



*"Personalizing Education – Challenging Minds."*

## **ENROLLMENT PROCEDURE**

### **Purpose**

Explore Knowledge Academy Charter School (EKA) is nonsectarian in its programs, admissions policies, employment practices, and all other operations; the school will not charge tuition and will not discriminate against any pupil on the basis of race, gender, religion, ethnicity, sexual orientation or disability of a pupil. EKA sets forth the following non-discriminatory enrollment procedure, as required by NRS 386.580 and addresses the philosophy of the founding members. The purpose of this procedure is to provide guidelines and directions for the enrollment of students at Explore Knowledge Academy.

### **Scope**

The charter school serves students in grades K-12.

### **Applications for Enrollment**

Enrollment applications can be completed online by the parent or guardian on our website: [Student Enrollment and Re Enrollment EKA](#).

EKA does not permit the new enrollment of 11<sup>th</sup> and 12<sup>th</sup> grade students unless they have attended EKA in the past. After completion of the online application, you will be notified by the Registrar via email to bring in the required documents. Parent needs to provide Birth Certificate, ID, Immunization records and transcripts from previous school. Additional online forms will be completed before the start of school (Student Health Form and E-Rate Survey). If more pupils who are eligible for enrollment apply to the charter school than the number of spaces which are available, the charter school shall determine which applicants to enroll on the basis of a lottery system.

### **Proposed Dates of Enrollment**

Current students will be surveyed in November of each year to determine how many are returning. Enrollment will be opened to the general public once re-enrollments are complete. If the school reaches capacity, a waiting list will be compiled of all students who have completed an enrollment package. Families will be notified of fall enrollment once the registrar has determined the space is available and the application has been fully completed.



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### **Online Registration**

All new and returning families will register using the online registration system. Registration will be completed through the Parent Portal Account.

### **Lottery**

If at any time the enrollment exceeds the capacity of the different grade levels, all subsequent applications for enrollment will be put on a waiting list. (Registration must be complete to be considered for the waiting list.) If and when space becomes available, the school will conduct a lottery to determine which students will be enrolled. The lottery will be governed by the following rules:

Students are admitted to Explore Knowledge Academy on a first-come first-serve basis until the charter school reaches its maximum capacity per grade and then students are selected through a lottery. The lottery is conducted by assigning numbers to the registration applications and then having the computer generate a random number. Once the numbers have been selected, the parents are contacted to find out if they are still interested in attending Explore Knowledge Academy. If an applicant declines the offer of placement at the time the offer is extended, or does not respond within 72 hours after being informed there is an opening, the applicant must reapply to be eligible for the lottery at the end of the next open enrollment period. Previous lottery lists will be exhausted in their entirety prior to a new lottery list being utilized.