

# Office of School Choice

## Charter Enrollment Monitoring Plan

For charter schools contracting to handle their own enrollment process, the Polk County School Board, Office of School Choice will use the following Charter Enrollment Monitoring Plan. The Charter School will provide the below information every other week as scheduled by the Office of School Choice. Any questions or concerns after review of the School's waiting list will be submitted by email to the School's contact person. The School will respond to any concerns or questions in writing to the Office of School Choice within five working days. The School will also provide the Office of School Choice a copy of their policy and procedures regarding priority, acceptance of applications, waiting list, and acceptance of students prior to beginning the enrollment process. The School will provide the Office of School Choice any changes to the policy or procedures prior to implementation of these changes.

On Monday of every other week all charter schools will email the Charter Enrollment Monitoring Form to the Office of School Choice Specialist listing all applications received, students that were sent an acceptance letter the previous week, students that were removed from the waiting list, and any other pertinent changes to the waiting list. This form will include the following information:

- Date of Acceptance
  - The School will provide the date that a letter of acceptance was sent for the student.
- Date of Application
  - The School will provide the date the application was postmarked/received per the School's policy and procedures for acceptance of applications.
- Student ID#
  - The School will provide each student's ID# after checking on Sponsor's central information system for accuracy.
- Student's Name (Last, First, MI)
  - The School will provide correct spelling of each student's name after checking on Sponsor's central information system for accuracy.
- Student's Residential Street Address & City (No P.O. Box accepted)
  - The School will provide the correct address for each student after checking on Sponsor's central information system for accuracy. The School should use the most recent address whether given by student application or Sponsor's central information system.
- Student's Grade
  - The School will provide the correct grade for each student after checking for accuracy on the Sponsor's central information system.
- Student's Race
  - The School will provide the correct race (black or nonblack) for each student after checking for accuracy on Sponsor's central information system.

- **Waiting List Number**
  - The School will provide the correct waiting list number for each student in the appropriate order of application date. If a student is placed on waiting list ahead of previously received applications, a comment must be noted stating reason, for example, sibling priority, staff child, race, etc.
- **Any Addition Comments**
  - The school will provide any comments supporting reasons for accepting students out of order, placing students on waiting list out of order, removing students from waiting list per parent request, skipping students for reasons that are appropriate, and any other pertinent information needed by the Office of School Choice to monitor the waiting list.

The following steps will be followed when checking the monitoring form for each charter school:

1. Check ID# for each student listed on Monitoring Form
  - If incorrect, contact school to have corrected
2. Compare ID# with name listed on central information system for each student
  - If spelling incorrect, contact school to have corrected
3. Verify Grade listed on central information system for each student
  - If grade incorrect, contact school to have corrected
  - Student should be placed on waiting list for appropriate grade by school
4. Verify Race listed on central information system for each student
  - If race incorrect, contact school to have corrected
  - Student should be placed on waiting list for appropriate race by school
2. Verify correct residential address listed on central information system for each student
  - If residential address incorrect, contact school to have corrected
3. Verify zoned school for residential address listed for each student
  - Check racial balance at zoned school
  - If zoned school is unracially balanced, and acceptance of student into charter school will further hinder zoned school racial balance, notify school of Desegregation Acceptance Guidelines and report to Director of School Choice.
4. Compare date withdrawn from present school to date enrolled at charter school on central information system
  - If date withdrawn from present school is after date enrolled at charter school, print screen, notify school, and report to Director of School Choice
5. Complete report notating all findings
  - School should research and make all suggested corrections and resubmit form by the following report deadline.
  - Submit report to Director of School Choice once completed
6. Check racial balance for each Charter School using Sponsor's Enrollment Summary Screen
  - a. If out of compliance with contract, print school's Enrollment Summary
  - b. Compile information in report format
  - c. Submit report to Director of School Choice

The following steps will be followed for Handling Acceptances for School within a School Charters by the Office of School Choice:

1. Hold weekly acceptance for all other Charter Schools
  - Post returned postcards from previous week's acceptance to BR (Basic Name Scan)
    - Separate cards by school –
    - Post cards must be posted in several different places.
      - Printout
      - BR
      - Next Center (Mainframe)
    - On the postcard list, next to Student's name, notate decision (acc = accept; dec = decline; NR = no response; LTR RTN = returned letter, student x'd off; response date (7-1-02) = LTR resent, new due date)
    - On BR at comment line notate: pc/acc(or decision)/date/your initials
    - Each student in grades 1 – 12 must have their next center changed.
      - After the Postcard has been processed on the Postcard list and BR, sign onto mainframe.
      - Enter ID #
      - Go to "NXT CTR" field. If it is a middle/high school student, print screen copy **before** making the change
      - Change the nxt ctr to the school # the student accepted
      - Elementary students do not need copy of the BSR2
      - Separate nxt ctr copies by center # and attach cover note, then courier to Terminal Operator, (School Name)
  - After each postcard has been posted, print copy of BR for students without response.
    - Use copy to make final notice phone calls – make dated notes on copy.
    - Notate the decision on BR on "comment line" FNNRUS/SCH date/initial = made call, left message, no response – mark print out NR and highlight
    - Mark postcard list if accept or decline
      - FNMOM/DAD ACC/date/initials = accept
      - FNMOM/DADDEC/date/initials = decline
      - FNUNTOCONT/date/initials = unable to contact (bad phones)
      - FN(any other acceptable reason)/date/initials = not covered above
    - Process final notice calls using the same steps as the postcard
  - Once the final notice calls are made and all posting is complete, check with schools to request available openings.
    - Send an email to each school noting the following:
      - responses from previous acceptance
      - # of students on waiting list by grade and race
      - request available openings by grade and race
  - Once a response is received from the school, accept students using the following procedure:
    - Go on MW (Waiting List) for the school accepting
    - Enter necessary information for race and grade

- o Screen Print
- o Display first student on the list
- o Type acceptance code in "Determination" field
  - o C00\_\_ = Charter
- o After entering acceptance code, cursor to "comment field" and enter ACC (date/initials)
- o Print modified copy of BR
- o After accepting all students for one center, check for correct grade on mainframe
- o Attach all copies and back up and notate with acceptance code
- After entering acceptances on MW, print the following from PRF
  - o List of students accepted, including phone numbers, and send to school (notate with Acc Code and return date)
  - o List of students accepted without phone numbers for back up files (notate with Acc Code and return date)
  - o Set of labels for envelopes
  - o Set of labels for return postcards
  - o Two sets of letters for students accepted
    - o One set mailed to students
    - o One set sent to school
  - o List of students to be used as the postcard list (notate with Acc Code and return date)

