

CHARLOTTE LAB SCHOOL ADMISSIONS AND ENROLLMENT POLICY

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, gender identity or expression, 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, gender identity or expression, religion, disability or other legally protected characteristic in the administration of its educational policies, admission policies, and other school programs. Any applicant with a mental or physical disability who requires an accommodation during the application process should contact admissions@charlottelabschool.org to request such an accommodation.

The Charlotte Lab School application period will open and close on the dates and times listed on the school's website at www.charlottelabschool.org. Applications will be available to families in English and Spanish on the school website www.charlottelabschool.org, at public Information Sessions, and upon request, via email at admissions@charlottelabschool.org or phone 704-464-3830.

All applications must be received by the Lab office no later than 11:59pm on the last day of the application period. Applications can be submitted via U.S. mail to Charlotte Lab School, 301 E 9th Street, Charlotte, NC 28202, or emailed to eberry@charlottelabschool.org as a PDF attachment, or submitted electronically via our school website at 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 the date posted on the school's website in accordance with all NC charter school laws. The location of the public lottery will be at Charlotte Lab School, 301 E 9th Street, Charlotte, NC. Any applicants not admitted via 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 the last day of the application period will be added to the end of the wait list according to the date and time submitted.

Family Application

Families will complete the Family Application in lieu of completing a separate application for each student by including the name, date of birth, and current grade for each child applying to Charlotte Lab School on the same application. At the time of the lottery, when a family application is drawn, all students in that family will either be given a seat or added to the waitlist for the appropriate grade level. Families should note that the family application ensures that students in the same family are placed at the same time. Due to the nature of the lottery, it is possible for families to have one child who receives admission and another to be added to the waitlist. An exception exists for twins and other multiple birth siblings. Those families shall enter one surname into the lottery to represent all of the multiple birth siblings. If the surname of the multiple birth siblings is selected, then all of the multiple birth siblings shall be admitted.

Application Requirements In order to qualify for admission, a student's parent or legal guardian must be legally domiciled in the state of North Carolina, and must provide documentation of such at the time of application. Out-of-State applications will not be considered. Students protected by the McKinney-Vento Homeless Act are qualified for enrollment. Enrollment will be considered "complete" only if all the information requested is given, the information is truthful, the parent/legal guardian has signed the form, and proof of domicile in NC is attached. A student may Updated 9-8-17 CHARLOTTE LAB SCHOOL ADMISSIONS AND ENROLLMENT POLICY 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).

Admissions Policy

All students admitted through the lottery or from the waitlist will receive a letter via email and/or U.S. postal mail written in both English and Spanish and a phone call from a Lab staff member to notify them of the admissions decision. Families must complete and return the Student Registration Packet within four weeks of receiving it in order to secure their seat(s) at Charlotte Lab School. If not submitted in time, their seat(s) may be forfeited to the next applicant(s) on the waitlist.

Any student who does not attend the first day of school or call in to notify the school of the absence by a Lab-determined date/time will also forfeit enrollment and must complete another application to be considered in the future.

Lab 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, Lab may refuse admission to any student who has been expelled or suspended from a public school until the period of suspension or expulsion has expired.

Lottery Priorities

1. Siblings – Charlotte Lab School desires to create a school community where whole families learn together. Siblings of currently enrolled students will receive priority for admission if their applications are received by the designated deadline and Lab 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.

2. Employee/Board – Charlotte Lab School will give admissions preference to children of current full-time employees and current and past Board members. The number of admitted employee/Board member students will not exceed 15% of the total Lab student population. If the number of applicants in these groups exceeds the available seats, a separate preference lottery will be held to determine which students are admitted.

3. Economic Diversity – Charlotte Lab School is committed to being an economically diverse community, and will allot a percentage of the total number of seats available at Lab for students who qualify for the National School Lunch Program based on their families' current income levels. Lab will determine the optimal percentage between 25% and 40% each year as the phasing in progresses. The phase-in schedule follows

*these numbers are estimates

	Year	Total Students	Grades	TOTAL % FRL
1	2017-2018	525	k-6	25%
2	2018-2019	625	k-7	27%
3	2019-2020	725	k-8	30%
4	2020-2021	725	k-8	32%
5	2021-2022	725	k-8	35%
6	2022-2023	725	k-8	37%
7	2023-2024	725	k-8	40%

This Economic Diversity Lottery Priority will be phased in over time in recognition that we will be fully enrolled in all grades as we adopt this policy. As this priority is fully phased in, we will try to accommodate the optimal targeted percentage between 25% and 40% of enrolled students qualifying for National School Lunch Program across all grade levels equally. To accommodate these numbers, we will determine the free and reduced percentage for our current students. If we are under the minimum targeted percentage of 25%, then Lab will hold spaces for families that qualify.

Every family is given the option to provide information on their application in order to seek eligibility for the Economic Diversity Lottery Priority. It is not required and the application will clearly state that choosing not to provide the information will not alter changes in the general lottery. If a family chooses not to provide the optional information, they are unable to be considered for the Economic Diversity Lottery Priority. If a family is selected for enrollment through the Economic Diversity Lottery Priority, they must provide supporting documentation of qualification through our free and reduced lunch application form, found at <http://storage.cloversites.com/charlottelabschool/documents/Income%20Eligibility%20Form%20Update18.pdf> Failure to do so will result in a call offering assistance and then, if the family is still unable to provide the form, the application will be returned to the general waiting list. If an applicant qualifies for the Economic Diversity Lottery Priority but is not chosen, the application will be placed in the general enrollment applicant pool.

Lottery Procedure

All students that apply by the designated deadline are eligible for the lottery. Student information is entered into an excel document by grade level. Using the "rand" function in excel, all lottery codes are assigned a random number, then sorted by number. Priorities are then considered according to the enrollment policies. Openings are filled in order of priorities and numbers assigned. Waitlists are created according to the numbers pulled after openings are filled. The lottery is a blind public lottery conducted by the Director of Recruitment & Enrollment of Charlotte Lab School. Prospective families are invited to attend the lottery and asked to sign a statement verifying that they witnessed our lottery.

Families selected for an opening from the lottery are notified of lottery results via email or U.S. mail within one week and given four weeks to accept the space offered.

Enrollment Policy

Once a student is enrolled at Lab, families do not have to re-enroll each year; however, they must submit an "Intent to Return" form 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 Lab in writing at least three days prior to withdrawal and are encouraged to participate in an in-person Exit Interview to help Lab administrators better understand the reason for withdrawal. Upon completing a required withdrawal form, Lab will provide families with a copy of all relevant and required records. Official student records will only be sent to the student's new school after Lab receives a written records request from the new school's registrar. Lab may give enrollment priority to any student who was enrolled within the two previous school years but left Lab (i) to participate in an academic study abroad program or a competitive admission residential program or (ii) because of the vocational opportunities of the student's parent or legal guardian. Any student who wishes to return to the school after more than two school years have passed since their departure must complete a new application and participate in the lottery process again.