



Harriet Tubman School of Science and Technology

# Enrollment & Admissions Policies

## Expectations

Student admissions is based on Kindergarten through 5<sup>th</sup> grade who are located in the Atlanta Public School zone. Our school will cap at 300 students by year 5.

## Enrollment Application

Each family interested in attending Harriet Tubman School of Science and Tech will submit their application by the end term of the application period.

- If the number of applicants exceeds the number of students allowable, applications will be added into a lottery (Schoolmint) or added to the waitlist for any available slots. Students are admitted based on first come, first serve if parents apply after the open window application.

## Lottery Procedures

The school uses Schoolmint if the number of students exceeds the number of spaces available. Student applicant lists will be uploaded and parents can register online. The initial lottery will be randomly run, the lottery will adjust to applicant selection and sibling preference. Waitlists will be arranged in real time. Reports display a list of applicants by lottery status. The report includes Parent & Staff Activity, Applications Status Report, Lottery History Log.

## Security/Transparency/Fairness:

The system is secure and password protected for Parents and Faculty. The system is fully randomized and creates an auditable lottery. All parents are ensured to be fairly placed by using a random algorithm taking into account preferred status as permitted by the school system. There will be a timestamped history log of parent activity is viewable on the portal. The students' movement on the waitlist is recorded in a History Log and all e-mails sent to parents are kept in a log.

## Waitlists:

The Lottery can be run for multiple grades. Parents on the waitlist are ranked according to the lottery selection and sibling preferences. The waitlist position can be checked at any time on the portal. And, the staff has the necessary tools to adjust the waitlist. All changes are logged and auditable for transparency and review. Waitlists will rearrange in real time.

## Notifications:

Notifications can be turned on/off. Automatically emails parents when movement on a list occurs. Mobile access to lottery results. Notifications reduce the need for parent calls. Staff is immediately notified of any failed emails to parents.

The application window will close by March 12th or if capacity is reached prior to this date. The lottery will be run on March 14th. After the closing of the lottery, any children not placed will be added to the waitlist based on the names drawn per lottery. Any seats that are accessible will be given to students accordingly.

## Enrollment Priorities

HTCS enrollment priorities are:

1. Siblings of an enrolled student

If student is selected via lottery/waitlist, mail and email notification and enrollment information will be sent within 72 hours. Enrollment paperwork is due by said date stated in the enrollment information. This is not to exceed 14 days from notification of availability.

## Enrollment Application Requirements

Enrollment requirements must be completed for student to attend HTCS. Enrollment information includes the following:

- Enrollment form
- Birth Certificate Affidavit of Residency
- Proof of Residency (copy of lease, deed, or rental agreement, utility bill and 2 additional pieces of mail)
- Social Security card of student
- A copy of valid ID of parent/guardian
- Proof of vision check-ups, dental, and hearing Immunization forms
- Home Language Survey
- CAPS After School registration form