![Maeser_Logo_2[1]]()

# Karl G. maeser preparatory Academy

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Application & Enrollment Policy

**Approved January 17, 2012 (updated)**

1. Enrollment Timeline
	1. Maeser Prep 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.
	2. Enrollment timelines will be executed to include the following elements in any year that Maeser Prep is expanding:
2. *Intent to Enroll* 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 written acceptance of enrollment by the date required by the USOE.

* + 1. After the close of the Open Enrollment period, Maeser Prep can continue to take *Intent to Enroll* forms but they will be put at the bottom of the waitlist. Once the lottery is completed, Maeser Prep will no longer use the Intent to Enroll form and parents must complete all registration paperwork to enroll up until the date required by the USOE.
	1. After the date indicated by the USOE (typically June 30th of any given year), if a student wants to enroll at Maeser Prep, they must submit a notice of intent to enroll the student in Maeser Prep to the student’s current district or charter school using the form to be created by the USOE. Notification to both schools of enrollment is required to register. Students should notify Counseling Office of their desire to enroll in Online Learning by April 1st for the following school year. Please refer to Online Learning Policy for specific details.
1. Reporting to local school districts
	1. Maeser Prep will send to local school districts by the last business day in April, May, June, July, and August the aggregate numbers of new students, sorted by their resident school and grade level, who have accepted enrollment at Maeser.
	2. If a student withdraws from Maeser Prep, the school will notify the district of residence that a student has been released from enrollment.
2. Employees and board members of Maeser Prep may not ever discourage students from attending schools of choice.
3. Student attendance requirements
	1. Students attending Maeser Prep must enroll for a minimum ¾ time (6 periods for grades 7 – 12 and demonstrate progress towards graduation. Students with an IEP or 504 designation are not subject to this rule if their IEP or medical considerations determine ¾ 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 be enrolled in a minimum of one class at Maeser Prep to maintain enrollment status.
	2. Maeser Prep attempts to move students through the curriculum at a pace that matches their talents, level and motivation.  On occasion, the Maeser Prep counseling office may recommend a student be enrolled in concurrent enrollment class or other college course that provides the best matched level.  The approval for allowing a core class substitution by taking an approved college course requires parent and counselor approval, and a high school GPA of 3.7 or better. Students enrolled at Maeser Prep are highly encouraged to take core classes (defined as Socratic Seminar, math, science and foreign language) at Maeser Prep and not through an off-campus source.
4. Homeschool status

As a charter school, Maeser Prep cannot grant homeschool status to a student. Any student seeking homeschool status must be referred to his or her district of residence.

