

FLORIDA STATE UNIVERSITY SCHOOLS  
POLICY MANUAL  
STUDENTS  
CHAPTER 5.0

5.10

**ADMISSIONS POLICY**

I. Florida State University Schools is a K-12 public, Charter Developmental Research Laboratory school affiliated with the College of Education, [Health and Human Sciences](#) at Florida State University. The charter was issued pursuant to Section 1002.33(5)(a), Florida Statutes.

**II. FSUS Admissions Policy Committee and Committee Membership**

The FSUS Admissions Committee is comprised of the Director, one Principal appointed by the Director, and the Admissions Coordinator.

**III. Admissions Criteria and Student Selection Process**

The Florida State University Schools' Admissions Policy is established as a method to maintain a student body consistent with the demographic representation of the public school student population ~~as permitted by Section 1002.32(4), Florida Statutes.~~

Students are randomly selected by the FSUS admissions computer system to most closely represent the public school student population of the State of Florida within the following counties: Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Madison, Nassau, Okaloosa, Santa Rosa, Suwannee, Taylor, Wakulla, Walton, and Washington, ~~as permitted by Section 1002.32(4) F.S.~~

The student selection process is governed by available seats in each grade level in compliance with section 1003.03 F.S. (class size), in accordance with our authorizing developmental research charter agreement between Florida State University and FSUS, Inc. while reflecting the demographic representation as outlined above.

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An application for admissions to FSUS will be accepted year-round. Applications must be electronically submitted through the designated FSUS admissions system. FSUS typically begins the selection process in February for the following school year until all vacancies are filled. All ~~students~~ applicants must reapply each year to continue to be eligible for selection ~~enrollment~~. ~~Parents and students~~ Applicants who provide false and/or misleading information or ~~omitting~~ material information in an application may result in a withdrawal of an offer of enrollment or subsequent withdrawal of the applicant from FSUS.

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A student may only be enrolled in FSUS by the student's parent or legal guardian.

FSUS does not request or access a student's Individual Education Plan (IEP) or other information regarding a student's special needs prior to the selection notice ~~enrollment~~ lottery.

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Selection should be made using the following criteria (Section 1002.32(4)).

**1. Gender**

50% Female; 50% Male

**2. Race**

For purposes of selection, the racial categories that shall be considered are: African American, American Indian/Alaskan Native, Asian, Native Hawaiian or Other Pacific Islander, White, Hispanic/Latino, and Multi-Racial.

**3. Socio-economic Status**

The desired percent of students to be admitted in each of ~~four~~ three income categories, based on the distribution of family income as stated in the Federal Child Nutrition Program Income Eligibility Guidelines, in the State of Florida, is ~~developed from the most recent census information and may be adjusted~~

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annually. Family income is the adjusted gross income amount reported on the family's most recent Internal Revenue Service form 1040.

FSUS may establish admissions criteria under Section 1002.32 that supports the research mission(s) of the school. Once students have been identified through the selection process outlined above, FSUS administration will review and determine if a student is eligible for enrollment based on academic readiness, prior grades, discipline history, standardized test scores, and attendance history.

#### IV. Program Placement

FSUS may assess prospective students for academic and developmental readiness. Such results may be used to determine appropriate program or course placement.

With respect to exceptional education students, upon ~~enrollment, or notice of acceptance~~ [selection notice](#) sent to the [applicant](#) student, FSUS will request information related to the student's program and needs, including the student's most recent IEP. ~~Parents and students~~ [Applicants](#) who provide false and/or misleading information or who fail to provide requested information may be withdrawn from FSUS.

Although placement decisions are based on the unique needs of each student, by virtue of being a charter lab school, FSUS is limited in the programs and services it is able to provide as part of the continuum of placements available to students under the IDEA. In particular, FSUS is able to provide special education and related services in regular classes and in the hospital-homebound setting. If FSUS [staff](#) believes, upon [initial](#) review of the IEP, that the student's needs cannot be met at FSUS or that FSUS is unable to provide the program/services required in the IEP ~~an IEP team shall meet to determine whether FSUS is an appropriate placement for the student. an IEP meeting shall be convened within 30 school days. The IEP team shall determine whether FSUS is an appropriate placement for the student. Those students, whose needs cannot be adequately addressed at FSUS, as determined by the IEP team,~~ [the applicant](#) will be

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referred to the student's resident school district to meet the student's educational needs. Parents of students with disabilities will be afforded procedural safeguards in their native language, consistent with the manner that those safeguards are provided under Florida law.

Any student who initially enrolls in the District shall be required to report any previous school expulsions, arrests resulting in a charge, ~~and juvenile justice actions the student has had,~~ and any prior referrals to mental health services. If the student is admitted, the student may be placed in an appropriate educational program and referred to mental health services identified by the school district, when appropriate, at the direction of the School Board.

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#### V. Vacancy Priority

Those students applying for admission shall constitute the general applicant pool.

Priority for applicants shall be done in the following order of priorities:

**Priority 1** - According to a contracted agreement between FSU and the St. Joe Company, commonly known as the Southwood Seat Agreement, Subject to the enrollment cap set forth in the charter,

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**Priority 2** - Eligible students of FSUS employees. (Employee: Faculty, USPS, A&P or OPS working .50 FTE or higher. OPS must have 2 consecutive years of FSUS service). A student is eligible for an FSUS employee seat if the FSUS employee is also the legal guardian or custodian.

