



**MASCOTTE CHARTER SCHOOL**  
**STUDENT ADMISSION AND REGISTRATION POLICY**  
*Supersedes the policy dated 5/7/2018*

This policy applies to Mascotte Charter School (“Mascotte”) and is effective upon charter board approval until superseded. Upon adoption, this Policy shall be posted on the website of Mascotte. Mascotte is committed to enrolling a diverse student population and to abide by the provisions of the Florida Educational Equity Act and Florida Statutes prohibiting discrimination on the basis of race, color, nationality and ethnic origin, religion, sexual orientation, disability or gender. Copies of applications and registration forms will be made available in languages other than English upon request.

**Re-Enrollment for Current Students and Capacity Notice**

Each year, the total capacity and total enrollment of Mascotte Charter School will be determined based on the charter contract for Mascotte and applicable Florida and federal laws. Capacity for purposes of controlled open enrollment will be posted on Mascotte’s website. Seats at Mascotte will be made available based on this Policy and Florida law.

The parents and guardians of students enrolled at Mascotte each year will be asked to submit a an Intent to Return Application indicating intent to re-enroll for the next school year. The Intent to Return Applications window is held in the second semester of each school year, with specific Re-Enrollment Deadline dates published and advertised online. Students whose Re-Enrollment Applications have been submitted by the Re-Enrollment Deadline will be automatically re-enrolled so long as they have maintained eligibility requirements. Students whose Re-Enrollment Applications are not submitted by the Re-Enrollment Deadline may lose their seat for the next school year.

**New Applicants and Controlled Open Enrollment for Out-of-County Applicants**

Students who are new to Mascotte must submit an **Enrollment Application** which will be made available at Mascotte and also on the school website. Enrollment Applications must be completed in full and brought back to the school in order to be considered.

Students from outside of Lake County are permitted to apply to Mascotte so long as they are not subject to a current expulsion or suspension order, and meet enrollment eligibility. However, such Out-of-County Applicants will only be provided a seat after placement of all students with **Enrollment Preferences** and all **Lake County Applicants**. Once admitted to Mascotte, Out-of-County Students will be permitted to matriculate up to the highest grade offered by Mascotte so long as they maintain eligibility requirements.

The Enrollment Application window is held the second semester of each school year, with specific **Initial Enrollment Period** dates published and advertised online. At the end of the Initial Enrollment Period, parents and guardians will be notified of acceptance. In the event the number of Enrollment Applications for eligible students exceeds the capacity for a given grade level, class or building, the Lottery Process will be followed, as described below. If capacity is not reached for a grade level, class or building after the Initial Enrollment Period, subsequent applications will be accepted on a first-come, first-served basis.

### **Lottery Process**

Mascotte will enroll each eligible student who submits a timely Enrollment Application, unless the number of Enrollment Applications received during the Initial Enrollment Period exceeds the capacity of a grade level, class or building. In such event, this Lottery Process will be followed.

First, Enrollment Applicants with the following Enrollment Preferences will be selected, as permitted pursuant by this Policy and Section 1002.31 & 1002.33(10)(c) & (d), Florida Statutes:

- students who are zoned for attendance at Mascotte;
- students who are siblings of an enrolled student;
- current VPK students;
- students who are the children of an employee of Mascotte;
- students who are the children of a member of the governing board of Mascotte;
- students who are children of Lake County School employees;
- students residing in the district;
- students who are the children of an active duty member of any branch of the United States Armed Forces;
- Children who have been relocated due to a foster care placement in a different school zone;
- Children who move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent.

If the number of Enrollment Applicants with Enrollment Preferences exceeds the capacity of a grade level, class or building, a lottery will be held among Enrollment Applicants with preferences. Those not enrolled through this process will be placed on a wait list and will have first priority for enrollment over non-preference Lake County or Out-of-County Applicants. Moreover, students who have Enrollment Preferences or who are zoned to attend Mascotte who apply for enrollment at Mascotte after the Initial Enrollment Period shall also have priority for enrollment over any students on the Lake County or Out-of-County Wait Lists.

Second, a lottery will be held among the Lake County Applicants for each grade level, class or building that exceeds capacity. If the number of Out-of-County Applicants exceeds the capacity for a grade level, class or building, a separate lottery will be held for Out-of-County Applicants. Those Lake County and Out-Of-County Applicants not selected in the lottery will be placed on the Lake County Wait List (or Out-of-County Wait List, as applicable) in the order such Enrollment Applications were selected in the lottery.

As seats become available, they will be offered first to students on the Preference Wait List, second to the Lake County Wait List, and third to the students on the Out-of-County Wait List. Students applying after the Lottery will be placed on the Preference Wait List, Lake County Wait List, or Out-of-County Wait List, as applicable, after students who were placed on the Wait Lists through the lottery. New Wait Lists will be created each year after each year's lottery and Applicants on the Wait Lists will not be carried over from year-to-year.

### **Registration**

Upon selection, the parent/guardian will receive registration instructions that include a detailed list of required documentation and timelines that must be followed. This notification will be provided electronically to the parent/guardian email included in the Enrollment Application. If documentation is not provided within the required timelines, the Applicant's seat will be forfeited and offered to another Applicant.

### **Records**

Copies of all Enrollment Applications and Wait Lists will be maintained by Mascotte for the time periods required by law.

### **Board Certificate**

I hereby certify that the foregoing STUDENT ADMISSION AND REGISTRATION POLICY FOR MASCOTTE, was adopted by a majority vote of a quorum of the Governing Board of Directors at a duly noticed meeting held on January 14, 2019, and will be effective for student admissions.

  
Board Member Signature

  
Board Member Printed Name