

## **Trailhead Virtual Academy Enrollment and Lottery Policy**

### **Student Recruiting Timeline**

For each academic year, Trailhead Virtual Academy will conduct open enrollment period to collect applications. If the number of applicants exceeds the approved Board policy for enrollment, Trailhead Virtual Academy will conduct a random selection equitable lottery.

### **Enrolling Underserved Families**

Trailhead Virtual Academy does not discriminate on the basis of race, color, creed, national origin, sex, marital status, religion, ancestry, disability, or need for special education services. In no event may the School limit admission based on race, ethnicity, national origin, disability, gender, income level, athletic ability, or proficiency in the English language. The procedures comply with FERPA, HIPAA, OCR, and USDOE guidelines and regulations. The school adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA").

### **Eligibility Requirements**

Students must reside in the state of Idaho to be eligible for enrollment. Age eligibility is as follows: Must be 5 on or by September 1 of the current school year. Idaho Code 33-201.

### **Admission**

As a statewide virtual charter school, Trailhead Virtual Academy will admit all students who reside in the state, provided there is capacity to serve that student's grade level per the annual enrollment goals for each year. All are welcome.

Admission to Trailhead Virtual Academy shall be determined by a selection process held within seven (7) days of the enrollment deadlines established by the charter holder. The selection process must take place in a public setting, the date and time of which must be notified to the public at least forty-eight (48) hours in advance.

Within seven (7) days after conducting the selection process, the charter holder shall send an offer to the legal guardian who submitted a written request for admission on behalf of a student notifying such person that the student has been selected for admission to the public charter school. An offer must be signed by such student's parent or guardian and returned to the public charter school by the date designated in such offer letter. Remaining students shall be notified that they may be eligible for admission at a later date if a seat becomes available.

### **Lottery**

If the number of applicants exceeds the approved Board policy for enrollment, Trailhead Virtual Academy will conduct a random selection equitable lottery after first granting enrollment preferences to the following population:

- Students that are currently enrolled and plan to return for the upcoming school year
- Students who are siblings of a student enrolled in the charter school

- Students who are children of founders or governing Board members, provided that this admission preference shall be limited to not more than ten percent (10%) of the capacity
- Students who are siblings of students already selected by the lottery or other random method
- Students who are the children of an employee of the charter school
- Students who are otherwise given preference pursuant to state law

If the number of lottery applications does NOT exceed the number of available seats, registration opens to the public and enrolls until capacity.

### **Lottery Process**

Notification of the lottery will serve as public notice of an official meeting, even if no actions are anticipated to be taken by members of the Trailhead Virtual Academy Board of Trustees at the time of the lottery. If an enrollment lottery is required, the following guidelines will apply:

- Applicants will receive confirmation of being in the lottery, and the date, time, and place of the lottery.
- The lottery will be conducted by a designee and be overseen by a delegated member of the Trailhead Virtual Academy.
- On the day of the lottery, the lottery official will check to assure all applicant student names are appropriately included in the random selection process.
- The lottery will begin by selecting applicants at the highest grade level with the enrollment preferences mentioned above, as the first chosen. The process will continue to work backwards through grade levels until kindergarten is complete.
- Once an applicant is selected, enrollment of that student is assumed for the remainder of the lottery process.
- The designee will monitor selections to ensure grade levels are not overenrolled.
- Any applicant student who is not offered enrollment will be placed on a waitlist.

The enrollment proceedings will be aimed at reaching a target enrollment range for each school year, although unexpected increase or decrease of students can happen in various grades year after year.

### **Waitlist**

The waitlist is the ordered list of applicant students without enrollment offers. The waitlist for each school year is initiated through the lottery process. Once all available enrollment opportunities are offered, the remaining applicant students will be added to the waitlist in the order drawn. The waitlist for a given year is not carried over to the next school year. A new enrollment application is required for each school year for which a student is seeking a new enrollment.

Students who wish to transfer to Trailhead Virtual Academy mid-school year may do so if the school has capacity to serve that student at that grade level. Otherwise, the student will be added to the waitlist.