

The Center for Creativity, Innovation and Discovery Enrollment Policy

Statement of Disclosure

The Center for Creativity, Innovation and Discovery (CCID) is a public charter school open to all Utah students without discrimination and on the same basis as other public schools. CCID will consider the application of any student who submits a timely application. CCID's admission, enrollment and transfer procedures comply with Utah Code 53A-1a506.5 which governs such processes in the State of Utah. CCID does not discriminate on basis of race, religion, gender, ability, ethnicity, socioeconomic status, proficiency in English, national origin, or sexual orientation. CCID charges no tuition and only those fees allowed by law.

Enrollment

CCID considers admission for all students who reside in the State of Utah and submit a timely application. Application to enroll for each new school year begins in January of the current school year according to the posted calendar. Applications to enroll are accepted during the period corresponding to the published lotteries but when capacity has been reached and enrollment acceptances have been received, those remaining applicants will be placed on a waiting list to fill any vacancies that may arise.

CCID continues to admit students after the beginning of the school year based on whether or not space is available in a requested grade level. CCID reserves the right to determine whether a section or grade level is "full" based on the number of students allotted to CCID by the State of Utah, the age, developmental stage and needs of CCID's students at each grade level and ideal class size number for each grade level as determined by the Administration and the Board.

Preferences

In compliance with Utah Code 53A-1a506, CCID first enrolls its existing students for the following school year and secondarily gives enrollment preference to the following groups:

- Children or grandchildren of board members
- Children of teachers and staff employed at the school
- Siblings of pupils who are actively enrolled CCID students at the time of enrollment of the sibling

Lottery

CCID open enrollment will begin on the third Tuesday in January and continue through the second Tuesday in February. All students with COMPLETE enrollment applications forms will be included in the lottery.

Students on existing wait list of the current school year will maintain priority order. Lottery students will be added to this wait list.

If the size of the enrollment applicant pool exceeds the capacity of a grade level during the enrollment period, a lottery will be held. CCID posts lottery dates on the CCID Calendar.

Notifications regarding placement are sent via email according to posted dates. Parents/guardians will have **three business days** to accept electronically the lottery results. Parents who do not respond within **three business days** to the lottery results, will no longer be considered as accepted and the spot will be given to the next student on the grade level wait list.

In accordance with Utah State law, the CCID lottery selects students at random throughout the lottery with preference at each lottery given only to those groups described above.

Applicants who have accepted the enrollment notification must submit all State and school-required registration forms in accordance with posted instructions and deadlines in order to maintain their placement status. Students who do not submit required registration forms by the indicated deadline will be denied enrollment and removed from the application pool.

Admission after the Lottery

CCID enrolls students after its lottery season of any given school year giving the preferences described above and contingent on available space. Enrollment admissions will be offered to students on the waiting list maintained by the Center for Creativity, Innovation and Discovery.

Transfers and Withdrawals

State Code 53A Subsection (2)(a) prevents a parent of a student who is enrolled in a charter school or who has accepted an offer of admission to a charter school from duplicating enrollment for the student in another charter school or a school district without following the withdrawal procedures described in Subsection (3) as listed below:

The parent of a student enrolled in a charter school may withdraw the student from the charter school for enrollment in another charter school or a school district by submitting to the charter school:

- (a) On or before June 30, a notice of intent to enroll the student in the student's school of residence for the following school year;
- (b) After June 30, a letter of acceptance for enrollment in the student's school district of residence for the following school year;
- (c) A letter of acceptance for enrollment in the student's school district of residence in the current school year;
- (d) A letter of acceptance for enrollment in a nonresident school district; or
- (e) A letter of acceptance for enrollment in a charter school.

Unless provisions have previously been made for a student's enrollment in another school, CCID is required to notify the school district of residence immediately upon releasing a student from enrollment at CCID during a school year.

CCID will comply with all state and federal laws regarding student enrollment.