

## 3502 Enrollment

As a charter school, Maeser receives funding from the state based on student enrollment. Maeser's enrollment is limited by its state-approved charter. In order to ensure that Maeser receives its appropriate funding, the following enrollment policies apply.

1. Definitions
  - a. "Full time student" means a student who is enrolled in at least six classes at Maeser.
  - b. "Dual enrollment student" means a student who is simultaneously enrolled in:
    - i. a private school or home school; and
    - ii. a public school.
  - c. "Split enrollment student" means a student who is simultaneously enrolled in two or more LEAs during a school year.
2. Enrollment Status
  - a. Maeser students must be enrolled as a full time student at Maeser.
  - b. Maeser does not accept dual enrollment students.
  - c. Maeser accepts split enrollment students, as long as the student's enrollment at another school does not interfere with their Maeser schedule.
3. Enrollment Timeline
  - a. Maeser will adhere to enrollment deadlines as dictated by the Utah State Board of Education (USBE). These guidelines will be reviewed annually and adjusted as the USBE determines.
  - b. Enrollment timelines will be adjusted to include the following elements in any year that Maeser is expanding:
    - i. USBE sets the dates and establishes the timeline for a school's enrollment period.
    - ii. Parents must submit the online Application for Enrollment form by the date required by USBE.
    - iii. A lottery will be held for oversubscribed grades and families will be notified by the date required by the USBE.
    - iv. After the close of the Open Enrollment period, Maeser will continue to take online applications through mid-October but they will be put at the bottom of the waitlist.
4. Employees and board members of Maeser may never discourage students from attending their school of choice.
5. Student Attendance Requirements
  - a. Students attending Maeser must enroll in and attend a minimum of six classes at Maeser and must demonstrate progress towards graduation..
    - i. Students are allowed no more than two parent release time periods in their schedule.
    - ii. Students may only attend in-person courses at another school if those classes are not provided at Maeser and if those classes do not affect their attendance at Maeser.
      1. Students who enroll in an online course through the state-approved SEATS program must have a designated class period for that class in their Maeser schedule.
  - b. Exceptions

- i. Students with an IEP or 504 designation are not subject to the attendance requirement if their IEP or medical considerations determine enrolling in six periods is a hardship.
  - ii. 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.
  - iii. Students who withdraw from Maeser due to an approved Home and Hospital Plan may re-apply to Maeser with priority status at the beginning of the next term.
6. 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.
7. Foreign Exchange Students
  - a. Maeser will accept enrollment of Foreign Exchange Students as outlined by USBE, while adhering to enrollment deadlines and enrollment caps and in accordance with Maeser's Foreign Exchange Student policy.
8. 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 enrollment for the following school year.
  - b. 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.
  - c. Current students will be given the opportunity to re-enroll for the upcoming school year in November before the lottery is held.
  - d. 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](http://www.maeserprep.org), to an Application for Enrollment form which will collect student applicant information as submitted by the parents/guardians of the applying student. Students who apply by January 31st will be included in the lottery. Students who apply after January 31st will be added to the waitlist in the order their application was received.
  - e. 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.
9. Enrollment Process for Priority Students
  - a. Offers of enrollment will be extended to "priority students" in the following order, until all openings have been offered:
    - i. returning students;
    - ii.
    - iii. (3) children of current Maeser employees;
    - iv. (4) siblings of currently enrolled Maeser students;
    - v. (
    - vi. (7) applicants who have a sibling also applying for the same school year who receives an offer and enrolls.
    - vii. 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.
  - b. Offers of enrollment will be extended to priority students via email.

- i. Parents will be given a deadline to complete the online enrollment form (including the uploading of required documents) 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.

#### 10. 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.

#### 11. Enrollment Process for 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) 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.

#### 12. Appeals Process

If a priority student misses the re-enrollment or enrollment deadline, they may 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.

Updated 12.13.2022

Reviewed 8.26.25