1. Foreign Exchange Students
	1. Maeser Prep will accept enrollment of Foreign Exchange Students as outlined by the Utah State Office of Education including enrollment deadlines and enrollment caps.
	2. Students with anF1 (student) or H (work) visa may be enrolled at Maeser Prep and will pay tuition in the amount of $6,000.00 plus required fees.
	3. Tuition for Foreign Exchange students may be prorated.
2. Application Process
	1. As per Utah State law, Karl G. Maeser Preparatory Academy (Maeser Prep) 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. The open application period will be publicized via e-mails, notification on the Maeser Prep website, notification on the marquee in front of the school, and by whatever other means are deemed appropriate by the administration of Maeser Prep.
	2. The open application period will begin on the first Monday of November of each year. Maeser Prep will post on its website, [www.maeserprep.org](http://www.maeserprep.org), an Application for Enrollment Form which will collect student applicant information, as submitted by parents/guardians of the applying student.
	3. Only the website administrator and the Maeser Prep registrar will have editing privileges for the data gathered from this enrollment application form, and the registrar may share read-only access with others who have demonstrated need for this data.
	4. The open application period will end the first Friday in February. Applications received after this date will be placed on the waiting list.
3. Enrollment Process – Priority Students
	1. At the close of the application period, offers of enrollment will be extended to “priority students”, in the following order, until all confirmed openings have been offered: (1) returning students; (2) children of founders; (3) children of teachers; (4) siblings of currently enrolled students or matriculated students. If any applications from priority students are received in excess of available openings, that category of students, for the appropriate grade level, will be placed in a subsequent lottery to determine their enrollment or priority position on the waitlist.
		1. Offers of enrollment will be extended to priority students via e-mail and via regular mail, using the addresses on file from the application to enroll form.
		2. Parents will be given 5 business days from the date of notification to accept, in writing, the offer of enrollment. Such acceptance will consist of completed, signed enrollment paperwork being returned to the school and, in the case of new students, the enrollment paperwork must be accompanied by the student’s immunization record and a copy of the student’s birth certificate.
		3. If written acceptance is not received by the end of the two-week period, the offer of enrollment will be deemed to have been declined and that opening will be offered to the next student on the waitlist, as determined via lottery.
		4. If the number of returning students exceeds the number of slots, then a lottery will be instituted to determine student placement.
4. Lottery
	1. Not later than four weeks following the close of the open application period, Maeser Prep will hold, at an open meeting, the time and date of which will be published on the Maeser Prep website, a lottery to determine the students who will receive, from applications submitted during the open application period, offers of enrollment for any remaining openings in every grade level and to determine waitlist positions.
	2. Prior to the date of the lottery, each student who will be a member of the lottery will be assigned a random number by the registrar. Notification of the assigned number will be sent to the parent/guardian of the applicant. This number will be the identifier for the associated student during the lottery process.
	3. On the publicized date, the registrar will place assigned student numbers in a vessel appropriate for conducting a lottery draw, and will deliver it to the staff and/or board members designated to conduct the open lottery, together with a list of those numbers in numerical order.
		1. The random number generator will be used to determine the lottery outcome.
		2. At least 2 administrative staff will be responsible for recording the number of each student next to their name in the database.
		3. Within two business days of the conclusion of the lottery, the registrar will provide to the website developer the numerical list of students and their associated draw numbers for posting on the Maeser Prep website.
5. Enrollment Process – Lottery Students
	1. Parents of the students involved in the lottery will be notified via e-mail, using the address on file from the application to enroll form, of their student’s status on the enrollment/waitlist.
		1. If the student is being offered an enrollment position, parents will have four (5) business days to accept, in writing, the offer of enrollment. Such acceptance will consist of completed, signed enrollment paperwork being returned to the school and must be accompanied by the student’s immunization record and a copy of the student’s birth certificate.
		2. If written acceptance is not received by the end of the four-day period, the offer of enrollment will be deemed to have been declined and that opening will be offered to the next student on the waitlist in that grade level.
	2. Offers of enrollment will continue to be extended until all confirmed positions have been filled.
	3. Maeser Prep will draw from the waitlist throughout the year, as openings become available. The waitlist will be parsed after Oct 1st.
6. Appeals Process
	1. If a returning student misses the application to enroll deadline or the enrollment acceptance deadline, the student’s parents may appeal for reconsideration for enrollment by sending an e-mail or letter to the Enrollment Appeals Committee (consisting of School Director, Guidance Counselor, Administrator, and a Board representative) requesting the appeal. Appeals must be submitted within 10 business days of the missed deadline. The correspondence should contain the following information:
		1. Student’s name
		2. Student’s grade level for the upcoming school year
		3. Reason deadline was missed
	2. Within ten (10) business days after receipt of the appeal, it will be reviewed by the Enrollment Appeals Committee and a decision will be made.
	3. If an appeal is accepted, the student will be placed on the top of the wait list.
	4. If an appeal is denied, the student will be placed on the waitlist for the appropriate grade level, in the time and date order in which the application was submitted on the web-based late application form.

7. Re-enrollment Appeal Process

a. Re-enrollment process allows students to seek re-enrollment for second semester. Prior students cannot be enrolled if their attendance would put Maeser’s student numbers above the enrollment cap for the current school year.

b. Prior students who seek re-enrollment must submit a formal letter to the counselor and administration with their appeal to re-enroll. Requirements to be eligible to re-enroll include:

1. Student must have been in good standing upon departure. This includes no habitual uniform violations or excessive tardies/absences.

2. Students must have appropriate credits for current grade level.

3. Maeser teacher recommendation from a core class.

4. No current disciplinary issues pending or in place.

5 The student must have attended Maeser the same school year as the request for re-admittance.

b. Determination will be granted by Enrollment appeals committee decision.