



Policy Directive: Enrollment

Cornerstone Academy Policies & Procedures Section 241

Westerville, Ohio

Date 02/25/2022

Enrollment Policy

Purpose and Scope: The Cornerstone Academy (CA) Enrollment Policy is intended to provide documented guidelines to the Admissions Committee for the allocation of available seats at Cornerstone Academy. The Policy also provides for a lottery process when the number of student applications exceeds the number of available seats.

Distribution: This policy shall be available for public viewing and acknowledgement of such viewing shall be made part of the enrollment process when applying for enrollment to CA.

Declaration: By applying for enrollment to CA, all persons involved in the enrollment process declare they have read and understand the enrollment policy of CA, will abide by this policy, and will provide the most up-to-date and accurate information available. All persons declare that they understand enrollment fraud as defined in the policy and that enrollment fraud will result in the forfeiture of application/enrollment status.

Definitions:

Enrollment Priority: Defines the priority category in which students are selected for available seats based on residency and sibling status. These priority categories are defined in the Cornerstone Academy policy manual. As defined in the policy manual the enrollment priorities are:

1. Cornerstone Academy - Returning Students
2. Students who reside within Columbus City Schools geographical boundaries
3. Sibling Status 2A and 2B (defined below)
4. Students who reside outside of Columbus City Schools geographical boundaries

Cornerstone Academy – Returning Students (Priority 1 Enrollment): Is any applicant who has declared they will return to Cornerstone Academy during the re-enrollment period of the current school year. This priority option expires when Open Enrollment begins on March 1.

Sibling Status (Priority 2 Enrollment):

- 2A Sibling Status is the status given to a new applicant if their sibling is currently attending CA. In the summer, a student who is re-enrolled is treated as currently attending.
- 2B Sibling Status is the status given to a new applicant if their sibling is offered enrollment and has not declined the enrollment offer.

Enrollment Lottery (or Lottery): The process of randomly selecting names of applicants when there are more applicants than seats available in any specific grade level.

Enrollment Fraud: All enrollments are subject to verification. If any portion of the verification process reveals fraudulent enrollment activity (i.e. fraudulent priority status, residency, or age) the enrollment is deemed fraudulent, and the student(s) enrollment will be treated as void. If a misrepresentation is determined, then the student will be treated as no longer enrolled. If residency is established between the enrollment date and the discovery of the misrepresentation, then the student will forfeit their enrolled status for the next school year and will be given status based upon the most up-to-date residency information at the time of the next enrollment period.

Lottery Officials:

- The Principal is responsible for overseeing the enrollment and lottery process as described.
- The Office Manager oversees the enrollment and lottery processes as described.

Lottery eligibility: If a child completes a valid application and meets the eligibility requirements set forth in the application for enrollment in CA, then that child is deemed to be eligible for participation in the enrollment lottery.

Previous Student: Once a student leaves CA, such as transferring to another school, for any reason, the child must reapply for enrollment. The child's priority status is reset so that eligibility and priority status will be that of a new applicant.

Change in Status: If at any point during the enrollment process where any portion of an applicant's priority status would change, such as a sibling's recent enrollment into CA prior to the enrollment lottery taking place (grants sibling/Priority 2B enrollment status) or change of residency (Purchase/Rental of a residence being made or falling through), then notification must be made to the CA office manager regarding the change in status so that the enrollment application can be updated. Failure to update the enrollment application for a field that would change the student's priority status is considered an intentional act of enrollment fraud.

Sibling: An applicant or current student who is a biological Brother, Sister, or Half- Sibling of another student or a Brother, Sister, Stepbrother, Stepsister of another student through marriage or adoption.

Waitlist: The waitlist is the ordered list of applicant students without enrollment offers. The waitlist for each school year is initiated through the lottery process. Once all available enrollment

opportunities are offered, the remaining applicant students will be added to the waitlist in the order drawn. The waitlist remains active through the academic year. The waitlist for a given year is not carried over to the next school year. A new enrollment application is required for each school year for which a student is seeking a new enrollment.

