

## **Office of Magnet Choice and Charter Schools**

### **Charter Enrollment Monitoring Plan**

The Office of Magnet, Choice and Charter Schools will use the following Charter Enrollment Monitoring Plan for charter schools handling their own enrollment process. Each charter school will provide the information below on the first working day of each month to the Office of Magnet, Choice, and Charter Schools. Any questions or concerns after review of the charter school's waiting list will be submitted by email to the designated contact person. The contact person will respond to any concerns or questions within five working days. The charter school will also provide the Office of Magnet, Choice, and Charter Schools a copy of their policy and procedures regarding priority, acceptance of applications, waiting list, and acceptance of students prior to beginning the enrollment process. Prior to implementation of any changes to a school's policy, changes must be provided to the Office of Magnet, Choice and Charter Schools.

On the first working day of each month all charter schools will email the Charter Enrollment Monitoring Form to the Office of Magnet, Choice and Charter Schools Specialist. Please include the following information: list of all applications received, students that were sent an acceptance letter the previous month, 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# if applicable.
- Student's Name (Last, First, MI)
  - The School will provide correct spelling of each student's name per application.
- Student's Residential Street Address & City (No P.O. Box accepted)
  - The School will provide the correct address for each student per application. The School should use the most recent address noted on student's application.
- Student's Grade
  - The School will provide the correct grade for each student.
- Student's Race
  - The School will provide the correct race (black or nonblack) for each student.
- 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 Magnet, Choice and Charter Schools to monitor the waiting list.

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

1. Verify the Date of Application is in chronological order.
  - If incorrect, contact the school to have corrected.
2. Verify Grade is in order with the Date of Application.
  - If grade is not in order with the date of application, contact the school to have corrected.
  - Student should be placed on waiting list for appropriate grade by school.
3. Verify Race is correct with Date of Application and Grade.
  - If race is not correct, contact the school to have corrected.
  - Student should be placed on waiting list for appropriate race by school.
4. Verify Waiting List numbers are in order by date, grade, and race.
  - If waiting list numbers are not in order, contact the school to have corrected.
5. 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 the Senior Director of the Office of Magnet, Choice, and Charter Schools.
  - 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 the Senior Director of the Office of Magnet, Choice, and Charter Schools.
6. Verify racial balance for each Charter School using Sponsor's Enrollment Summary Screen.
  - If out of compliance with contract, print school's Enrollment Summary
  - Compile information in report format
  - Submit report to Senior Director of the Office of Magnet, Choice and Charter Schools.
7. Verify that a student was accepted per enrollment procedures established.
  - If student was not accepted per enrollment procedures, contact school and follow up with a report to the Senior Director of the Office of Magnet, Choice and Charter Schools.
8. Verify that previously accepted students are removed from the current month's enrollment report.

