

**LONE STAR MYCROSCHOOL, INC.**

Due to the open-entry, open-exit program model used by MYcroSchool, the enrollment period will be ongoing throughout the school year. All applications for enrollment shall be date/time stamped as they are received and filed by application date and grade level (based on cohort class).

If the number of applications exceeds the capacity of the program, a lottery will determine admission, and a list will be maintained by grade level in the order of the lottery results. The lottery shall be a random drawing held by the principal with at least one Governing Board member and one additional school employee in attendance. Parents/guardians shall be notified of their child's acceptance no later than twenty-one (21) days past the acceptance period deadline and they shall have fifteen (15) days to notify the school, in writing, of their decision to attend. Deadlines will be set throughout the year dependent upon exit dates of enrolled students. If an accepted applicant decides not to attend the school, the slot shall be given to the first person on the waiting list.

In the event that there are more students applying for admission than available space, preferences shall be extended in the following order of priority:

- Students currently attending MYcroSchool;
- Siblings of students currently enrolled in MYcroSchool;
- Children of MYcroSchool staff or Governing Board.

As required by state statute, MYcroSchool shall provide an equal opportunity of being selected for enrollment for students with handicapping conditions and students served in ESOL programs.

Parents/guardians of students who enroll in MYcroSchool will receive an enrollment package containing information about the school and forms necessary for registration. The enrollment package shall include a registration form; the Department of Health's Cumulative School Health Record form; an Emergency Dismissal form designed to indicate where the student should go in the event that school is dismissed at an unscheduled time due to any unforeseen circumstances; and a Clinic Information card designed to indicate emergency contacts and the doctor that should be called in case of an emergency. Additional documentation required at the time of registration shall include the following:

- Report card or transcript from the last school attended
- Verification of address or parents' address through a current utility bill, tax receipt, or contract for purchase of a home
- Birth certificate or passport
- Social security card
- Immunization records showing proof of proper immunization

Parents/guardians will be given a copy of the Student Handbook, based on the Code of Student Conduct enforced by the Duval County Public School system.

**DATE OF ADOPTION BY THE BOARD: June 4, 2018**