

## ANN ARBOR OPEN ENROLLMENT POLICY AND PROCEDURES

1. Enrollment is by random selection in Kindergarten. In grades 1-8, enrollment is based on a waiting list.
2. Registration for the waitlist is continuous. The child must be eligible to enter grade he/she is put on waiting list for and a current resident of the Ann Arbor School District. Families moving into the district may place their child's name on the waitlist for the following year, but enrollment will not be offered to those who do not yet reside in the district. Kindergarten applications are not accepted until January of the year the child would enter.
3. After filling out the application, waiting list numbers are assigned by date and time of application. Admission is by grade level openings, waiting list number, and priority system. It is not influenced by reasons given for application.
4. After submitting an application and being added to the waitlist, parents must attend an orientation meeting and observe in a classroom, or participate in a staff-led orientation tour. Tours and/or orientations and/or classroom visits may be completed either before enrollment is offered or within the time given for a response after enrollment is offered. If the requirement is not met by the end of this time period, the offer of enrollment will be rescinded.
5. Enrollment priorities are in the following order:
  - a. Correct number of students in grade.
  - b. Kindergartner with sibling in school for at least a year.
  - c. Child grades 1-8 with sibling in school for at least a year.
  - d. Child grades 1-8 with sibling in program for less than a year.Within each priority, students are selected by waiting list number.

6. The following restrictions apply on the priorities listed in #5 above:
  - a. If enrollment is offered to a sibling of a new student under the priority system, the new student must enroll for the priority to apply. If the new student does not enroll, the other sibling will return to the waitlist. .
  - b. Applications under sibling priority must be received by 1<sup>st</sup> grade, or in the first year the sibling would be eligible for enrollment, whichever is later. Families who choose not to enroll siblings 1<sup>st</sup> grade or older in the first available year will drop to the bottom of the waitlist for that year and each subsequent year enrollment is deferred.

7. Students with special needs are enrolled following the same policies as apply to typically-abled students. Ann Arbor Open is not appropriately recommended as a change of placement on a child's IEP unless that child has already been admitted through the lottery or waitlist process. Students with special needs may enroll at Ann Arbor Open only if the recommendations of the IEPC can be accommodated within our program.

8. Enrollment will also be offered to Kindergartners whose families have a past connection to the Open program or Middle Years Alternative but who do not currently have children enrolled. This may include, but is not limited to, children of staff members and children and siblings of former students. A maximum of six students over and above the target enrollment will be enrolled under this provision. If there are more than six such requests, a random selection will be held from among all such requests received as of the application deadline. Those not offered enrollment may participate in the regular

ANN ARBOR OPEN ENROLLMENT POLICY AND PROCEDURES

random selection. Siblings and children of former students will be enrolled under this provision only if the reason the older student left the school was involuntary (e.g. special needs, moving out of area, graduation).

9. If the total enrollment of the school drops below that required to maintain current staffing ratios, the school may, at the discretion of the principal, enroll additional students in excess of the target enrollment for a grade. In making this decision, the principal will make every effort to distribute “extra” students at different grade levels to avoid overburdening one grade or class.

10. When called to fill a spot, parents have three business days to accept or decline. At the Principal’s discretion, this time can be extended.

11. If parents are called before school starts and turn down a spot, they are removed from the list. Upon request, parents who decline can be added to the bottom of waiting list numbers. If parents are called during school term, and turn down the spot, the student may be added to the bottom of waiting list numbers upon request. If the parent accepts a spot and later defers enrollment, the child goes to the bottom of the waitlist.

12. After the beginning of the school year, new students may enroll only if all of the following criteria are met:

- a. The number of students in the prospective student’s grade is less than the anticipated enrollment.
- b. The student is at the top of the waitlist for that grade.
- c. The parent or guardian visits the school by appointment and has a tour and orientation with a member of the Orientation Committee.
- d. Enrollment is requested no later than the first day of the second semester.\*
- e. Enrollment occurs no later than two weeks after the first day of the second semester.\*

\*These criteria may be waived, at the discretion of the principal or district administrators, if child is not currently enrolled in an Ann Arbor Public School.

13. Current students who move out of the Ann Arbor Public Schools attendance area for a parent’s sabbatical leave or similar limited period may re-enroll upon their return. Students who leave the school involuntarily may re-enroll if the situation that caused them to leave has been resolved to the satisfaction of both the parent and the principal.

14. Students who leave Ann Arbor Open voluntarily but continue to live within the Ann Arbor Public Schools attendance area are not automatically re-enrolled. These students will be considered on a case-by-case basis. The principal may consider current class size, grade enrollment, the needs of the child and the family, the input of the staff and any other relevant factor in making this decision.

15. Each spring, letters are sent out requesting confirmation that families wish to remain on the waitlist. Those not returning the form will be moved to the bottom of the list. Those not returning the form for two successive years will be dropped from the waitlist.

16. The school community places a high value on maintaining a diverse student body. Every effort will be made to attract and retain families from a variety of backgrounds.

ANN ARBOR OPEN ENROLLMENT POLICY AND PROCEDURES

17. Each spring, current parents are surveyed to see who is returning next year so the number of available spaces can be determined. Enrollment is offered beginning the day after the Kindergarten random selection, and continuing through the summer.

18. In unclear situations, the principal, Coordinating Council co-chair, and/or Enrollment and Recruitment Committee members will interpret. This may include principal discretion.

19. In addition to the orientation meeting, students entering into grades third through eighth and their parent(s) may be asked to participate in a special orientation discussion concerning the philosophy of open education and what to expect at Ann Arbor Open. If possible, these older students should have a classroom visit.