

ADMISSIONS & ENROLLMENT POLICY

POLICY NUMBER	S-1
SCOPE	All students applying for admission

- I. Hope Chinese Charter School (HCCS) admits all eligible students and does not discriminate based on any factor covered under the Non-Discrimination Policy.
- II. All new families seeking admission are encouraged to attend a school tour and/or school information night.

APPLICATIONS:

- I. Applications for the following academic year will be available on the HCCS website the first day back from winter break.
- II. Applications for the lottery are due on the last day of February.
- III. Applications received after the lottery application deadline will be accepted and automatically placed at the end of the waitlist for the indicated grade.
- IV. Applications are accepted for one grade per student as determined by the student's birthdate or by the last grade successfully completed in a public school.
 - A. The only exceptions would be if the family indicated they would like their child to repeat the grade they are currently enrolled in.
- V. Age Eligibility:
 - A. Students must turn 5 years old by September 1st in order to be eligible to enter the Kindergarten lottery.
 1. Students who turn 5 years old in between September 2nd-October 1st are eligible to apply for Kindergarten Early Entry through the Beaverton School District.
 2. Early Entry student applications are accepted but are not eligible to be entered in the HCCS lottery for enrollment.
 3. Families are responsible for contacting & scheduling Early Entry assessments through the Beaverton School District as well as any out of pocket expenses.
 4. Student applications that have been approved for Early Entry by the Beaverton School District will automatically be placed at the end of the eligible waitlist priority.
 - B. Students who would like to apply for a grade higher than the grade they are eligible for must provide documentation and assessment results from a public school indicating they have been approved to do so. [Click HERE for the Beaverton School District Policy](#)
 - C. HCCS is not able to accept any approvals determined by private schools.

VI. Home Address:

- A. "Home Address" is defined as the physical address where the student resides (the place they eat, sleep and otherwise live).
- B. Invalid home addresses include but are not limited to:
 1. Residence the family will be moving to
 - a) Exceptions will be at the discretion of HCCS (ex: providing closing purchase documentation)
 2. Family owned rental properties that the student does not reside in
 3. Businesses
 4. Address of family members
 5. Address of family friends

VII. Application Requirements:

- A. Parents/Legal Guardians must provide a copy of their drivers license as proof of address prior to the lottery in order to be eligible for in-district priority.
 1. If the address indicated on the application does not correlate with the address indicated on the driver's license, the parent/legal guardian must provide the appropriate documentation as determined by HCCS.

LOTTERY:

- I. The number of spots available in each grade will be determined prior to the lottery during the re-enrollment period of current students.

- II. If more applications are received than there are spaces available, HCCS will conduct a lottery in the first week of March as indicated by the date published on our website.
- III. Applications for the lottery are given priority in the following order:
 - A. First: Siblings of students currently enrolled in K-8th grade at the time of the lottery
 - B. Second: In-District residents of the Beaverton School District
 - C. Third: Out-of-District residents
- IV. Students enrolled in the Tiny Dragons Preschool program do not receive priority in the lottery for enrollment.
- V. Lottery results will be announced, via email to the addresses on the application, within 3 business days of the lottery as indicated by the date published on our website.
- VI. No changes will be made to the waitlist order once the lottery has taken place.
 - A. Except in the case of incorrect or falsified information
- VII. Waitlisted siblings of twins/triplets/etc will not receive priority based on the acceptance of a sibling, through the lottery or from the waitlist, for the current application year. Sibling priority is only given if the student is currently enrolled at the time of the lottery.

ACCEPTED STUDENTS:

- I. Students who are accepted, through the lottery or from the waitlist, will receive an acceptance letter, via email to the addresses on the application, which includes all required registration documents.
- II. Families are given 3 business days (starting on date the acceptance letter was sent), as indicated by the date on the acceptance letter email, to confirm their child's acceptance to the school.
 - A. Valid confirmations must be in writing via email reply to the original acceptance letter
 - B. HCCS is not able to accept verbal confirmations (in person, over the phone, etc.).
- III. Families are given 10 business days (starting on date the acceptance letter was sent), as indicated by the date on the acceptance letter email, to submit all required registration documents.
- IV. Families who fail to meet the specified deadlines may automatically forfeit their acceptance and their spot will be offered to the next student on the waitlist.
- V. Families are not allowed to transfer their acceptance to another applicant (ex: twin, triplet, relative, friend, etc.).

WAITLISTED STUDENTS:

- I. Students not initially accepted to HCCS from the lottery are placed on a waitlist for that academic year.
- II. Lottery waitlists are only valid for the specified academic year.
- III. Waitlist status does not impact or influence the lottery or waitlist status for any subsequent academic years.
- IV. Students are accepted from the waitlist, as spots become available, until April 30th of the specified academic year.
- V. Students accepted from the waitlist during the specified academic, must enroll and attend by the enrollment document deadline, otherwise the spot will be offered to the next student on the waitlist.
- VI. Students are not able to defer or extend their start date.

INCORRECT OR FALSIFIED INFORMATION:

I. Before the Lottery:

- A. If HCCS becomes aware of any incorrect or falsified information prior to the lottery, the applicants family will be contacted and the information will be adjusted for accuracy.

II. After the Lottery:

- A. If HCCS becomes aware of any incorrect or falsified information after the lottery, the applicants family will be contacted and the information will be adjusted for accuracy.
- B. Accepted applications that include incorrect or falsified information (address, birthdate, grade, etc.) may be subject but not limited to:
 - 1. Rescinding of acceptance
 - 2. Application automatically placed at the end of the appropriate waitlist
- C. Waitlisted applications that include incorrect or falsified information (address, birthdate, grade, etc.) may be subject but not limited to:
 - 1. Rescinding of lottery priority or waitlist standing
 - 2. Application automatically placed at the end of the appropriate waitlist.

REVISION HISTORY:

Date	Version	Description of Modification
May 11, 2016	1.0	Initial approval
April 17, 2019	2.0	Revised version adopted
December 18, 2019	3.0	Revised timing of accepted student confirmation