

1.1 ENROLLMENT AND LOTTERY POLICY

An Open Enrollment period is established each year as the commencement of enrollment for the upcoming school year. Open Enrollment dates will be posted on the website and made available through the school calendar.

Open Enrollment is for all families with new students for the next school year, including:

- Any children who are currently on the Vanguard Academy waitlist for the current school year
- Any non-registered children and siblings of Vanguard Academy founding families
- Any non-registered siblings of students that are already registered and attending Vanguard Academy for the current school year
- All other non-registered children who wish to attend the Academy

Returning students will need to fill out an Intent to Return Form and submit to the Office.

Submission of an enrollment form during the Open Enrollment period does not guarantee admission of any child. If the number of applicants during the Open Enrollment period exceeds capacity for any grade level, a random lottery will be held in accordance with state and federal law. Should a lottery become necessary it will be scheduled and announced. Your enrollment form must be received by the posted due date to be included in the lottery. Priority is given to children of Founding Parents, children of Vanguard Academy teachers, and siblings of children already attending Vanguard Academy.

Once the Open Enrollment/Lottery results have been determined, families will be notified individually of their acceptance or wait-list status. Upon notification of acceptance, families will be provided with required admission acceptance materials and a firm deadline to complete student registration for the school. If the space remains unclaimed after the deadline, it will be offered to the next wait-listed student.

Remaining applicants from the lottery will be numbered on a wait-list according to their priority, and accepted as enrollment openings become available. Wait-lists are arranged in the following priority:

- Children of Founders
- Siblings of registered students
- Children of Vanguard Academy employees
- All other children

Keeping families together is a priority to Vanguard Academy. If all family members are not accepted in an initial lottery, they will be eligible for sibling preference and accepted as enrollment openings become available.

Vanguard Academy cannot be responsible for applications that are late, incomplete, or contain misinformation therein. It is the responsibility of the applicant to ensure that Vanguard Academy has correct information, including a valid email address.

Please note: Because of the lottery process which is used each year to determine

admission, Vanguard Academy cannot maintain wait-lists for classes beyond the current school year. Wait-listed children who are not accepted to the school during the year must undergo the Open Enrollment and Lottery process again for the following year if they wish to continue to be considered for registration.

Approved: 10-14-14



Student Services
Registration & Enrollment
Student Enrollment

Packet Ref# **REG.03.08**
MFI# **03.03.08**

Procedure Title: New Student Enrollment Lottery

Procedure Reference: _____

Effective Date: 2/4/19

Policy Description: (Generated by the attached policy)

In accordance with state and federal law, admission to Vanguard Academy is not limited based on ethnicity, national origin, gender, religion, income level, creed, color, disabling condition, or proficiency in the English language.

Vanguard Academy recognizes and adheres to the right to free and public education for all children, which is supported by the Individuals with Disabilities Improvement Act (IDEA 2004) and Civil Rights protections. No tuition is charged for attendance at Vanguard. In accordance with Free Appropriate Public Education (FAPE), special education and related services will be provided at public expense, under public supervision and direction, without charge, and these services will meet the standards of the USBE-SER and Part B of IDEA.

Vanguard Academy will make distance learning courses available to enrolled students beginning this year. The offering of distance learning does not increase our enrollment capacity.

Vanguard Academy will enroll all eligible students who submit an application by the stated deadline, unless the number of applications exceeds the capacity of the School's program, class, grade level, and/or the building. If the number of applications exceeds the capacity of a class, grade level, or the building, students shall be selected through a randomized lottery process as outlined in Utah State Code 53A-1a-506(2)(b)(i and ii) giving preference as allowed by state law on the following basis:

1. First preference in enrollment is given to children of the founding members of Vanguard (not to exceed five percent of the student body when combined with students granted preference in number 3).
2. Second preference in enrollment is given to siblings of currently or presently enrolled students.
3. Third preference will be given to children of school employees. (not to exceed 5% of the student body when combined with students granted preference in number 1).

Purpose:

Scope:

UBMRev:2/16 V1.7.2
SY:UBM
MFI#930.101.02.01.08
DocRev:2/16V3
App#_Rev_V_
MFI#
DocRev:_V_
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BMRev:_V_
SY:_
MFI#
DocRev:_V_
App#_Rev:_V_
MFI#
DocRev:_V_
Object String Ref#



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This will affect employees, parents, and students.

