

Enrollment Policy

A. Purpose

1. This policy has been adopted to enable RSL to administer an equitable application, acceptance, and enrollment process based on the requirements and allowances of state and federal law.

B. Non-Discriminatory Enrollment

1. RSL Academy does not discriminate in its admissions policies or practices on the basis of race, creed, color, national origin, religion, sex, or handicap and is subject to the same non-discrimination policies in admissions practices as other public schools.

C. New Student Enrollment Eligibility

1. Student's legal guardian is a resident of the state of Utah (or is the State of Utah).
2. Student has not been expelled from another public school in the 365 days prior to the first day of intended enrollment at RSL Academy.
3. Admission is subject to RSL Academy (program, class, grade, or school) capacity limitations.
4. Students must be of the appropriate age/education level at the time of enrollment:
 - a. Student (or cohort) must have completed the 8th grade.
 - i. Or a student who has not completed 8th grade, but can demonstrate proficiency in **all 8th grade curricular standards as determined by the RSL Academy administration** and in accordance with the Parental Rights Policy and Law.

D. Enrollment Preferences

1. Enrollment Preferences
 - a. RSL Academy gives enrollment preference to the following categories of students in the following order:
 - i. Students who reside within a two-mile radius of the charter school.
 - ii. To the children and grandchildren of founding members and of teachers.
 - iii. To the children and grandchildren of the staff who are employed full time or part time by RSL Academy for any number of years or for any partial year

- iv. Siblings of students presently enrolled at RSL Academy
 - v. All other applicants
- b. In the event that there are more applicants in a preference category than spaces available, applicants within the preference category will be admitted by lottery.
 - c. Preferences only apply to the open enrollment period.

E. Enrollment Lotteries

1. For the first year, lottery period will be announced at rslacademy.org and will be ran from .
2. If there are fewer applicants than spaces available, then all applicants will be selected.
3. If there are more applicants than spaces available, applicants will be selected for enrollment by random lottery, subject to authorized enrollment preferences.
 - a. The lottery will be observed by an outside agency with credentials necessary to audit/certify the process and results.
4. RSL Academy shall notify lottery applicants by letter and/or email.
5. Parents/guardians of applicants selected must accept the offer of enrollment by filling out the acceptance form found at rslacademy.org and by submitting a complete enrollment packet, also found at rslacademy.org.
6. Applicants whose parents/guardians who do not respond by the date given in the acceptance letter and/or email will forfeit their selection status and will need to reapply to be again considered for enrollment.

F. Additional Enrollment Lotteries

1. If the waitlist generated in the initial (or most recent subsequent) lottery has been or is expected to be exhausted, RSL Academy may conduct additional lotteries from the pool of applicants who apply after the initial (or most recent subsequent) lottery.
2. Additional enrollment lotteries may be held once every three weeks, if needed, and shall: follow the same procedures as the initial lottery.
3. RSL Academy shall notify additional lottery applicants of their selection or waitlist status, by letter and/or email.
4. Parents/guardians of applicants selected must accept the offer by the date given in the acceptance letter and/or email. Parents/guardians do this by submitting the acceptance form found on rslacademy.org and by submitting a complete enrollment packet, also found at rslacademy.org.
5. Applicants whose parents/guardians who do not respond by the date given in the acceptance letter and/or email will forfeit their selection status and will need to reapply to be again considered for enrollment.

G. Admission of Waitlisted Applicants

1. As spaces become available, RSL Academy may offer enrollment to waitlisted applicants in their waitlist order.
2. Waitlisted applicants shall have one week from the date of written/emailed notification that a space has opened to accept the offer of enrollment by filling out the acceptance form found at rslacademy.org and by submitting a complete enrollment packet, also found at rslacademy.org.
3. RSL Academy may accept waitlisted students at the beginning of each academic term.

H. Emergency Enrollment

1. Regardless of application deadlines or academic term enrollment windows, a student regularly enrolled in grades 9-12 may immediately transfer to RSL Academy if the student encounters a safety emergency and if RSL Academy has capacity in the grade in which the student is currently enrolled.
2. A Safety Emergency is a situation in which enrollment in RSL Academy is necessary to protect:
 - a. The health of the applicant student as determined by a specific medical recommendation from a medical doctor; or
 - b. The emotional or physical safety of an applicant student, based on documentation or evidence provided by the student's previous school, guardian, clinical psychologist (who is tracking the student), or cumulative information.

I. Continuing Student Enrollment Eligibility

1. All parents/guardians of students currently in grades 9-11, who want to continue their student's enrollment at RSL Academy for the next school year, shall submit a letter of intent for continued enrollment to the RSL Academy registrar by the end of the third academic term.
2. Parents/guardians who do not submit a letter of intent by the deadline shall forfeit their student's space at RSL Academy.
3. Parents/guardians who have forfeited a student's space at RSL Academy, and later desire for the student to return to RSL Academy, must re-apply for enrollment. Such applications shall be considered for enrollment on the same basis as any new applicant (including lotteries and wait-listing).

J. Notifications and Documentation

1. Enrollment applications submitted for an enrollment lottery can only require the following standard information:
 - a. Student name, age, and grade level
 - b. Names of siblings already attending or also applying to RSL Academy
 - c. Parent/guardian name(s), address(es), phone(s), and email(s).
2. As required by law, the RSL Academy registrar shall maintain the following records:

- a. Application (enrollment packet) submission dates
- b. List of students given preference in each preference category and the percentage of accepted applications the preference category represents