

ENROLLMENT POLICY OVERVIEW

KIPP Miami Charter School's mission is to provide all Miami students and families with **equitable access** to KIPP Miami Schools. We allow students of any school, homeschool and school districts to enroll until capacity has been reached. The Schools shall abide by Florida statutes and federal civil rights law that prohibit discrimination on the basis of race, color, national origin or 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 children of employees of the charter school. The remaining students will be admitted on a "first-come, first-served" basis, 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. The open enrollment period is the time we actively accept applications for the following school year until our expected lottery date. This usually spans from October to 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 school's capacity 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, accept additional applications for the following school year, and schedule a later lottery, which will be publicly posted.

If more applications are received than seats are available on the lottery date, KIPP Miami will randomize all applicants. Acceptances will be awarded in the order provided by our software until every applicant's name has been processed 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 grade level, in the order 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 available online on our website and in paper form at the School's office or at 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 of application, grade to which the student is applying, and any lottery priority status (e.g., siblings). This database is maintained online using Finalsite 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 lottery date to process all paper applications.
- KIPP Miami Schools performs rigorous data cleansing to ensure that each applicant subject to the lottery is entered only once. 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, not associated with the school or 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 who are entitled to priority admission shall be identified PRIOR to the lottery.
- Preference status entitles an applicant to be offered an available seat before other applicants without it.
- 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

- Application randomization is completed through our enrollment software platform. This determines the order in which students are admitted and waitlisted. If there are any concerns or discrepancies with the randomization of the list, KIPP Miami will use the services at Miami Dade County Public Schools to serve as a neutral third party.

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 that each applicant is placed on the waitlist. This will ensure that each student is entered in the lottery exactly once.
- KIPP Miami Schools may admit more students than there are available seats to account 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:

- Transfer card from the student's zoned district school
- 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 be limited to, the following:

- Completion of an online student information application

- Home Visit

School Placement for New KIPP Miami Students

All student applications are to KIPP Miami. KIPP Miami Schools then assigns new students to specific campuses and academies and issues admissions directly for those school locations.

Students will be placed at the elementary or secondary school closest to the documented home address on file. This approach is intended to ease transportation and safety concerns, provide students with opportunities to broaden their networks, and support our goal of building strong community schools.

If the new KIPP student has a sibling already attending a KIPP school and the sibling's campus is not the one closest to the family's home, the family may submit an appeals request that the student be placed based on geographic proximity rather than sibling placement. Requests submitted prior to March 30, 2026, will be approved, provided seats are available at the requested school. Requests submitted after this date will be reviewed and approved based on seat availability.

School Placement for Returning KIPP Miami Students

Returning KIPP Students will automatically be given a seat at the school they currently attend upon completion of the Intent to Return survey window. If a family initially declines their seat, there is no guarantee that a seat will still be available if they later change their mind.

For students in transitioning grade levels, placements are determined as follows:

- KIPP Royalty Academy students will matriculate to KIPP Courage Academy, unless they have an older sibling assigned to KIPP Legacy Academy (middle school).
- KIPP Legacy Elementary students will matriculate to KIPP Legacy Middle, unless they have an older sibling assigned to KIPP Courage Academy (middle school).
- All KIPP Miami middle school students will attend KIPP Miami Technical High School, located at KIPP North Campus.

Every effort will be made to place rising 6th-grade students who have a sibling enrolled at one of our middle schools on the same campus as their sibling.

Transfer Requests for Returning Students KIPP Miami Students

For re-enrolled students, transfer requests must be submitted by the family during the Intent to Return survey window. Requests submitted outside of that timeframe may not be considered.

Transfer requests unrelated to sibling placement or travel hardship may also be submitted; however, approval for such requests is rare. Our primary goal is to ensure students and families receive a high-quality experience at their current school. When we make a commitment to our students, we honor that commitment—every time, with every child.

Dependent on availability, a maximum of 28 seats per grade level and campus will be approved for transfer. Once this limit is reached, all additional eligible students will be placed on a waiting list.

If a family is experiencing challenges at their current school, they should first work with the child's teacher, then the assistant principal, and finally the school leader before submitting an appeal. This process allows the school an opportunity to address and resolve concerns. If resolution is not possible at the school level, submitting a formal appeal is the next appropriate step.

Families may complete an appeal form through their current school's Office Manager or Director of Campus Operations (DCO), or by submitting the form online.

Appeals and Campus Transfer Process

If a new to KIPP family wants to appeal a school placement decision or a returning family wants to request a campus transfer, families must first contact their school's Family Enrollment Manager to formally submit an appeal request.

- If approved, the receiving school will contact the family by phone to share the decision and next steps.
- If not approved, the KIPP Miami Enrollment Manager will contact the family by phone to share the decision.

Timeline: The appeals process is expected to take no more than 14 business days from the date the family submits the request to the Appeals Committee's final decision. Once the schools confirm the decisions, families will be notified within 24 hours.

This policy applies to the 2026–2027 school year and may be revised in future years.