Minimum Security Requirements:

Information on applications is confidential and should be treated as such as per FERPA.

Definitions:

FERPA = The Family Educational Rights and Privacy Act

Procedure Steps:

ST Object Unique Ref #	Step Description	ST Model Unique ID	TK or TM	TK or TM Model Unique ID	TK or TM Frequency	TK or TM Description	PD Object Unique Ref #	PD Model Unique ID
	Vanguard Academy will follow state and federal laws regarding enrollment. Vanguard will conduct a lottery <i>if applications exceed the enrollment cap.</i>							
	Parents/legal guardians who submit an enrollment form through the Vanguard Academy website, by calling the school, or turning in an enrollment form to the school office will qualify their student(s) as an applicant for the lottery.							
	At the close of the application period, applicants who are age-ineligible will be notified of their ineligibility for enrollment in the school.							
	If an age-ineligible student wishes to enroll in Vanguard Academy with the intention of starting 7 th grade early, that student must first be tested and confirmed that they are ready to start 7 th grade early.							
	If the remaining applicants will oversubscribe the school, a lottery will be conducted. If an age-ineligible student wishes to start 7 th grade early, but has not yet been tested, that student may be part of the lottery process with the understanding that their enrollment will be removed if they do not test into the appropriate grade level within 3 days of the							



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	lottery.								
	If necessary, a lottery will be conducted at Vanguard Academy and will be open to the public. The date, time, and location of the lottery will be publicized on our website.								
	The lottery will be conducted by a school administrator and will be attended by a founding board member and one outside observer.								
	If a lottery is to be held, caretakers of applicants will be notified of the lottery date, time, and place by email no later than five business days in advance of the lottery.								
	In conducting the lottery, Vanguard Academy will follow a family-friendly approach in conducting the lottery. All eligible students will receive a lottery number in a random drawing.								
	Beginning with 12th grade, as each grade is drawn, any siblings of students accepted, regardless of grade, will be accepted at the same time. The lottery will continue by grade through seventh grade, or until all spaces are filled.								
	The children of founding board members and/or the children of teachers who were not exempt from the lottery process, and who were also not accepted in the lottery, will be placed on a Founder/Teacher Preference List . These students will be given the first opportunity to enroll if space becomes available in their grade								
	As with the regular lottery process, students on this list with the lowest lottery number will be placed first.								
	Siblings of students accepted in the lottery for whom space was not available during the initial lottery will be placed on a Sibling Preference List .								
	These students will be made an offer of enrollment if/when space becomes available in their grade, after students on the Founder/Teacher Preference List. As with the regular lottery process, students on this list with the lowest lottery number will be placed first.								
	Other students who were in the lottery, but who								



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	were not accepted, will be placed on a Priority List .							
	If a space becomes available, and there are no students from the Founder/Teacher Preference List or the Sibling Preference List who accept an offer of enrollment the space will be offered to the student on the Priority List in that grade with the lowest lottery number.							
	Vanguard Academy will send acceptance letters to students who have been accepted. Students will be informed of their position of acceptance in the lottery through email, letter sent home, or phone call within 5 business days of the lottery (allowing time for age-ineligible students to test in if requested).							
	Students have 30 days to accept their seat at Vanguard Academy by returning the acceptance letter, through email, or a phone call.							
	If Vanguard Academy is still under enrolled after the 30 day wait period, administration will determine if the school will hold a second enrollment window.							

Procedure Key Performance Indicator (Metric):

Key Performance Indicators Ref#	KPI Ref #	Key Performance Indicator	KPI will appear on which of these packets/reports				
			Owners Packet Ref#	BOD Packet Ref#	CEO Packet Ref#	Daily Packet Ref#	Other Packet Ref#
101.01.01.24							
101.01.01.24							
101.01.01.24							
101.01.01.24							

Job Description(s) Applied To:

UBMRev:2/16 V1.7.2
 SY:UBM
 MFI#930.101.02.01.08
 DocRev:2/16V3
 App#_Rev_V_
 MFI#_
 DocRev:_V_
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 BMRV:_ V_
 SY:_
 MFI#
 DocRev: V_
 App#_Rev_V_
 MFI#_
 DocRev:_V_
 Object String Ref#



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Packet Ref# **REG.03.08**
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Reference	Job Description (JD) Title(s)
	Registrar