Withdrawn Students: If the student(s) were withdrawn from CA for any reason, including adverse conditions (such as disagreements with the Principal, CA BOD, or withdrawal in lieu of suspension or greater disciplinary action(s)), the child/children must receive Principal and/or CA BOD approval to enroll prior to the closing of the enrollment process. The school has the authority to recognize and honor the disciplinary suspensions and expulsions imposed by other public schools. A student who has been suspended or expelled from another school district in Ohio may be denied admittance at the School for a period equal to the period of the original suspension or expulsion. The student will be provided an opportunity for a hearing before admittance is denied.

Grade Level Capacity: The CA Board recognizes situations may arise when the building capacity has not been reached but a particular grade level enrollment may reach a level which is not conducive to high academic achievement or manageable by the operations contractor. As such the Principal or designee will set a maximum grade level capacity annually based on academic achievement goals and operations manageability. This grade level capacity may vary from grade level to grade level and throughout the year. The grade level capacity for the next academic year must receive approval from the Board of Directors and may only be modified during the year with approval from the Board of Directors.

Established Enrollment Number: The school's total available enrollment as approved by the Board of Directors.

Proof of Residency Requirements (To establish re-enrollment priority):

Post Office boxes do not meet residency requirements. Only physical street addresses are accepted.

Priority 1 applicants must provide proof of residency before March 1 to be considered re-enrolled for the following school year. Please see item 10B under Enrollment Processes for acceptable types of proof of residency.

General:

The Board of Directors recognizes that the Principal or designee is best suited to determine ideal and maximum enrollment availability based upon academic achievement and operations manageability. However, at no time shall the operations contractor, Principal or designee enroll a student of any enrollment priority that would commit the Board to adding staff, modifying the building (including adding modular classrooms), or modifying existing academic programs (including specials) without prior Board approval.

Enrollment Process:

1. Applications are initiated by a parent or legal guardian completing and submitting the school's student application for enrollment. The enrollment application may be accessed online at cornerstoneacad.org. Open enrollment occurs each year from March 1 through March 31.
2. Applicants who apply for enrollment after the open enrollment window will be placed at the end of the grade level's respective priority waitlist in the order the application is received.
3. A child must be five (5) years of age on or before September 30 in the school year enrollment is being applied for kindergarten. No exceptions are granted to this policy as Cornerstone Academy does not grant early admittance.
4. Applications submitted up to the announced enrollment decision date will be reviewed by the Office Manager or designee for completeness, legal residence, and age/grade of student. Incomplete enrollment forms will not be considered regardless of potential priority status. Completed enrollment forms will be sorted by entering grade level and enrollment priority 1 through 5.
5. CA BOD members may be present during the lottery process. Notification of the lottery will serve as public notice of an official meeting, even if no action(s) are anticipated to be taken by members of the CA BOD at the time of the lottery. CA BOD members are primarily present to observe and assist the PRINCIPAL or designee should such need(s) arise.
6. If an enrollment lottery is required, the following guidelines will apply:
 - A. Applicants will receive confirmation of being in the lottery, and the date, time, and place of the lottery.
 - B. The lottery will be conducted by the Office Manager and be overseen by the Principal.
 - C. On the day of the lottery, the applicant list will be verified to ensure all applicable student names are appropriately included in the random selection process.
 - D. The lottery will begin by selecting applicants at the highest grade level. The process will continue to work backwards through grade levels until kindergarten is complete.
 - E. Once an applicant is selected, enrollment of that student is assumed for the remainder of the lottery process to inform any potential priority changes for other students remaining in the lottery.
 - F. The Principal and Office Manager will monitor selections to ensure grade levels are not overenrolled.
 - G. Any applicant student who is not offered enrollment will be placed on the waitlist using the process listed above.
7. Once the lottery is complete, applicants will be notified by the Office Manager or designee of their status.
8. Digital registration will be made accessible to applicants who received enrollment offers in the lottery process. Families will have one week to complete the registration accurately and thoroughly. Registrations that are not completed in that time, or applicants that cannot produce appropriate priority information, will forfeit enrollment offers.
9. Seat placement determinations are made following receipt of the completed registration.
10. Completed registration is determined by receipt of the required documents within the enrollment timeframe:

