

# **Clackamas Middle College**

## **Enrollment Policy and Procedures**

In recognition of the enrollment cap which the North Clackamas School District has placed on the number of students enrolled in Clackamas Middle College and in accordance with the enrollment policy established by CMC as shown below, the following enrollment procedures for students seeking participation in our school has been developed. This policy written in CMC's charter is in compliance with Oregon Charter School Law and approved by the Oregon Department of Education and the Clackamas Charter Alliance Board of Directors.

### **Policy**

In order to address the enrollment limits placed on Clackamas Middle College, students will be separated into priority groups and will be accepted into our school as space becomes available. In the event that the number of applicants exceeds the number of spaces available for enrollment, a lottery will be used to select students for entry into our school in the following order:

1. Students who were enrolled in the Clackamas Middle College in the prior year.
2. Siblings of current students who reside in the North Clackamas School District boundary and are presently registered to return to CMC the following year.
3. Siblings of current students who reside outside of the North Clackamas School District boundary and are presently registered to return to CMC the following year.
4. Students who reside within the North Clackamas School District boundary.
5. Students who reside outside of the North Clackamas School District boundary.

### **Enrollment**

The maximum number of students who can enroll in the Clackamas Middle College is 300. This number has been reviewed by the North Clackamas School District and is in accordance with the school's official state enrollment records. Students who withdraw from our school during the academic year may be replaced with students from our enrollment waiting list.

### **Enrollment Procedure**

Clackamas Middle College will not enroll any student for the upcoming year before January 1 of each year. The first enrollment period is from January 1 to March 15. The CMC enrollment window will close temporarily on March 15th. Once the application period has closed, CMC will compare the number of applicants to the number of spaces available. If the school receives more applications than there are spaces available, CMC will conduct a lottery, publicizing the date and time and giving families reasonable notice of at least one week before the lottery date. If there are spaces available, CMC will open up a second period of enrollment from March 16 to May 1. Once the application period has closed, CMC will compare the number of applicants to the number of spaces available. If the school receives more applications than there are spaces available, CMC will conduct a lottery, publicizing the date and time and giving families reasonable notice of at least one week before the lottery date. If there are still spaces available, CMC will open up a third period of enrollment from May 2 to the last day of the current school year. Once the application period has closed, CMC will compare the number of applicants to the number of spaces available. If the school receives more applications than there are spaces available, CMC will conduct a lottery, publicizing the date and time and giving families reasonable notice of at least one week before the lottery date.

The final selection of students will be subject to staff availability. New students are required to complete all information pertaining to grade placement on their application. **Important: Current students must confirm their intent to participate in our school or they will not receive enrollment priority.** Siblings of currently enrolled students or residents of the North Clackamas School District must complete all of the required information on their application to receive enrollment priority.

Eligible applicants are divided into five priority categories for each grade (Described under Policy). Each prospective student is assigned a number within his/her category and grade. The lottery procedure will become active when the number of prospective students exceeds CMC's capacity to support them. Student numbers will be drawn randomly during this process with an understanding that those chosen earliest in the lottery have the greatest chance of enrolling in our school.

*Note: All students will be notified by mail within a week of the enrollment closing date of their eligibility. Prospective students who were **not** selected to participate in fall enrollment will receive information regarding their status on the "Wait List". All other prospective students, who apply after the enrollment window has been reopened after the last day of the current school year, will be placed on a "Wait List" in the order in which CMC has received their application and as determined by the enrollment priority standards listed under Policy.*

### **Waiting List**

As described above, prospective students not selected for available spaces in the enrollment lottery are placed on a waiting list, by grade and by the priority categories (sibling, in-district, and out-of district) in the order that their numbers were drawn. Students on the waiting list may be enrolled as space becomes available.

As positions become available, CMC will make offers of enrollment as follows:

- To the next sibling on that grade-level waiting list.
- If there are no siblings on the list, to the next in-district applicant.
- If there are no in-district applicants on the list, to the next out-of-district applicant.

Applicants on the waiting list roll over to the next grade level at the end of each school year. A prospective student on the waiting list continues to be enrollment-eligible until:

- The student is admitted to CMC, or
- A parent/guardian declines an offered position, or
- A parent/guardian withdraws the child from consideration.

A prospective student's waiting list category can change. If either of the following occurs, the prospective student is moved to the next spot in the relevant category of the waiting list for his/her grade level:

- His or her sibling begins attending CMC, or
- His or her family moves into or out of the North Clackamas School District boundary.

*Note: In order to be considered a Clackamas Middle College student, your application must be received at our office. Prospective students will not be considered for enrollment or placed on our "Wait List" via phone call or email.*