

## **Application Submission Policy**

Charlotte Lab School is a free public charter school that admits students of any race, color, gender, national or ethnic origin, sexual orientation, religion and ability to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Charlotte Lab School does not discriminate on the basis of race, color, gender, national or ethnic origin, sexual orientation, religion or disability in administration of its educational policies, admission policies, and other school programs.



The Charlotte Lab School application period will open on Monday January 4, 2016 and close at 11:59pm on Friday February 26, 2016. Families can obtain an electronic or PDF version of the application from the school website [www.charlottelabschool.org](http://www.charlottelabschool.org), in person at public Information Sessions, by email request to Kendra Johnson at [admissions@charlottelabschool.org](mailto:admissions@charlottelabschool.org), or phone 704-466-3830 ext. 312.

All applications must be received by the CLS office no later than 11:59pm on Friday February 26, 2016. Applications can be submitted via U.S. mail to Charlotte Lab School, 301 E. 9<sup>th</sup> Street, Charlotte, NC 28202, emailed to [admissions@charlottelabschool.org](mailto:admissions@charlottelabschool.org) as a PDF attachment, or submitted electronically via our school website at [www.charlottelabschool.org/#/applying-to-lab](http://www.charlottelabschool.org/#/applying-to-lab).

If the number of applications received exceeds the number of seats available, a public lottery will be held on Monday March 14, 2016, in accordance with all NC charter school laws. The location of the public lottery will be at Charlotte Lab School.

Any applicants not admitted through the lottery will be added to a waitlist in the order in which the application was drawn from the lottery. Any application submitted after 11:59pm on Friday February 26, 2016 will be added to the end of the wait list according to the date and time submitted.

## **Enrollment Application**

Families will include the name(s), date(s) of birth, and entering grade(s) for each child applying to Charlotte Lab School on the application. At the time of the lottery\*, students on the same application will be awarded a seat or added to the waitlist for the appropriate grade level.

\*Due to the nature of the lottery, it is possible for families to have one child who receives an admission decision and another to be added to the waitlist. According to NC State law, CLS may only give admissions preference to siblings of current Charlotte Lab School students.

## **Application Requirements**

In order to qualify to submit an application, a student's parent or guardian must be legally domiciled in the state of North Carolina, and must provide documentation of such at the time of enrollment. An application will be considered "complete" only if all the information requested is given, the information is accurate, the parent/legal guardian has signed the form (physically or electronically), and proof of being domiciled in NC is submitted by the designated deadline.

- Out-of-State applications will not be considered.
- Students protected by the McKinney-Vento Homeless Act are qualified for enrollment.
- A student may apply for only one grade.
- To enroll in Kindergarten, a child must be five years old by August 31 of the current school year (NCGS 115C-364).

## **Proof of Domiciliary**

The following examples are not exhaustive, but acceptable documentation that can be submitted to determine domiciliary:

- Copy of deed or record of most recent mortgage payment
- Copy of lease agreement
- A utility bill dated within the past 30 days, including: gas, water, electric, landline, phone, cable, or satellite
- A valid NC driver's license or NC photo identification card
- A vehicle or property tax bill (dated within the past year)
- A bank or credit card statement with a NC address (dated within the past 30 days)

Charlotte Lab School will handle instances where students classify as homeless under the McKinney-Vento Act on a case by case basis.

## **Admissions Policy**

All students admitted through the lottery or from the waitlist will receive an email or phone call from a CLS staff member to notify them of the admissions decision; in the event that a family member cannot be reached via phone, a follow up letter with the admissions decision will be sent through email OR U.S. postal mail written in both English and Spanish. Admitted families must complete and return the Student Enrollment Packet within 10 days of receiving it in order to secure their seat at Charlotte Lab School for the 2016 – 2017 school year.

If a family admitted through the lottery does not complete the enrollment process prior to 5pm on Friday March 25, 2016, their seat may be forfeited to the next applicant on the waitlist. Additionally, any students who does not attend the first day of school or notify the CLS office of the absence in advance will forfeit their enrollment for the current school year.

CLS will admit, and/or place in the lottery, any student who completes the application prior to the deadline. Notwithstanding any recent law to the contrary, a charter school may refuse admission to any student who has been expelled or suspended from the public school under G.S. 115C390.5 through G.S. 115C390.11 until the period of suspension or expulsion has expired.

## **Lottery Priorities**

1. **Siblings** – Charlotte Lab School desires to create school community where whole families learn together. During the 2016 – 2017 school year, and each subsequent year, siblings of currently enrolled students will receive priority for admission if their applications are received by the designated deadline and CLS has seats available. If the number of siblings exceeds the number of available seats, a separate sibling preference lottery will be held to determine which students are admitted.
  - a. **Multiple Birth Siblings** – If a child from a family with multiple birth siblings (twins, triplets, etc.) is admitted through the lottery process, all multiple birth siblings from that family will be admitted at the time of the lottery.
2. **Staff / Board Members** – Charlotte Lab School will give admissions preference to children of current full-time employees and current and past Board members. The number of employee/Board students will not exceed 15% of the total CLS student population. If the number of applicants in these groups exceeds the allotted number of available seats, a separate preference lottery will be held to determine which students in the group are admitted.
3. **General Enrollment** – All other families domiciled in North Carolina.

## **Lottery Procedure**

All students that submit an application before the designated deadline will be entered into the lottery. The public lottery will be run as follows:

- CLS will notify all applicants and the public (through posting on website and other advertisements) of the date, time, and location of the lottery.
- Each application will be assigned a unique lottery code – families will be notified of their unique lottery code via email no later than 5 business days after CLS staff receives the application.
- CLS will conduct an electronic lottery that will be recorded and shared publicly for each grade level to ensure the process is equitable for all families.
- Any applicant that meets the State rules for priority admission will be admitted.
- The remaining Lottery Codes will be entered into a clear bowl and drawn individually by a 3<sup>rd</sup> party unbiased community member, read aloud by a CLS Board Member, recorded by a CLS Staff member, and verified by a second unbiased community member.
- The number of remaining available seats in each grade will be posted throughout the lottery.
- Once all seats in a given grade are full, the remaining lottery codes will be added to the appropriate grade level waitlist in the order they are drawn from the bowl.
- CLS will make every effort to ensure the integrity of the lottery process, including audits.

## **Enrollment Policy**

Once a student is enrolled at CLS, families do not have to re-enroll each year; however they must submit an "Intent to Return" by March 1 of the current school year. Any applicant on the waitlist from the previous year, must re-submit an application and participate in the lottery again.

Families who wish to withdraw a student are requested to notify CLS in writing at least 3 days prior to withdrawal and are encouraged to participate in an in-person Exit Interview to help CLS administrators better understand the reason for withdrawal. Upon completing a required withdrawal form and receiving a transfer form from the student's new school, CLS will provide all relevant and required records.