

## **ENROLLMENT POLICY OVERVIEW**

KIPP Miami Charter School’s mission is to provide all Miami students and families **equitable access** to KIPP Miami Schools. The schools shall abide by Florida statutes and federal civil rights law that forbid discrimination on the basis of race, color, nationality and ethnic origin, religion, sexual orientation, English proficiency, exceptionality, marital status or gender.

In accordance with Florida Statute 1002.33, preference may be granted to students who are siblings of students enrolled in the charter schools, children of a member of the Board and child of an employee of the charter school. The remainder of the students will be admitted on a “first come, first serve” policy as required by statute, unless the number of applicants exceeds capacity. In such cases, all applications shall have an equal chance of being admitted through a random selection process known as a lottery.

Applications will be accepted each year during an open enrollment period and on an ongoing basis throughout the year to maintain capacity in each grade level. Open enrollment period is defined as the time that we are actively accepting applications for the following school year until our expected lottery date. This usually spans from October – March. All applications will be date/ time stamped as they are received and filed by grade level. The number of seats available will be determined by the capacity of the school minus the number of students who recommit.

A lottery date will be determined and posted publicly on the KIPP Miami website. If at the time of the lottery, there are fewer applications than seats, we will accept all students at each grade level we are enrolling. Following that date, we will continue our open enrollment period and continue to accept more applications for the following school year and schedule a later lottery which will be publicly posted.

In the event that there are more applications than there are seats on the lottery date, KIPP Miami will work in partnership with Miami-Dade County Public Schools to randomize all applicants. Acceptances will be awarded in the order provided by the district until every applicant’s name has been for enrollment or placed on a waiting list. All applications received after the open enrollment period will be placed at the bottom of the waiting list for that particular grade level in the order in which they are received. Families will be notified by phone and in writing of their child’s acceptance no later than 20 business days after the closing of open enrollment and will be invited to a registration event to complete the registration process. If an accepted applicant fails to complete the registration process or declines the seat at the school, the slot will be offered to the first applicant on the waiting list. KIPP Miami may choose to host multiple open enrollment windows throughout the year.

## LOTTERY RULES AND PROCEDURES

### Preparing for the Lottery

- Applications will be made available online through our website and in paper form at the school's office or any of our partner pre-schools and community partners. Upon submission of an application the information is reviewed for eligibility of attendance and age requirements are verified.
- KIPP Miami Schools maintains a database of applicants that includes information such as student and parent names, contact information, date application received, grade to which student is applying, and any lottery priority status (e.g., siblings). This database is maintained online using SchoolMint software that streamlines all aspects of their student enrollment process.
- KIPP Miami Schools allows sufficient time between the end of the open enrollment period and the date of the lottery to process all paper applications.
- KIPP Miami Schools performs rigorous data cleansing to make sure that each applicant subject to the lottery is entered one time and one time only. We double and triple-check that the list of applicants is de-duplicated and that all participants are included.
- KIPP Miami Schools may retain an attorney (a neutral third party: someone not associated with the school or with any applicants) to witness the lottery process and certify the results. This helps ensure the integrity and transparency of the lottery process.

### Preferences

- All applicants entitled to receive an initial placement preference shall be identified PRIOR to the lotteries.
- Preference status entitles an applicant to be offered an available seat prior to other applicants without a preference status.
- All preferences shall be considered in the following hierarchy:
  - a. Applicant sibling of a currently enrolled student
  - b. Applicant child of a charter board member
  - c. Applicant children of an employee of the charter school

## Mechanisms for Conducting the Lottery

- The randomization of applications is completed in partnership with Miami-Dade County Public Schools. A downloaded report of all eligible applicants from SchoolMint in a CSV or XLS file format is created. This report is then sent to the Miami-Dade County Public Schools Office of Innovation and School Choice. The district serves as a neutral third party who will generate a randomized list. This determines the order in which students are admitted and waitlisted.

## Lottery Policies

- KIPP Miami Schools will randomize the entire pool of lottery participants, including the waitlist. In other words, if there are 150 applicants for 80 slots, we ensure each participant has a position on the waitlist. This will ensure that each student was entered in the lottery one and only one time.
- KIPP Miami Schools may offer admission to more students than there are available seats, to allow for attrition. It is easier to fill these seats at the time of the lottery than at the end of the summer, or once the academic year has begun.

## Enrollment Procedures

All accepted applicants will be provided with the registration requirements. Documentation required by Miami Dade County Public Schools is collected for review and verification. The following items are generally required for all students:

- Authorization for request of cumulative folder
- 2 Proof of residence
- Social Security Card (optional)
- Original Birth Certificate
- Report Card/ Transcripts
- Current immunization/ medical history
- Home Language Survey
- When appropriate, ESE, ESOL/ ELL, literacy folder and any conduct/ discipline actions

There will be additional steps required by KIPP Miami to complete the enrollment process which will consist of but not limited to the following:

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[www.kippmiami.org](http://www.kippmiami.org)

- Completion of an on-line student information application
- Home Visit