

## **Katherine Anne Porter School Admissions Policy**

### **Anti-Discrimination**

The Katherine Anne Porter School is an open enrollment public charter high school. Katherine Anne Porter School prohibits discrimination in its admission policy on the basis of gender, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability or the district the student would otherwise attend.

### **Exclusion of Certain Students**

The Katherine Anne Porter School reserves the right to exclude from admission all students with documented histories of a criminal offense, juvenile court adjudication or discipline problems under Education Code, Chapter 37, Subchapter A as authorized by the Education Code Section 12.111(a)(6)(A).

### **Student Application Period**

Each year, the student application period for admission to the Katherine Anne Porter School will begin April 15<sup>th</sup> and end the last Thursday in the month of June.

The last Friday in June, the school will review how many applications have been received for each class. If there are more spaces available than applications received, then all eligible students will be enrolled. If there are more applications received than spaces available, a lottery system will be utilized, in accordance with the procedures below, to determine who will be offered admission in each class that has space.

### **Lottery**

If a lottery is held, eligible applicants, who submitted an application during the application period for the upcoming school year, will be accumulated and randomly ordered. Our lottery will be conducted through the website [www.random.org](http://www.random.org). The school registrar loads a list of all the names of the applicants and, after pressing a button, the website returns the list of names in random order. Each application will be assigned the number in the order that their name was returned.

After all spaces are filled in our classes, the remaining names are placed on a waitlist in the order they were numbered. If a space becomes available during the school year, the next name on the list is given the spot. It is worth noting that specific classes often fill while other classes can still accept additional students. In these cases, class-specific waitlists are formed.

### **Applications Received After the Application Period**

Applications for admission received after the deadline of the last Thursday in the month of June will be placed on the waitlist behind those applications previously drawn in the lottery. These later applications will be placed at the end of the waitlist in the order they are received.

If, when this application for admission is received there is no waitlist, and there is space for the student, admission is immediately offered.

### **Application and Waitlist Expiration**

Each year brings a new admissions/enrollment period and a new lottery; an application and the waitlist are only valid for one school year. Students on the waitlist who were not enrolled during the current school year on which they were wait-listed will need to reapply for admission for the following school year during the Application Period indicated above.

Students who are already enrolled must inform the school of their intent to return by the end of the current school year. **“Intent to return”** forms are given out to all current students in early May.

### **Lottery Exemptions**

Siblings of current students and children of founders, staff, and faculty members will have priority enrollment when the Katherine Anne Porter School can accommodate their individual class schedules. They will bypass the lottery and be first accepted for admission.

### **Enrollment**

After a student is offered admission, he or she must fill out an enrollment packet. School records such as transcripts and grades will be requested from the previous school through TRex (if previous school is in Texas) or fax (if previous school is out of state). Additionally, the student’s immunization records, social security card, and birth certificate are required. The student, guardian(s), and school registrar will meet in person to set the student’s school schedule and finalize enrollment.