



## Heritage Academy Enrollment and Lottery Procedures

### Enrollment

Heritage Academy shall enroll all eligible students who submit a timely application, unless the number of applications exceeds the capacity of a program, class, grade level or building. Heritage Academy shall not limit admission based on ethnicity, national origin, gender, income level, disabling condition, and proficiency in the English language or athletic ability. Proof must be given in the Enrollment Application that the scholar will have attained to at least 12 years of age by December 31st of the first enrollment year. Kindergarteners must be at least 5 years of age by September 1<sup>st</sup>. First graders must be at least 6 years of age by September 1<sup>st</sup> or provide proof of successful completion of Kindergarten.

Enrollment Preferences: Heritage Academy shall give enrollment preference to:

- a) Students returning to the charter school in the second or any subsequent year of its operation;
- b) Siblings of students already enrolled in the charter school;
- c) Siblings of students selected through an equitable selection process such as a lottery.

Heritage Academy may give enrollment preference to and reserve capacity for students who are children of any of the following:

- a) Employees of the school
- b) Employees of the charter holder
- c) School founder

Heritage Academy shall also give enrollment preference to students who have attended another charter school or are the siblings of that student if the charter school previously attended by the student has the identical charter holder, board and governing board membership as the enrolling charter school or is managed by the same educational management organization, charter management organization or educational service provider as determined by the charter authorizer.

If a current scholar requests a transfer to another Heritage Academy campus, intent must be submitted by February 1st in order to be reviewed & given priority prior to the general lottery.

### Lottery

If remaining capacity is insufficient to enroll all eligible students who submit a timely application, Heritage Academy shall select students through an equitable selection process such as a lottery. All remaining applications after the lottery shall be placed on a waiting list, in the order in which they were drawn in the lottery.

Heritage Academy may limit admission to students within a given age group or grade level. Heritage services students in grades K-12. Pursuant to A.R.S. 15-184(F), Heritage Academy may refuse to admit any student who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

The Principal of Heritage Academy shall determine if students will be admitted in accordance with whether the School has the capacity to serve the student without adversely impacting the educational opportunities for students currently enrolled. Factors to be considered in making this determination include, but are not limited to, the following:

- Physical capacity of the school building and classrooms
- Availability of staff members
- Capacity in relevant classes, classrooms and special resources
- Availability of other resources
- The student's admission does not violate the provisions of a court order.

## Capacity

Enrollment projections will be made for each school, grade level and special program on an annual basis. Enrollment projections will include students who complete re-enrollment forms and enrollment forms received after the 1<sup>st</sup> of the calendar year.



# HERITAGE ACADEMY

*"Building America's Heroes, Together"*

## ENROLLMENT APPLICATION & REGISTRATION PROCESS

### APPLY

- VISIT [WWW.HERITAGEACADEMYAZ.COM/ENROLL](http://WWW.HERITAGEACADEMYAZ.COM/ENROLL)
- CLICK "APPLY NOW"
- CLICK "CREATE AN ACCOUNT" or "SIGN IN"

Please have the following documents prepared to upload:

\_\_\_ **COMPLETED ARIZONA RESIDENCY FORM** (can be downloaded in the application portal)

\_\_\_ **COPY OF REQUIRED RESIDENCY DOCUMENTATION** (driver's license, utility bill, rental agreement, etc.)

You may take a picture with your cell phone or scan and upload the documents using a scanner and computer. \*\*We highly recommend using the free app, CamScanner, to take images from your smart device and upload as pdf. The app can also create multi-page documents.\*\*

Once the application is submitted, you will receive an email from SchoolMint stating that everything has been received. Heritage Academy will then review the application. If the application was received during the open enrollment period, the application will be entered into the lottery. Any applications received after the open enrollment period ends will be placed on a waitlist in the order they are received until space becomes available in the requested grade.

### REGISTER

- ACCEPT OFFER** - Once space becomes available, you will receive an email offering you a seat. At that time, you will have 72 hours to accept the offer. After accepting the offer, you will be prompted to complete the registration.
- REGISTER SCHOLAR** – You have 7 business days (approx. 2 school weeks) to complete this section. Both parent and scholar will be required to electronically sign the agreements, the parent will give permissions, and documents will need to be uploaded.
  - \_\_\_ **PROOF OF AGE** (birth certificate or one item from the ARS 15-208 list)
  - \_\_\_ **COMPLETED AND SIGNED HOME LANGUAGE SURVEY** (document is available in the registration portal)
  - \_\_\_ **TRANSCRIPTS/REPORT CARDS**
  - \_\_\_ **ATTENDANCE RECORDS FROM THE PREVIOUS SCHOOL**
  - \_\_\_ **DISCIPLINE RECORDS FROM THE PREVIOUS SCHOOL** (if non, an official notice from the school)
  - \_\_\_ **IEP AND/OR 504 PLAN** (if applicable)
  - \_\_\_ **MOST RECENT STANDARDIZED TEST RESULTS** (AASA, AZMerit, ACT, AIMS, etc.)
  - \_\_\_ **IMMUNIZATION RECORDS** (or personal beliefs exemption form)

### ORIENTATION & PLACEMENT TESTING

- PLACEMENT TESTING** – In order to place scholars in the appropriate level of math and English, a placement test is given to select grades. Details to sign up will be available during registration if it applies to your scholar.
- ORIENTATION** - All scholars are required to attend Orientation with a parent/guardian. Details to sign up will be available during registration.

### COURSE SELECTION

- COURSE SELECTION** – You will select classes once all steps are complete.