

ENROLLMENT & LOTTERY POLICY

Pursuant to NRS 388A.450-459 Signature Preparatory does not discriminate in its admissions or enrollment practices on the basis of race, gender, religion, ethnicity, disability, sexual orientation, or gender identity or expression of a pupil. Signature Preparatory is a tuition free charter school and no fee or donation is required in order to attend the school.

APPLICATION PROCESS

Students interested in attending Signature Preparatory shall complete and submit an application to the school. Applications forms can be accessed on the school's website. If you need assistance, please contact the School Registrar. All applications must be complete to be considered received. Applications will be time stamped upon receipt. No fee is required to apply.

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 end of the open enrollment period, a determination will be made if a lottery is necessary based on the number of applications received. If the number of applications is less than the student capacity of the school, students shall be admitted on a first-come, first-serve basis pursuant to NAC 388A.535. If more students who are eligible for enrollment apply for enrollment than the number of spaces available, Signature Preparatory shall use a lottery to determine who will be enrolled, pursuant to Signature Preparatory Lottery Policy.

LOTTERY POLICY

The lottery is an electronic system that randomly identifies students for enrollment. If a lottery is necessary, it will be held after the open enrollment period has closed, but never sooner than 45 days after the date on which Signature Preparatory begins accepting applications for the relevant school year. Once determined, the date of the lottery will be posted on the school's website and at the front office of the school. 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 lottery will be placed at the end of the wait list based upon date and time received. Signature Preparatory will not close, cap, delay, postpone, or otherwise limit student enrollment except as allowed under NAC 388A.535.

Following notification of acceptance, students have ten business days to confirm acceptance and complete all necessary documentation provided to student by Signature Preparatory. Failure to complete the necessary documentation within this timeframe 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, including but not limited to those articulated in NRS 392.165 and NRS 392.435.

Signature Preparatory 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.

ENROLLMENT PRIORITIES

Enrollment preference is given to the following students:

1. Is a sibling of a pupil who is currently enrolled in the charter school.
2. Is a child of a person:
 - Who is employed by the charter school;
 - Who is a member of the committee to form the charter school; or
 - Who is a member of the governing body of the charter school.
3. Is in a particular category of at-risk pupils and the child meets the eligibility for enrollment prescribed by the charter school for that particular category.
4. At the time his or her application is submitted, is enrolled in a public school of a school district with an enrollment that is more than 25 percent over the public school's intended capacity, as reported on the list maintained by the school district pursuant to subsection 4. If a charter school enrolls pupils who are enrolled in such a public school before enrolling other pupils who are eligible for enrollment, the charter school must enroll such pupils who reside within 2 miles of the charter school before enrolling other such pupils.
5. At the time his or her application is submitted, is enrolled in a public school that received an annual rating established as one of the two lowest ratings possible indicating underperformance of a public school, as determined by the Department pursuant to the statewide system of accountability for public schools for the immediately preceding school year. If a charter school enrolls pupils who are enrolled in such a public school before enrolling other pupils who are eligible for enrollment, the charter school must enroll such pupils who reside within 2 miles of the charter school before enrolling other such pupils.
6. Resides within the school district and within 2 miles of the charter school if the charter school is located in an area that the sponsor of the charter school determines includes a high percentage of children who are at risk. If space is available after the charter school enrolls pupils pursuant to this paragraph, the charter school may enroll children who reside outside the school district but within 2 miles of the charter school if the charter school is located within an area that the sponsor determines includes a high percentage of children who are at risk.

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. Signature Preparatory shall create and maintain a list which specifies the maximum enrollment capacity for each school, the actual number of pupils enrolled at each school, and the percentage by which enrollment at each school exceeds the intended enrollment capacity, if applicable. Wait lists shall be operated on a grade-level basis to ensure the maximum number of students may be admitted to the school. Signature Preparatory shall post the list on its website as soon as practicable after the count of pupils is completed pursuant to NRS 387.1223 but not later than November 1 of each year.

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. Priority 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 Signature Preparatory shall be notified via electronic mail or phone call. Following notification of admittance, students will be required to provide additional documentation including:

- Student's original birth certificate or passport (no copies).
- Health Information form
- Immunization records (See NRS 392.435)
- Copy of any existing Individualized Education Plan or 504 Plan, if applicable
- Proof of Residency (utility bill, rent receipt, or lease/sales contract)
- Completed enrollment application through Infinite Campus including handbook acceptance

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

Signature Preparatory may refuse to admit any student expelled or awaiting expulsion from their previous school in accordance with NRS 388A.453.

Signature Preparatory's Enrollment and Lottery Policy is available upon written request and supersedes any other previously established enrollment policy. Please refer to Signature Preparatory's Enrollment and Lottery Policy for additional information.

KINDERGARTEN/FIRST GRADE ENROLLMENT POLICY

In accordance with Nevada law, a child must be **five (5) years old on or before August 1** of the school year in which they are enrolling to attend Kindergarten. A child must be **six (6) years old on or before August 1** of the school year in which they are enrolling to attend First Grade.

Parents/guardians must provide acceptable proof of the student's age at the time of enrollment. Acceptable documentation may include a birth certificate, passport, or other official government-issued record verifying the child's date of birth.

Students who do not meet the age requirement by August 1 are not eligible for enrollment in that grade level for the current school year.

Enrollment decisions for students transferring from another state or educational setting will be made in accordance with Nevada law, the student's educational records, and school policies. The school reserves the right to review placement and make appropriate grade-level determinations based on age, prior enrollment, academic records, and state requirements.

Questions regarding age eligibility or grade placement should be directed to the school's enrollment office prior to registration.