

American Leadership Academy has an open-enrollment policy in accordance with A.R.S. § 15-184 and does not discriminate in its admissions or enrollment practices on the basis of race, ethnicity, national origin, age, religion, gender, income level, disability, English proficiency or athletic ability. This Enrollment Policy supersedes any other previously established enrollment policy.

Application Process. Students interested in attending ALA shall complete and submit an application to the school. Application forms can be accessed at the school's website, or at the front office of each campus. All applications must be complete to be considered received. Applications will be time-stamped upon receipt.

Applications may be submitted during the open enrollment period, prior to the start of each school year. Open enrollment dates for the upcoming school year will be posted on the school's website and the front office of each campus. At the close of the open enrollment period, a determination will be made if a lottery is necessary based on the number of applications received for each grade level at each campus. If the number of applications is less than or equal to the student capacity designated for a particular grade level for a particular campus, all applicants for that grade level at that campus will be offered enrollment pursuant to A.R.S. § 15-184. ALA may refuse to admit any student who has been expelled from another educational institution or who is in the process of being expelled from another education institution.

If, for any grade level at any campus, the number of eligible applicants exceeds the number of openings, there will be a lottery to determine enrollment and waitlist numbers. Only applications completed during the open enrollment period will be included in the lottery. The lottery is an electronic system that randomly identifies students for enrollment. If a lottery is necessary, it will be held at some point after the open enrollment period has closed. Once determined, the date of the lottery will be posted on the school's website and at the front office of each campus participating in the lottery. Results of the lottery will be disseminated to school stakeholders within five (5) business days after conducting the lottery.

Enrollment priority will be established through the lottery process and seats backfilled throughout the year based on the established priority. Applications received after the open enrollment period will be placed at the end of the wait list based upon date and time received. ALA will not close, cap, delay, postpone, or otherwise limit student enrollment except as allowed in A.R.S. § 15-184.

Enrollment Priorities. The children of Board Members and school staff shall be exempt from the lottery process. Returning students and the siblings of returning students shall be exempt from the lottery process. Admittance of students exempt from the lottery process is contingent upon capacity. Returning students shall have priority over new students who are exempt from the lottery process. Exempt students that fail to re-enroll or fail to enroll prior to the lottery risk having their spots re-allocated to incoming students.

In the event of a lottery, consideration shall be given to the siblings of students drawn in the lottery in order to avoid separation of families. All applications shall be drawn during the lottery process and assigned an enrollment priority. Once all spaces for a specific grade level are full, a waitlist shall be created using the enrollment priority established during the lottery. Wait lists shall be operated on a grade-level basis to ensure the maximum number of students may be admitted to the school.

Applications received following the completion of the lottery will be granted priority on a first-come, first-serve basis for the school year for which the lottery was operated. For grade levels where wait lists were established during the lottery process, late application will be appended to the end of the wait list on a first-come, first-serve basis.

Exempt students that submit their applications after the completion of the lottery shall be given priority placement in the waitlist of the grade for which they are applying but shall not supplant students that were extended acceptance in the lottery process.

Acceptance and Confirmation of Enrollment. Students accepted into ALA shall be notified via electronic mail or phone call. Following notification of admittance, students will be required to provide additional documentation including, but not limited to: completed registration packet and Arizona residency documentation pursuant to A.R.S. § 15-802(B).

Following notification of acceptance, students have ten business days to confirm acceptance and complete all necessary documentation provided to student by ALA. Failure to complete the necessary documentation within this time frame may result in loss of priority.

The enrollment process will be considered complete when parents/legal guardians have submitted an electronic enrollment form, proof of residency form, student immunization records, student birth certificate, or other required documents pursuant to A.R.S. §15-828. ALA may require parents/legal guardians to submit additional documentation including, but not limited to, custody agreements, affidavit of homeschool instruction, ESEA form, Special Education IEP, MET, etc.

Any false statement or omission of information on enrollment documents (interest forms or enrollment forms), including falsely indicating priority eligibility, may result in revocation of enrollment offers.