

SIGNATURE SCHOOL

ADMISSIONS AND LOTTERY PROCEDURES

Eligibility

Signature School is an Indiana Charter School. Any child who is qualified for admission to an Indiana public school is qualified for tuition-free admission to Signature School. Signature School will not discriminate or restrict admissions based upon ability, race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, limited English proficiency, or income level. See policy below.

Admissions Policy

In accordance with the Charter Schools Act, current students and their siblings will have enrollment priority. Enrollment priority will be given to siblings of current Signature School students at the time of their initial eligibility for admission to the school. Enrollment priority will also be given to dependents of Signature School faculty and staff. Signature School will follow the procedures outlined in the section entitled “Applications for New Students” (see below).

Open Application Plan

Signature School has initiated a systematic, methodical, and documented application process to ensure the school is racially and socio-economically open. Signature School will accept applications from current Indiana residents and from students who state in writing that they will be residents of Indiana by the June 1 date preceding the start of the school year and who subsequently prove such Indiana residency by such date. The Board will ensure that admissions policies and procedures comply with the Indiana Charter School Law and with any applicable court ordered desegregation plan.

Signature School conducts an application information session and holds an open house at the school. Application procedures are posted on the school’s website. The application will be made available online and at the school.

SIGNATURE SCHOOL NON-DISCRIMINATION POLICY

Signature School does not discriminate against any individual on the basis of race, color, religion, gender, sexual orientation, veteran status, national origin, age, disability, genetic information, or limited English proficiency in its programs, or employment policies, as required by the Indiana Civil Right Laws (I.C. 22-9-1), Title IV and VI (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), the Genetic Information Non-Discrimination Act, and Section 504 (Rehabilitation Act of 1973).

Applications for New Students

1. Enrollment for each grade level is determined by building capacity, individual class sizes, and, in regard to upperclassmen, the ability to accommodate the individual applicant's class scheduling needs.
2. The open application period for **current eighth graders** will begin at 7:00 AM the first Tuesday after the first Monday in November and will end at 4:00 PM the second Monday in December. Application for enrollment should be made online through SchoolMint; links to the SchoolMint application will be available on the Signature School website. The date/time of application form submission will be recorded by SchoolMint upon completion by the prospective student. Signature School will make available during normal school hours computer access to complete the application on the school premises for those in need of assistance. Applicants unable to complete an online application may contact the school for information on how to submit a handwritten copy. If at the end of the open application period the number of completed freshman applications exceeds the openings available, a public lottery will be held in January for freshmen to determine which students will be admitted and to determine the order of the waiting list for students whose applications were received during the open application period. Current eighth graders who submit an application after the open application period has ended will be placed on the waiting list in the order in which they are received. Freshman students who seek to enroll at Signature School, and who are enrolled in high school elsewhere from Signature School's first day of school through the beginning of the next open application period, will be placed on this list in the order in which their completed applications were received. This waiting list will expire with the

beginning of the new open application period, **which commences the first Tuesday after the first Monday in November.**

3. The open application period for **students who seek to enroll at Signature School, and who are enrolled in high school elsewhere at the time of application**, will begin at 7:00 AM on the first Tuesday after the first Monday in November. Application for enrollment should be made online through SchoolMint; links to the SchoolMint application will be available on the Signature School website. The date/time of application form submission will be recorded by SchoolMint upon completion by the prospective student. Signature School will make available during normal school hours computer access to complete the application on the school premises for those in need of assistance. Applicants unable to complete an online application may contact the school for information on how to submit a handwritten copy. Applications will be reviewed in the order in which they are received. Current high school students who apply to transfer to Signature School will be notified, in order, in the event there is a mid-year opening before the next year begins and provided it is possible to accommodate the applicant's class scheduling needs. If the student declines a transfer at the time this mid-year offer is made, or if it is not possible to accommodate the student's class scheduling needs, he/she will remain in the same position on the application list until, if and when, an offer for the following full academic year is extended and provided all other application deadlines and requirements are met.
4. Signature School will give priority for admission to siblings of current students and to dependents of Signature School faculty and staff provided that their completed applications are received prior to the end of the open application period.
5. Dependents of faculty and staff members hired after the expiration of the open application period will be given priority for admission.
6. As per Charter Law, students must be Indiana residents to attend Signature School. Proof of residency is required by the June 1 date preceding the start of the school year.

If the number of applications received by the application deadline does not exceed the number of available seats in a grade, all applicants who submitted completed applications for that grade during the open application period will be accepted in that grade.

If a student has been accepted to the school but does not confirm enrollment by the June 1 date preceding the start of the school year, he or she is automatically withdrawn and the next student on the waiting list may be enrolled. If a student on the waiting list does not confirm his or her desire to remain on the waiting list by the June 1 date preceding the start of the school year, he or she is automatically removed from the waiting list. **Waiting lists expire with the**

beginning of a new open application period, which commences the first Tuesday after the first Monday in November.

Students who withdraw from Signature School must reapply for admission and follow the procedures outlined above for new students.

Waiting lists will be updated and maintained online by SchoolMint.

Procedures for Conducting the Lottery

1. Once completed applications are received by the school, applicants' names will be printed on blank cards suitable for a drawing. All cards will be the same size and weight.
2. Applicants who submit their application will receive an acknowledgement of receipt.
3. All lottery cards will be placed in a suitable container for the drawing, and appropriate security measures will be taken.
4. Cards will be drawn by a neutral party.
5. As each card is drawn, the applicant's name will be placed on a Master Roster.
6. Names of remaining applicants will be put on a waiting list in the order their names are drawn. Students on the waiting list will be offered placement as openings occur.

Policy for Waiting List

Applications received after the end of the open application period and after the lottery has been held will be added to the waiting list in the order in which they are received. The applications of siblings will not be given preference if received after open application has closed.

Approved by Signature School Board of Directors and effective on: 10/15/15