

# The Learning Center! ADMISSION POLICY AND PROCEDURE

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The Learning Center! is a tuition free public school. The Learning Center! does not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion or ancestry.

## Student Eligibility

G.S. 115C-218.45(a) states that *“Any student eligible to attend a public school in North Carolina is eligible to attend a charter school in North Carolina.”*

1. A student whose parent/guardian is in the United States Armed Forces who is not domiciliary may attend a charter school if the parent or legal guardian is on active military duty and is deployed. Evidence of deployment must be provided prior to enrollment at the charter school. Active duty training for less than 30 days is excluded.
2. A guardian who is not a parent must have legal custody of the student. Guardianship papers are insufficient to establish a legal relationship for the purposes of establishing a domicile.
3. The Learning Center! may require proof of permanent residency. Some documentation that may be required includes the following:
  - Copy of deed or record of most recent mortgage payment,
  - Copy of lease agreement,
  - A utility bill dated within the past 30 days, including gas, water, electric, landline phone, cable, or satellite
  - A valid North Carolina driver’s license or North Carolina photo identification card,
  - A vehicle or property tax bill dated within the past year, or
  - A bank or credit card statement with a North Carolina address dated within the past 60 days.

The Learning Center! has, as do all North Carolina charter public schools, an enrollment cap and must adhere to the enrollment procedure outlined below as mandated by the state.

## Returning Students

An ***Intent to Return*** form is distributed to all parents of currently enrolled students in February of each year. A completed and returned form guarantees the student’s admission the following year. Siblings listed on the intent form will be given enrollment priority in the upcoming school year.\* A parent who designates that the currently enrolled student will not return the following year relinquishes the student’s right to a guaranteed slot. If, at a later date, the student wishes to reenroll in the school, he/she must follow the procedures for new students.

*\*Siblings are defined as any of the following who reside in the same household- half siblings, step siblings, and children residing in a foster home.*

## New Students

### Initial Application

- The initial application process begins March 1 and ends on April 5.
- The initial application process is advertised in the local media and on the school website.
- Initial application forms are available in hard copy in the school office and in electronic form on the school’s website. Parents may pick up an application in person or contact the office to have one sent by mail or email.
- Initial application forms are completed and returned by parents and received by the school by the April 5 deadline.
- All eligible students who submit an initial application to The Learning Center! by the April 5 deadline will be admitted, unless the number of applicants for a grade level exceeds the number of openings at that level.
- If enrollment cap is met in a grade level, a lottery will be held to fill available spaces and a wait list will be

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created. (see *Lottery Policy and Procedures*)

Applications received after the April 5 deadline will have the date of receipt recorded on it and, if the requested class is full, the student will be added to the wait list for that class.

Parents must complete and return a registration packet for each child who has been accepted to the school by April 30 in order to confirm their decision to accept admission into The Learning Center! Should a parent decline the offer or fail to respond by the April 30 deadline, The Learning Center! may offer admission to the next name on that specific grade's wait list.

## **Enrollment of Expelled or Suspended Students**

The Learning Center! has the right to exclude from enrollment any student who is currently suspended or expelled from another public school. After the period of suspension or expulsion, the student will be eligible for enrollment through normal channels and procedures as outlined above. *G.S. 115C-390.5 through G.S. 115C-390.11*

*Adopted February 26, 2014*

*Amended February 10, 2015*