in the student's school district of residence in the current school year;
- (d) A letter of acceptance for enrollment in a nonresident school district; or,
- (e) A letter of acceptance for enrollment in a charter school.

Unless provisions have previously been made for a student's enrollment in another school, URHS is required to notify the school district of residence immediately upon releasing a student from enrollment at URHS during a school year.

### **Maximum Enrollment**

Under the school's charter, URHS's maximum allowed enrollment is 80 students. The school is not required to create additional sections or hire additional staff in order to meet maximum numbers. The school may also choose to cap grade level enrollments below these published numbers or to configure the numbers in each grade differently from those listed.

|                        |    |
|------------------------|----|
| 9 <sup>th</sup> Grade  | 20 |
| 10 <sup>th</sup> Grade | 20 |
| 11 <sup>th</sup> Grade | 20 |
| 12 <sup>th</sup> Grade | 20 |

If you have further questions, please contact the Front Office at (435) 725-4088.