

# 2100-Policy on Admission of Students

## A. Applications for Enrollment.

All Kindergarten to Grade 5 eligible Indian River County resident students may apply for enrollment consideration at NCCS, which is a public charter school of choice, authorized by the Indian River County School Board. An enrollment application deadline will be set each year by the school's administration and published on the school's website. If the number of applicants exceeds the available seats in a program, class, grade level, or building after the application deadline, then a random lottery will be held to determine students to be enrolled. VPK is a program for siblings of accepted Kindergarten to Grade 5 students, for which there is no lottery process, nor guarantee of admission for all siblings, given the limited number of slots available.

## B. Waiting List.

NCCS will maintain a "waiting list" of students who were not enrolled due to lack of space in a grade or program. Students who apply after the application deadline will be placed on the waiting list if there are no seats available in their particular program, class, grade level or building at the time of their application. When a seat becomes available, an additional random lottery will be conducted among all the eligible students on the waiting list to fill the open seats.

## C. Admission of Students Residing Outside of Indian River County.

In accordance with Section 1002.31, Florida Statutes, a student residing outside of Indian River County will be eligible to attend the school so long as there is no waiting list for the grade level(s) sought, and a vacancy exists for the student at the time requested, and such student is not subject to a current expulsion or suspension order. Students residing outside of Indian River County will not be placed on a waiting list. Once a student residing outside of Indian River County has been admitted to NCCS, they may remain at the school until completing the highest grade level offered by the school

## D. Preferences Granted.

1. Preference 1 - Children of current governing board members and school employees.
2. Preference 2 - Siblings of enrolled K to 5 students, with the exception of out of county admitted K to 5 students that could be admitted in accordance with the requirements detailed in part C above.
3. Preference 3 - Students who are children of an active-duty member of any branch of the United States Armed Forces.

## E. Lottery procedures.

1. A random computerized drawing program will be used to run the lottery.

2. The lottery, if needed, will be conducted on a date published on the school website, or at any time where there are more students wanting a place in a grade or program than there is space available.
3. Names will be drawn based on the above specified preferences.
4. If a name is drawn with K to 5 siblings listed, said K to 5 siblings will be automatically selected.
5. If a grade level is full for a sibling automatically selected, said student will not be allowed enrollment, but will receive a preference for enrollment for future lotteries or vacancies (if the selected sibling enrolls).
6. Names will continue to be drawn through grade levels until all vacancies are filled.
7. If names on the pre-enrollment or current waiting list remain after all vacancies are filled, the student names will be returned to the applicant list from which future lotteries will be conducted.
8. A new lottery will be run when vacancies occur. All names on the applicant list received as of the application due date will be included in each lottery.
9. Parents will be notified by the school as soon as the lottery is run, and will be given access to complete the registration paperwork.

## **F. Other Requirements.**

1. The NCCS Governing Board strongly encourages all parents/guardians interested in enrolling their student(s) at NCCS to attend one of several informational orientation sessions scheduled in late winter and spring each year. These sessions result in enrollment "interest" forms being distributed. Families that submit an interest form will be scheduled for an interview and tour with an administrator.
2. To receive a final enrollment packet, all parents/guardians and their student(s) shall meet with an NCCS administrator to complete a short interview. If the parent(s)/guardian(s) were not able to attend an orientation session, the NCCS administrator will provide and discuss with them a copy of the latest program and services informational presentation, to ensure that the family is making an informed decision regarding their application for enrollment.
3. To receive due consideration for possible enrollment in accordance with the requirements enumerated herein, a parent/guardian must submit a complete enrollment packet, and provide copies of all required documents. Failure to submit a fully completed packet could result in not being considered for enrollment at NCCS.

Adopted: March 13, 2023