

3502 Enrollment

Active Enrollment Status

Students must be enrolled in at least six courses per term at Maeser in order to maintain status as a Maeser student.

1. Enrollment Timeline
 - a. Maeser will adhere to enrollment deadlines as dictated by the Utah State Office of Education. These guidelines will be reviewed annually and adjusted as the USOE determines.
 - b. Enrollment timelines will be adjusted to include the following elements in any year that Maeser is expanding:
 - i. Online Application for Enrollment forms will be accepted for any given year during the window of time outlined by the USOE.
 - ii. A lottery will be held for oversubscribed grades and families will be notified by the date required by the USOE. Parents must submit the online Application for Enrollment form by the date required by the USOE.
 - i. After the close of the Open Enrollment period, Maeser can continue to take online applications but they will be put at the bottom of the waitlist.
2. Employees and board members of Maeser may not ever discourage students from attending their schools of choice.
3. Student Attendance Requirements
 - a. Students attending Maeser must enroll for a minimum $\frac{3}{4}$ time (6 periods for grades 7 – 12) and demonstrate progress towards graduation. This may include extra-academic programs approved by the Maeser Board and Administration. Students with an IEP or 504 designation are not subject to the attendance requirement if their IEP or medical considerations determine $\frac{3}{4}$ enrollment is a hardship. Students whose families travel abroad may also be exempted from this rule if they apply for and receive approval for an extended absence. Students studying abroad must receive approval from Maeser Administration to maintain enrollment status or to re-apply to Maeser with priority status.
 - b. Maeser attempts to move students through the curriculum at a pace that matches their talents, level of achievement, and motivation. On occasion, the Maeser Counseling Department may recommend a student be enrolled in a Concurrent Enrollment course or other college course that provides the best level of instruction matched with the student's level of achievement and abilities. The substitution of a core class with an approved college course requires both parent and counselor approval. Students enrolled at Maeser are highly encouraged to take core classes (defined as Socratic Seminar, math, science and foreign language) at Maeser and not through an off-campus source.
4. Homeschool status

As a charter school, Maeser cannot grant homeschool status to a student. Any student seeking homeschool status must withdraw from Maeser and enroll in homeschool through their local public school district.
5. Foreign Exchange Students

- a. Maeser will accept enrollment of Foreign Exchange Students as outlined by the Utah State Office of Education, while adhering to enrollment deadlines and enrollment caps.
 - b. Students sponsored by a certified Foreign Exchange Agency may be enrolled at Maeser and will either fill a spot provided by USOE or pay tuition in the amount of \$4,300 plus Winterim fee, class fees, extracurricular fees, and miscellaneous fees. .
 - c. Foreign Exchange Students must meet these requirements:
 - i. Will be age 16 or 17 at beginning of the school year
 - ii. Will have completed 10th grade during the school year before entering Maeser Prep and will be entering 11th grade for the school year at Maeser Prep
 - iii. Will be enrolling for one school year as a full-time student (classes must include US History & English, Math & Science)
 - iv. Will have a high level of English proficiency. Must have an ELTiS 1.0 (English Language Test for International Students) score of 4 or higher, an ELTiS 2.0 scaled score of 213 or higher, or a proficient score on another comparable test (Maeser will determine what the required score will be)
 - v. Are with a CSJET-certified Foreign Exchange Agency
 - vi. Can provide a copy of student's visa and passport/birth certificate
 - vii. Will have received ALL immunizations required for attendance at Utah public schools for the upcoming school year. The Foreign Exchange Agency and/or Host Family must ensure that all immunizations have been received and that documentation has been provided to Maeser before the first day of school at Maeser Prep.
 - viii. Will have their own method of payment for fees and other school expenses (so Maeser will not need to contact parents or wait an extended period of time for payment)
 - d. Foreign Exchange Host Families must meet these requirements:
 - i. Live within a 20-minute drive of Maeser campus
 - ii. Be willing to provide frequent transportation for school, extracurriculars, school events, etc. (and will not rely on public transportation)
6. General Application Process
- a. As per Utah State law, Maeser will conduct an open application period each year to allow returning and prospective new students the opportunity to apply for continued enrollment for the following school year.
 - b. Current students will be given the opportunity to re-enroll for the upcoming school year in November before the lottery is held. The re-enrollment period will be publicized via emails, the official Maeser Community Facebook page, the outdoor marquee, and whatever other means are deemed appropriate by Maeser Administration.
 - c. Prospective students will be given the opportunity to apply for the upcoming school year from November 1 through mid-October. Maeser will post a link on its website, www.maeserprep.org, to an Application for Enrollment form which will collect student applicant information, as submitted by parents/guardians of the applying student. Students who apply by January 31 will be included in the lottery. Students who apply after January 31 will be added to the waitlist in the order their application was

received. The open application period will be publicized via emails, the official Maeser Facebook page, the outdoor marquee, and whatever other means are deemed appropriate by Maeser Administration.