[Priority 3 - Presidential Seats - See Section XIV below.](#)

[Priority 4 - General Lottery](#)

[Lottery Priority 1](#) - Students with siblings currently enrolled in FSUS.

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[Lottery Priority 2](#) - Children of Florida State University School's alumni.

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[Lottery Priority 3](#) - Active Duty, Reserve Duty, or Guard Service

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Note: Twins applying for admission will be aggregated for the purposes of the lottery selection and considered as one entry;

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All student admission invitations shall align with Admissions Criteria and Student Selection Process requirements found in section III.

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**VI. Ties**

Ties involving two or more students are broken by random selection.

**VII. Readmissions**

Students involved with drugs, weapons, who have been involuntarily withdrawn by FSUS, or who have been expelled from FSUS, will not be considered for readmission. (See the current FSUS Student Code of Conduct.) Readmission to FSUS is determined by the Admissions Policy Committee, whose decision shall be final and non-appealable.

**VIII. Leave of Absence**

A leave of absence may only be granted by the Director.

**IX. Unusual Circumstances**

**Enrolled Students of Employees.** When a staff, administrative or faculty member vacates their position at FSUS, for any reason, their child /children, if selected under an employee seat designation, may remain enrolled in FSUS until the end of the school year, when the child/children must then withdraw. This applies to all employees hired after July 1, 2009. The Admissions Policy Committee may waive this provision for students of employees vacating FSUS due to extenuating medical or other reasons, military duty, or for graduating seniors in good status.

**X. Enrolled Southwood Seat Students.** When an applicant whose student is enrolled under a Southwood seat is no longer a resident, their child / children may remain enrolled in FSUS until the end of the school year, when the child/children must then withdraw. ~~If the parent of a Southwood student verifies with the Southwood office that they will no longer be eligible to remain in the Southwood seat(s) for the upcoming~~

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school year, ~~The applicant~~ will be allowed to submit an FSUS online application for a general ~~lottery~~ seat ~~for the following school year~~.

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~~FSUS must receive written verification from the Southwood office that the parent will be vacating the Southwood seat(s) at the end of the current school year. This in no way guarantees a general lottery seat for the coming school year, but allows for the opportunity to be in the selection pool.~~

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**XI. Admission Pool.** The Director may determine if an adequate number of applications have been submitted for each grade level to meet the targeted enrollment goal and maintain demographic balance. Should the computer selection process not produce an admitted class consistent with the statutory admissions guidelines set forth in section 1002.32(4), the Admissions Coordinator is authorized, with the approval of the FSUS Admissions Policy Committee, to select applicants from the following year's pool in order to satisfy the statutory criteria for admissions.

**XII. Exchange Students.** Up to eight (8) exchange students may be accepted from a Department of Education (DOE) approved program, on a first come first serve basis.

### XIII. Research

FSUS through the College of Education, Health and Human Sciences at Florida State University is a professional development and research school. Parents accepting an invitation for admission to FSUS are agreeing that their child/ children will be available to participate in FSU research projects and internships.

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Deleted: For example, this Vacancy Priority may be extended to the child(ren) of a university faculty or staff member as a means of recruitment and retention of highly qualified university personnel serving to advance the mission of the university. The Office of the FSU President reserves the right to review unique admissions application cases and make recommendations under the Vacancy Priority. ¶

### XIV. Presidential Seats

The FSU President has the authority to recommend students for admission consideration under Priority 3 in the Vacancy Priority section of the Admission Policy. Such requests should only be made for the upcoming school year and may account for approximately fifteen (15) seats per academic year. Presidential admission

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consideration seats should not be used to hold admission for more than one year from the date of the Presidential Seat Request letter.

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This recommendation for admission consideration in the Vacancy Priority shall be initiated by the Office of the President with a formal letter to the Director and shall include the student's name, enrollment year, and grade level upon enrollment.

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Presidential Seats are not guaranteed admissions but shall allow for the placement of the student in the appropriate Vacancy Priority group pursuant to Section 3, Admissions Criteria and Student Selection Process. All program placement requirements must be met under Admissions Policy 5.10, including, but not limited to, all requested application materials.

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#### XV. School Year Transfers

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The Board recognizes the value of interscholastic athletics and the positive impact sports have on students. The Board shall comply with the rules and regulations promulgated by the Florida High School Athletic Association, Inc. (FHSAA), Florida law, and this policy when determining the eligibility of a student who is admitted to FSUS during the school year, transfers, and seeks to participate in interscholastic athletic program.

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A student who transfers to a school during the school year may seek to immediately join an existing team if the roster for the specific interscholastic or intrascholastic extra-curricular activity has not reached the identified maximum size for the particular activity and if the coach for the activity determines that the student has the requisite skill and ability to participate. The FHSAA and District may not declare such a student ineligible because the student did not have the opportunity to comply with qualifying requirements. However, a student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets one (1) of the following criteria:

- A. Dependent children of active duty military personnel whose move resulted from military orders.

- B. Children who have been relocated due to a foster care placement in a different school zone.
- C. 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.
- D. Authorized for good cause.

**STATUTORY AUTHORITY:**

**1002.32, 1002.33,F.S.**

**HISTORY:**

**ADOPTED: 7/14/09**

**REVISION DATES: Spring 2009; 1/8/2013, 2/12/13, 1/14/14, 9/8/15, 3/9/12; 9/13/22**

**FORMERLY: 4.03, 4.04**

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