

**Proposed Admissions Revisions - ACLC Charter**  
March 2016

**Proposed Admission Revisions to ACLC Charter:**

To be considered for admission to Alameda Community Learning Center (ACLC), interested students:

- Must apply for admission within the time frames established by the school
- May not be under current expulsion from AUSD or another school district
- May not currently be placed in school as a consequence of disciplinary action

Priority enrollment shall open in mid-October and close at the end of January, with exact dates to be determined by Community Learning Center Schools, Inc. (CLCS). CLCS shall notify the Alameda Unified School District (AUSD) of application deadlines and a lottery date by October 1 each year.

If there are more applicants than available spots, a lottery shall be conducted under the supervision of an AUSD compliance officer, and held on the second Monday in February.

Admission priorities for the lottery are established as follows:

1. Existing learners shall be exempt;
2. Applicants that are children of CLCS employees and current CLCS Board, Nea and ACLC Board Members, regardless of residence;
3. Applicants that are siblings of learners currently attending the school and are residents of the City of Alameda;
4. Applicants that are residents of the City of Alameda;
5. Applicants that are siblings of learners currently attending the school and are not residents of Alameda;
6. Applicants residing outside the City of Alameda.

The lottery shall be designed and conducted as follows:

- Children applying during the priority enrollment period (mid-October – end of January) shall be included in the lottery.
- Whether done manually or by computer, the lottery shall be designed with priorities in the order outlined above.
- Applicants shall be ranked in the lottery according to the priorities in the order outlined above.
- Applicants in each grade level will be randomly assigned a lottery number according to the priorities outlined above.
- Openings by grade level shall be filled according to lottery outcomes, going in numerical order from first to last.
- Openings by grade level will be offered as space permits.
- CLCS retains the right not to fill all openings, depending on residency.

- Wait lists for each grade level will be maintained for the remainder of that school year.
- Interested students must re-apply each year so grade level waitlists are renewed yearly.
- Those applying after the Priority enrollment period shall be added to the waitlist according to the priorities outlined above, and in the order in which their application was submitted.

Upon admission to ACLC, the following information must be submitted:

- Proof of identity and guardianship
- Proof of immunization or exception, according to state of California law
- Home language survey
- A completed Emergency Medical Information form
- Proof of minimum age requirements
- Proof of residency information
- Signed permission for the release of previous school records
- All other required enrollment documents

## **Proposed Admissions Revisions - ACLC Policy (for website publication)**

### **General Policy:**

To be considered for admission to Alameda Community Learning Center (ACLC/School), interested applicants:

- Must apply for admission within the time frames established by the school
- May not be under current expulsion from AUSD or another school district
- May not be currently placed in school as a consequence of disciplinary action
- May not concurrently attend a private school that charges tuition

To attend ACLC, learners must:

- Be documented residents of California.
- Be fully immunized or excepted, according to California state law.
- Present the appropriate health exam record per California code.
- Not exceed 19 years of age, unless learner was continuously enrolled in public school prior to age 19, and/or the learner is being served by an IEP.

The Priority Application period shall open on October 15 and close on January 31 each year. Applicants that apply between these dates shall participate in a lottery according to the admission priorities outlined above.

Applicants after January 31 will be added to the appropriate grade level and resident/non-resident waitlists in the order in which they applied, according to the admission priorities outlined above.

If there are more applicants than spots available, a lottery shall be conducted under the supervision of an AUSD compliance officer, and held on the second Monday in February.

Priorities for admission to the school/running of the lottery are established as follows:

1. Existing learners shall be exempted from the lottery and guaranteed a space in the next grade level, unless formally withdrawn;
2. Applicants that are children of CLCS employees and current CLCS, Nea and ACLC Board Members, regardless of residence;
3. Applicants that are siblings of learners currently attending the school and are residents of the City of Alameda;
4. Applicants that are residents of the City of Alameda;
5. Applicants that are siblings of learners currently attending the school and are not residents of Alameda;
6. Applicants residing outside the City of Alameda.

**Pre-Admission Procedures:**

- Failure to comply with the procedures outlined below will result in denial of admission.
- An admitted learner will be removed from the school if failure to comply with these procedures is discovered after admission has been granted.

To be eligible to attend ACLC, learners must meet the following requirements:

- Parent must have attended a pre-admission meeting and/or school tour
- Enrollment registration documents must be submitted by required deadlines
- Submitted enrollment registration documents must include:
  - authorization to receive records from all previous schools
  - proof of immunization or exception, according to California state law
  - proof of health exams
  - proof of age (birth certificate)
  - proof of guardianship
  - proof of residency
  - indication of Special Education/related services, English language services
  - learner’s home language survey
  - signed Parent and Learner Contracts.

**The Admissions and Enrollment Process:**

- The School will determine class size/configuration for each school year.
- The School will actively recruit interested families through marketing and public relations efforts.
- The School will hold one or more informational open houses and school tours, of which attendance at one is mandatory for admission.
- The School will maintain a specified open enrollment period so applicants have an equal opportunity for participation in the lottery.
- Applicants completing an application within the open enrollment period shall participate in the lottery.
- Applicants shall be ranked in the lottery according to the priorities outlined above.
- Applicants in each grade level will be randomly assigned a lottery number according to the priorities outlined above.
- Applicants selected in the lottery shall be eligible for offers.
- Applicants not selected in the lottery shall be placed on a waitlist in the order determined via lottery.
- The School will notify applicants of lottery results and positions.
- Current learners will be solicited for intention to return the following year.
- Board members and staff will be solicited for the intention to apply for admission for their children
- The School will determine the number of returning learners per grade.
- The School will determine the number of new learner openings per grade.

- Openings by grade level will be filled according to lottery outcomes, with offers being made in numerical order from first to last.
- Those completing applications after the lottery will be added to the waitlist according to the admission priorities outlined above, and in the order in which their application was submitted.
- Grade level and residency status waitlists will be maintained for the remainder of that school year.
- Applicants shall remain in waitlist position until offered a spot or withdrawn from the waitlist.
- New waitlists will be created every school year with a new round of applications and lottery activities.
- When offered a spot from the waitlist, families must accept or decline within the time frame specified by the Admissions Director.
- Spots offered in the initial round after the lottery will be given a two-week period in which to accept or decline those offers.
- Spots offered after the initial lottery offering period will have a time frame specified by the Admissions Director to accept or decline that offer, no more than two weeks and no less than 24 hours.
- Declining a spot may result in the applicant being removed from waitlist.
- Failure to respond to an offer within the specified amount of time may result in an offer being rescinded.