

**Amana Academy West Atlanta
Annual Enrollment and Lottery Procedures Policy Description**

Amana Academy will admit students on a space-available basis. Any student who is a resident of the state of Georgia and who meets the minimum age and grade requirements is eligible to attend. Amana Academy will not discriminate on the basis of race, ethnicity, national origin, gender, religion or disability. Being a public charter school, Amana Academy will not charge tuition.

The pre-enrollment form requests the following information: student's name; date of birth; grade level; address; names, addresses, and telephone numbers of parents/guardians; names of siblings also applying; and a signature verifying that the information is correct and that the parents/guardians are choosing education at Amana Academy for their child. Application forms must be submitted to the school by the annual deadline determined by the Board.

Timetable for Registering and Admitting Students	
Month	Activity
January of each year (except the initial year of operation)	Open enrollment begins for the following school year
February	Lottery conducted if necessary
March of each year	Enrollment begins for following school year
June 1 of each year	Admitted student information for the following school to the State Charter School Commission (SCSC)

Amana agrees to begin enrollment for the upcoming school year and provide the names, addresses and home school of all accepted students to the SCSC no later than **June 1** and that failure to do so may result in the termination of the charter. It is understood that the school can continue to accept students after this date, and that it will continue to update the commission on the number of students registered and all other student information as requested.

If the number of applicants exceeds the school's enrollment cap, admission preference will be given according to the following enrollment priorities pursuant to O.C.G.A. 20-2-2066 (a)(1):

- a sibling of a student already enrolled at Amana
- a student whose parent or guardian is a member of the governing board of Amana or is a full-time teacher, professional or other employee at Amana

After those students are placed, a random lottery will be held to fill remaining spots.

1. The pool of applicants will be sorted according to admissions preferences provided for by statute and by grade level, starting with kindergarten;
2. Within each grade level, applications will be sorted according to these categories, arranged in order of admissions preference: a) returning resident student; b) child of board member or full-time staff member; c) sibling of returning resident student; d) new resident applicant;
3. The Admissions Committee will reserve spaces for returning students and those students granted enrollment priority. Any remaining spaces will be allocated by holding a drawing of names by category in admissions preference order starting with category d).
4. After all grade levels have been completed, names that remain will be placed by preference category, in drawing order, on the school's waiting list. Names are drawn one by one; as each student is drawn, that student and applicant siblings are immediately placed in their respective grade levels

When the lottery process is completed, sibling applicants of admitted students will be placed on the waiting list. Twins and members of other multiple births applying together will be entered separately in the lottery. If one twin or multiple-birth sibling is admitted, the other sibling(s) will also be admitted provided there is still space available. If no space is available, they will be placed on the waiting list.

Should attrition reduce the number of enrolled students after completion of the admissions process, Amana Academy will fill openings from the waiting list, in order by category, or if no names remain on the list, it will hold a secondary admissions process to fill available spaces after a suitable period of full public notice.

Admission decisions will be made by the process described above on the date set by the Governing Board. Parents/guardians will be notified of each child's admission status and will have no less than seven calendar days after the postmarked date on the notification to return a signed enrollment registration application for each child offered enrollment or signed waiting-list applicant card for wait-listed children. If no form has been returned by the stated deadline, the child's admission space or waiting-list order will be forfeited and given to the next eligible candidate. Parents who will not be available at the home address listed on the application form during the notification period should contact Amana Academy to make alternate arrangements. No students will be admitted after the first ten days of any semester unless otherwise authorized by the Executive Director, for example to fill out enrollment in a particular grade. The Executive Director may consult with the Governance Board on such exceptions.