

POLICY AND PROCEDURE: ENROLLMENT & LOTTERY

J PAUL TAYLOR ACADEMY

www.jpaultayloracademy.org

Adoption date: January 18, 2017

J Paul Taylor Academy is a New Mexico public charter school and provides all prospective students, grades Kindergarten through 8th the opportunity to attend our school free of charge, regardless of race, color, national or ethnic origin, religion, gender, social or economic status, or special needs.

J Paul Taylor admits students on a first come first served basis when seats are available and there is no wait list for the particular grade. When the number of interested students exceeds the total number of seats available, we will hold an annual student lottery for enrollment in February or March for the ensuing school year that begins in July ("New School Year"). Our new student lottery is held *after* the deadline for return of Commitment Letters and the sibling lottery has been completed.

1. J. Paul Taylor Academy will enroll students in compliance with state standards. The school will enroll no more than 200 students at any time within each school year.
2. Commitment Letters: Families with students currently attending the J. Paul Taylor Academy and Parents who wish to continue their child's education at JPTA in the new school year must complete a "Commitment to Attend" form. Letters to families to include a commitment form will be sent out no less than 30 days prior to the lottery and the forms must be returned to the school by the specified deadline. Families will have at least 10 business days between the postmark on the letters to the return deadline of the "Commitment to Attend" form. All current students will be assigned a space in the next or appropriate grade for the New School Year. If the Commitment Letter is not returned by the deadline, that student may lose his/her seat for the New School Year.
3. Establish qualified siblings with priority: Each Sibling(s) of a currently enrolled student who wishes to attend J. Paul Taylor Academy in the New School Year **must fill out an enrollment application** form by the date specified by the bead administrator. Siblings will be enrolled for the New school year in his/her appropriate grade if space is available after all currently enrolled students have been placed. If the number of interested siblings is greater than the number of slots available in a grade, a "sibling" lottery will be completed. Each sibling applicant will be associated to a bingo ball. Council members will rotate the duty of drawing numbers from the cage until all numbers are drawn, recorded sequentially and announced. If an applicant is drawn for a grade with an opening, that individual will fill the opening. If the number of sibling applicants exceeds the number of available slots at that grade level, applicants will be placed on a wait list in the order their numbers were drawn from bingo cage.
4. New student lottery: J. Paul Taylor Academy will hold its annual student lottery for new students after the "Commitment to Attend" due date has passed and the sibling lottery has occurred. The new student lottery will take place in late winter of the school year prior to the New School Year. Following the application deadline for prospective students, a lottery will be completed by assigning applicants for each grade level a number. Each prospective student applicant will be associated to a bingo ball. Council members will rotate the duty of drawing numbers from the cage until all numbers are drawn, recorded sequentially and announced. If an applicant is drawn for a grade with an opening, that individual will fill the opening. If the number of prospective student applicants exceeds the number of available slots at that grade level, applicants will be placed on the wait list after any sibling applicants who were wait listed in the sibling lottery and in the order their numbers were drawn from the bingo cage.

5. Any applications submitted following the deadline will be placed in classroom positions on the wait list, in the order of the receipt of their application. Parents will be notified if a space is available for their child for the New School Year. Parents or guardians must complete an intent to enroll their child in the school within two weeks of the drawing and complete all registration requirements within two weeks of the drawing to maintain their student's seat. Failure to submit a letter of intent and subsequent registration requirements will result in withdrawing that student's name for enrollment and the seat will be assigned to the next student on the waiting list.
6. If a vacancy opens, the family will be notified. If the Parent/Guardian does not enroll the sibling within 3 days of notice of the vacancy, the slot will be offered to the next applicant and the first applicant's name will be removed from the wait list.
7. Ranking on the waiting list will not be changed once the lottery is held each year. If two siblings are on the waiting list and one gets a seat in JPTA during the school year, his/her sibling remains in the same place on the waiting list for that school year. The sibling on the waiting list is eligible for the sibling lottery the following spring and must follow the process described in paragraph 3.
8. At no time will any classroom exceed the below indicated maximum load for any classroom or teacher. In the event that there are openings in the school, the school will follow the below procedures in order:
 - a. fill each classroom up to the "ideal count" beginning in kindergarten and proceeding toward 8th grade.
 - b. If each classroom is at "ideal count" with the exception of classrooms with no more wait listed students, additional students will be added to classrooms beginning in kindergarten and progressing toward 8th grade.

Grade	Count	Ideal	Max based on state statute
K		20	<15 or ≤ 20 w Ed. Assist.
1 st		20	1 st must be ≤ 20 unless w/EA 1 st thru 3 rd – Max ave. of 22
2 nd		23	
3 rd		23	
4 th		24	4 th thru 6 th – Max average of 24
5 th		24	
6 th		24	
7 th		21	136 max students per teacher (135 LA Teacher)-based on rotating classes
8 th		21	
Ttl.		200	Total shall never exceed 200

* Proof of immunization will not be required to be involved in the lottery but is required to complete registration.

References: NM 22 8B-4.1 and 22-10A-20



Commitment to Attend for School Year 20XX-20XX

Commitment to Attend J. Paul Taylor Academy

Child's Name – Please Print

Grade (incoming)

My Child _____ will be attending J. Paul Taylor Academy for the 20XX – 20XX school year.

_____ I understand students will be required to follow our school uniform policy.
(initial)

_____ My child will be in attendance on JPTA's first day of school July X, 20XX.
(initial)

Parent/Guardian Name –Please Print

Parent/Guardian Signature

Date