- A. *Proof of Identity for Child:* birth certificate (state or official hospital copy) or child's passport, certificate of citizenship, or permanent resident card **with Proof of Guardianship** (court issued).
 - B. *Proof of Residency:*
 - A current utility bill (gas, electric, water and sewer, or internet) or receipt of utility installation issued within thirty days of enrollment with parent/guardian's name and property address. Final billing, disconnection or billing envelopes are not accepted.
 - A current Mortgage Statement or Property Tax Bill with parent/ guardian's name and property address, dated within the past 30 days.
 - A current Rental or Lease agreement, fully executed within the 12 months, with parent/guardian's name, student name, address, as well as signatures of all lessor(s) and lessee(s).
 - A paycheck or paystub issued to the parent within thirty days of enrollment that includes the address of the parent's primary residence and employer's name, address and phone number.
 - A bank statement issued to the parent or student that includes the address of the parent's primary residence dated within the past 30 days.
 - Any other official document issued to the parent or student that includes the address of the parent's primary residence and as approved by the Ohio Superintendent of Public Instruction.
 - C. *Primary Guardian's Photo Identification:* copy of a driver's license, passport or any state or federal issued photo ID
 - D. *Immunization/Vaccination Record:* the [State of Ohio](#) requires students enrolled in school to provide proof of current immunizations. Families who seek exemption from this requirement may submit the [State of Ohio Immunization Waiver](#).
 - E. *Custody papers*
 - F. *Transcripts* for all incoming 9th -12th grade students
 - G. *Additional Educational Documents (If applicable):*
 - Individual Education Plan (IEP)
 - Evaluation Team Report (ETR)
 - Multifactorial Evaluation (MFE)
 - Behavioral Intervention Plan (BIP)
 - 504 Plan
 - English Language Support Services (ESL/ELL)
 - H. *Any necessary medical orders or documents*
11. As openings occur post lottery, applicants on the grade level waitlist will be contacted in the established order. Registration process access will be provided. Completion of the registration process is expected in five (5) business days to prompt a seat placement determination.
 12. CA will continue to enroll students using this process until the established enrollment number is met and maintained. Enrollment after October 1 will be made at the discretion of the Principal.
 13. A provision shall be made for the children of a parent/guardian that is hired at Cornerstone Academy. At the time of hiring and/or during each child's first full academic year of enrollment eligibility, the children of Cornerstone Academy employees will be

enrolled if the building or grade level capacity for the applicable grade has not been reached. If a child must be placed on a waitlist due to capacity issues, the child of an employee will be granted a priority 1 status.

14. The school is committed to a class size that promotes high academic achievement and is manageable by the operations staff. Enrollment priorities are not guaranteed enrollment and will not be allowed to influence the academic achievement goals or the operational manageability of the school.
15. The School will not discriminate in the admission of students to the School based on race, creed, color, disability, sex, intellectual ability, measures of achievement or aptitude, or athletic ability, provided, however; that the School may limit admission to students identified as "at risk" in the Community School Contract. Upon admission of a student with a disability, the School will comply with all federal and state laws regarding the education of students with disabilities.

Following a selection by lottery or other means, the Individualized Education Plan(IEP) and Evaluation Team Report(ETR) will be reviewed. If there are any concerns that the student's IEP requires a more restrictive environment than can be provided by the school, the Principal will convene an IEP team meeting with representatives from CA and parents to make any adjustments to the IEP or to school's program that the IEP team determines necessary to ensure that the student is educated in their school of choice when possible. Students are conditionally enrolled, so if documentation is not disclosed at the time of enrollment, that would be significant and necessitate the school to revisit the student's enrollment.