



Student Admissions & Enrollment Process:

Admission Guidelines - The MAX Charter School will offer educational services for school children in Grades 1-8 who have a primary diagnosis as identified under Bulletin 1903 of the following: dyslexia, characteristics of dyslexia, or a co-morbid learning difference related to dyslexia. Qualified students will be eligible to attend The MAX Charter School. The MAX Charter School will not deny admission to students based on any identified or known exceptionality as defined by The Individuals with Disabilities Education Act (IDEA), La. R.S. 17:1941, or Bulletin 1530 as long as there is a diagnosis of the following: dyslexia, characteristics of dyslexia, or a co-morbid learning difference related to dyslexia. The MAX Charter School will admit students of any race, color, national and ethnic origin. As a Type 2 Charter School, The MAX Charter School will admit students residing in any parish located in Louisiana.

Certain students will automatically receive preference in the admissions procedures, as deemed appropriate in the Charter Schools Act. Preference will be given in the following order:

- 1. Currently enrolled students;**
- 2. Siblings of currently enrolled students—as long as their applications are received within the registration period, and they have a primary diagnosis as identified under Bulletin 1903 of the following: dyslexia, characteristics of dyslexia, or a co-morbid learning difference related to dyslexia;**
- 3. Students with a primary diagnosis as identified under Bulletin 1903 of the following: dyslexia, characteristics of dyslexia, or a co-morbid learning difference related to dyslexia.**

Admission Procedures - The MAX Charter School will follow the procedures listed below to determine student enrollment:

- The school will determine a registration period that will be no less than thirty (30) school days.
- The enrollment period will begin no earlier than January 1st and will end no later than March 30th.
- A lottery, if needed, will be held within ten (10) school days following the last day of the registration period.
- The number of openings for each grade level will be determined by the administrator and/or the admissions team prior to the lottery.

- If the number of applicants is less than capacity, all eligible students will be admitted.
- If there are more eligible applicants than available slots in a grade level or in the school as a whole, a lottery will be used to determine who will be admitted.
- All student applications will be reviewed by an **admissions team** no later than five (5) school days prior to the scheduled lottery to determine if the student is eligible for enrollment.

Lottery Guidelines/Procedures- If there are more eligible applicants than available slots in a grade level or in the school as a whole, a lottery will be used to determine who will be admitted and/or the order in which students are enrolled.

NOTE: Presently enrolled students are exempt from the lottery. Eligible siblings of presently enrolled students are, also, exempt from the lottery and will be admitted to the school or placed first on the waitlist.

- All eligible students whose applications were filed by the application deadline will be entered into the lottery.
- A letter will be sent to each applicant informing them of the lottery date, time, and location.
- The lottery will be open to the public, will not rely on computers, and will be easily understood and followed by all observers.
- A drawing may be held for each grade level in which there are more applicants than available spots.
- First and last names of applicants will be placed in sealed opaque envelopes for each drawing.
- All envelopes will be placed in a large container and the designated official—an *impartial individual* such as a certified public accountant, attorney, or a retired judge-- will draw the names by pulling from all the envelopes in the container until empty. To minimize the risk of bias, the school will exclude from the task of drawing names those who are employed by the school or those whose relatives are school employees, as well as those seeking admission for their children.
- Prior to names being pulled, the designated official who will pull names will receive the number of eligible applications for each grade level.
- A lottery will consist of all applicants who have a primary diagnosis as identified under Bulletin 1903 of the following: dyslexia, characteristics of dyslexia, or a co-morbid learning difference related to dyslexia.
- The results of enrollment and waitlist order will be announced as the names are pulled.

- Official letters will be sent to all eligible applicants indicating whether their child has been enrolled or placed on the waitlist (including number on waitlist.)
- Students who have been selected for enrollment will receive an official enrollment form to be signed and returned by a parent/guardian within thirty (30) days of the date of notice.

Wait List Procedures- In the event that a student withdraws from school prior to or during the school year, the waitlist will determine which applicant will be enrolled to fill the vacancy left by the withdrawn student.

- The wait list order will be determined by the lottery for all applications deemed eligible and received on or before the registration deadline.
- Eligible students whose applications are received after the deadline will be placed on the wait list in the order that their applications are received, following the establishment of the wait list by lottery.
- If the wait list is exhausted and a space is available, an eligible student will be allowed to enroll at the time of application.
- The wait list will be maintained for the duration of the school year.
- The wait list expires at the end of the school year. Applicants who remain on the wait list must re-apply for enrollment for the next school year.

Procedures for Student Withdrawal from the School

- If a parent decides to withdraw an enrollment application prior to the first day of school or while a child is on the wait list, the parent's name, date of withdrawal, and method of contact (e-mail, phone, etc.) must be noted on the student's enrollment application and signed by school administration or an admissions team member.
- The withdrawal process will include completion of a form to provide necessary information regarding reasons for withdrawal and follow-up as to where the student will continue his/her education. An exit interview with the director or principal may be held.

Re-enrollment Procedures

Any student who officially drops from The MAX Charter School can/will be re-admitted according to the enrollment procedures outlined above.



LOUISIANA DEPARTMENT OF EDUCATION

July 07, 2015

Dear Dr. Chauvin,

Enclosed you will find your Charter Contract for The MAX Charter School. Please sign and date the items indicated by the "Sign Here" tab which includes the following:

- The final page of the Charter Contract
- Exhibit C: Enrollment Projection Table
- Exhibit E: Required At-Risk Percentage
- Exhibit G: Collective Bargaining Option Form
- Exhibit H: Teachers' Retirement System of Louisiana Option

Please return the completed **original** contract by **July 31, 2015** to:

Troave' Profice
Louisiana Department of Education
1615 Poydras Street
Suite 1400
New Orleans, LA 70112

We request that you obtain a tracking number when you mail the documents.

You may make a copy of the document, but you **must return the original contract to us**. If you have any questions about your contracts, please contact me at (504)722-3880 or troave.profice@la.gov

Sincerely yours,

Troave' Profice
Director, Charter Accountability
Office of Statewide Monitoring
Louisiana Department of Education

Louisiana Believes

IN WITNESS WHEREOF, the parties have executed this Contract as of the date first above written.

**LOUISIANA STATE BOARD OF ELEMENTARY
AND SECONDARY EDUCATION:**

By: 
BESE PRESIDENT

3/5/2015
DATE

CHARTER OPERATOR:

By: 
CHAIR/PRESIDENT

7/21/15
DATE