- d. Only the Maeser Registrar and Maeser Data Manager will have editing privileges for the data gathered from the Application for Enrollment forms. All changes made are auditable.

7. Enrollment Process – Priority Students

- a. Offers of enrollment will be extended to “priority students” in the following order, until all openings have been offered: (1) returning students; (2) children or grandchildren of Maeser founders; (3) children of current Maeser employees; (4) siblings of currently enrolled Maeser students; (5) children or siblings of Maeser graduates; (6) eighth graders from John Hancock School applying for ninth grade at Maeser; (7) applicants who have a sibling also applying for the same school year who receives an offer and enrolls. If applications from priority students in any grade are received in excess of available openings, those applications will be placed in a subsequent lottery to determine their enrollment or priority position on the waitlist.
 - i. Offers of enrollment will be extended to priority students via email.
 - ii. Parents will be given a deadline to complete the online enrollment form (including the uploading of required documents) and to pay the \$50 nonrefundable, non-transferrable enrollment deposit.
 - 1. Because Maeser has more extensive graduation requirements than many other high schools, it is important for incoming 11th and 12th graders to be aware of Maeser’s academic expectations and for them to work with a counselor to develop a mutually acceptable plan for graduation. As part of the enrollment process, all new incoming 11th and 12th graders must meet with an Academic Counselor to discuss graduation progress.
 - 2. Parents will be given the opportunity during enrollment to register their student for a math placement test if they don’t want their child automatically enrolled in their grade level math class. The Math Department will work with the counselors to determine appropriate math class placement.
 - iii. If enrollment is not completed by the stated deadline, the offer of enrollment will be deemed to have been declined, and that opening will be offered to the next student on the waitlist.
 - iv. If the number of returning students exceeds the number of available openings, then a lottery will be instituted to determine student placement.

8. Lottery

- a. Maeser will hold a lottery in February to determine the students who will receive offers for enrollment for the upcoming school year.
- b. The lottery will be conducted by the Registrar and Data Manager using the Maeser enrollment system. At least two additional administrative staff members will witness the lottery and sign an affidavit.

9. Enrollment Process – Lottery Students

- a. Parents of the students involved in the lottery will be notified via email, using the email address provided on their application, of their student’s seated (offered) or waitlist status
 - i. If the student is being offered an enrollment position, parents will be given a deadline to complete the online enrollment form (including the uploading of

required documents) and to pay the \$50 nonrefundable, non- transferrable enrollment deposit.

1. Because Maeser has more extensive graduation requirements than many other high schools, it is important for incoming 11th and 12th graders to be aware of Maeser's academic expectations and for them to work with a counselor to develop a mutually acceptable plan for graduation. As part of the enrollment process, all new incoming 11th and 12th graders must meet with an Academic Counselor to discuss graduation progress.
2. Parents will be given the opportunity during enrollment to register their student for a math placement test if they don't want their child automatically enrolled in their grade level math class. The Math Department will work with the counselors to determine appropriate math class placement.
 - ii. If enrollment is not completed by the stated deadline, the offer of enrollment will be deemed to have been declined, and that opening will be offered to the next student on the waitlist.
- b. Offers of enrollment will continue to be extended until all available openings have been filled.
- c. Maeser will draw from the waitlist throughout the year as openings become available. Applications will be accepted and students will be added to the waitlist through mid-October.

10. Appeals Process

If a priority student misses the re-enrollment or enrollment deadline, they may pay a late fee and request via the Registrar that their priority status be reinstated for ONE upcoming round (lottery or subsequent round, depending on when they contact the Registrar). If the student receives another offer to enroll and they miss the deadline again, the offer will be rescinded and they will lose their priority status. Parents may submit a new application but without priority status.

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