

**BELMONT ACADEMY CHARTER SCHOOL
STUDENT ADMISSION AND REGISTRATION POLICY
FOR 2019-20 SCHOOL YEAR**

February 6, 2017 Revised January 28, 2019

This Policy applies to Belmont Academy Charter School (“Belmont”) and is effective for the 2019-20 School Year. Upon adoption, this Policy shall be posted on the website of Belmont. Belmont is committed to enrolling a diverse student population and to abide by the provisions of the Florida Educational Equity Act and Florida Statutes prohibiting discrimination on the basis of race, color, nationality and ethnic origin, religion, sexual orientation, disability or gender. Copies of applications and registration forms will be made available in languages other than English upon request.

Re-Enrollment for Current Students and Capacity Notice

Each year, the total capacity and total enrollment of the Belmont will be determined based on the Charter Contract for Belmont and applicable Florida and federal laws. Capacity for purposes of controlled open enrollment will be posted on Belmont’s website. Seats at Belmont will be made available based on this Policy and Florida law.

The parents and guardians of students enrolled at Belmont for the 2018-19 School Year will be asked to communicate to the school their intent to re-enroll for the 2019-20 School Year. Your Re-Enrollment notifications are due no later than March 17, 2019, which is the **Re-Enrollment Deadline**. Students whose Re-Enrollment notifications have been submitted by the Re-Enrollment Deadline will be automatically re-enrolled so long as they have maintained eligibility requirements as provided for in the Code of Student Conduct, the Student and Parent Handbook or the Enrollment Agreement. Students who have not notified the school of their intent to re-enroll by the Re-Enrollment Deadline may lose their seat for the 2019-20 School Year.

New Applicants and Controlled Open Enrollment for Out-of-County Applicants

Students who are new to Belmont must register via the online Lottery Management Portal which will be made available on Belmont’s website, www.belmontacademy.com. Lottery registrations must be successfully submitted via the online portal in order to be considered.

Students from outside of Columbia County are permitted to apply to Belmont so long as they are not subject to a current expulsion or suspension order. However, such Out-of-County Applicants will only be provided a seat after placement of all students with **Enrollment Preferences** and all **Columbia County Applicants**. Once admitted to Belmont, Out-of-County Students will be permitted to matriculate up to the highest grade offered by Belmont so long as they maintain eligibility requirements as provided for in the Code of Student Conduct, the Student and Parent Handbook or the Enrollment Agreement.

Lottery portal registration is available starting February 18, 2019 through end of day March 17, 2019, which is the **Initial Enrollment Period**. At the end of the Initial Enrollment Period, parents

and guardians will be notified of acceptance. In the event the number of Enrollment Applications for eligible students exceeds the capacity for a given grade level, class or building, the Lottery Process will be followed, as described below. If capacity is not reached for a grade level, class or building after the Initial Enrollment Period, subsequent applications received during publicly posted subsequent enrollment period(s), will be accepted on a first-come, first-served basis.

Lottery Process

Belmont will enroll each eligible student who submits a timely Lottery Portal Registration, unless the number of Lottery Portal Registrations received during the Initial Enrollment Period exceeds the capacity of a grade level, class or building. In such event, this Lottery Process will be followed.

First, Enrollment Applicants with the following Enrollment Preferences will be selected, as permitted pursuant by this Policy and Section 1002.33(10)(d), Florida Statutes:

- students who are siblings of an enrolled student;
- current VPK students;
- students who are the children of a member of the governing board of Belmont;
- students who are the children of an employee of Belmont (including School Resource Deputy); and
- students who are the children of an active duty member of any branch of the United States Armed Forces.

If the number of Lottery Portal Registrants with Enrollment Preferences exceeds the capacity of a grade level, class or building, a lottery will be held among Lottery Portal Registrants with preferences. Those not enrolled through this process will be placed on a wait list and will have first priority for enrollment over non-preference Columbia County or Out-of-County Applicants. Moreover, students who have Enrollment Preferences who apply for enrollment at Belmont after the Initial Enrollment Period shall also have priority for enrollment over any students on the Columbia County or Out-of-County Wait Lists.

Second, a Lottery will be held among the Columbia County Applicants for each grade level, class or building that exceeds capacity. If the number of Out-of-County Applicants exceeds the capacity for a grade level, class or building, a separate Lottery will be held for Out-of-County Applicants. Those Columbia County and Out-Of County Applicants not selected in the Lottery will be placed on the Columbia County Wait List (or Out-of-County Wait List, as applicable) in the order such Lottery Portal Registrants were selected in the Lottery.

As seats become available, they will be offered first to students on the Preference Wait List, second to the Columbia County Wait List, and third to the students on the Out-of-County Wait List. Students applying after the Lottery will be placed on the Preference Wait List, Columbia County Wait List, or Out-of-County Wait List, as applicable, after students who were placed on the Wait Lists through the Lottery. New Wait Lists will be created each year after each year's lottery and Applicants on the Wait Lists will not be carried over from year-to-year.

Registration

Upon selection, the parent/guardian will receive registration instructions that include a detailed list of required documentation and timelines that must be followed. This notification will be provided electronically to the parent/guardian email included in the Enrollment Application. If documentation is not provided within the required timelines, or there are material changes to the information provided in the Student's application any time prior to the start of the following school year, the Applicant's seat may be forfeited and offered to another Applicant.

Records

Copies of all Lottery Portal Registrants and Wait Lists will be maintained by Belmont for the time periods required by law.

Board Secretary Certificate


I hereby certify that the foregoing STUDENT ADMISSION AND REGISTRATION POLICY FOR BELMONT ACADEMY CHARTER SCHOOL, was adopted by a majority vote of a quorum of the Governing Board of Directors at a duly noticed meeting held on January 28, 2019 and will be effective for student admissions for the 2019-20 School Year.

Will Myers

Board Secretary

Will Myers

Printed Name

Signature: 

Email: will@belmontacademy.com



Admission and Registration Policy Revised January 28, 2019

Final Audit Report

2019-01-31

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