Policy(s) Applied To:

Reference	Policy (PL) Title(s)
	Student Enrollment Lottery

Task(s) Applied To:

Reference	Task Description	Frequency

Product(s) Applied To:

Reference	Product (PD) Title(s)

System(s) Applied To:

Reference	System (SY) Title(s)

Template Object(s) Applied To:

Reference	Template (TP) Title(s)



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MFI# **03.03.08**

Revision History:

Revision #	Date of change	Description of change	Authorized by
1.1	N/A	Launched Object	N/A



Student Services
Registration & Enrollment
Student Enrollment

Packet Ref# REG.03.08
MFI# 03.03.08

Procedure Title: Student Enrollment Preparation

Procedure Reference: _____

Effective Date: 2/22/2018

Policy Description: (Generated by the attached policy)

In accordance with state and federal law, admission to Vanguard Academy is not limited based on ethnicity, national origin, gender, religion, income level, creed, color, disabling condition, or proficiency in the English language.

Vanguard Academy recognizes and adheres to the right to free and public education for all children, which is supported by the Individuals with Disabilities Improvement Act (IDEA 2004) and Civil Rights protections. No tuition is charged for attendance at Vanguard. In accordance with Free Appropriate Public Education (FAPE), special education and related services will be provided at public expense, under public supervision and direction, without charge, and these services will meet the standards of the USBE-SER and Part B of IDEA.

Appropriate fees may be charged for instructional programs at the secondary level (Grades 7 – 12) as defined by the State of Utah. Vanguard Academy will enroll all eligible students who submit an application by the stated deadline, unless the number of applications exceeds the capacity of the School's program, class, grade level, and/or the building.

If the number of applications exceeds the capacity of a class, grade level, or the building, students shall be selected through a randomized lottery process as outlined in Utah State Code 53A-1a-506(2)(b)(i and ii) giving preference as allowed by state law on the following basis:

1. First preference in enrollment is given to children and grandchildren of the founding members of Vanguard (not to exceed five percent of the student body when combined with students granted preference in number 3).
2. Second preference in enrollment is given to children and grandchildren of Board Members.
3. Third preference in enrollment is given to siblings of currently or presently enrolled students.
4. Fourth preference will be given to children of school employees. (not to exceed 5% of the student body when combined with students granted preference in number 1).

Vanguard Academy will follow state and federal laws regarding enrollment. Vanguard will conduct a lottery *if applications exceed the enrollment cap*. Parents/legal guardians who submit an enrollment form through the Vanguard Academy website, by calling the school, or turning in an enrollment form to the school office will qualify their student(s) as an applicant for the lottery. At the close of the application period, applicants who are age-ineligible will be notified of their ineligibility for enrollment in the school. If the remaining applicants will oversubscribe the school, a lottery will be conducted.



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If necessary, a lottery will be conducted at Vanguard Academy and will be open to the public. The date, time, and location of the lottery will be publicized on our website. The lottery will be conducted by a school administrator and will be attended by a founding board member and one outside observer. If a lottery is to be held, caretakers of applicants will be notified of the lottery date, time, and place by email no later than five business days in advance of the lottery. In conducting the lottery, Vanguard Academy will follow a family-friendly approach in conducting the lottery. All eligible students will receive a lottery number in a random drawing. Beginning with 12th grade, as each grade is drawn, any siblings of students accepted, regardless of grade, will be accepted at the same time. The lottery will continue by grade through seventh grade, or until all spaces are filled.

The children of founding board members and/or the children of teachers who were not exempt from the lottery process, and who were also not accepted in the lottery, will be placed on a **Founder/Teacher Preference List**. These students will be given the first opportunity to enroll if space becomes available in their grade. As with the regular lottery process, students on this list with the lowest lottery number will be placed first.

Siblings of students accepted in the lottery for whom space was not available during the initial lottery will be placed on a **Sibling Preference List**. These students will be made an offer of enrollment if/when space becomes available in their grade, after students on the Founder/Teacher Preference List. As with the regular lottery process, students on this list with the lowest lottery number will be placed first.

Other students who were in the lottery, but who were not accepted, will be placed on a **Priority List**. If a space becomes available, and there are no students from the Founder/Teacher Preference List or the Sibling Preference List who accept an offer of enrollment the space will be offered to the student on the Priority List in that grade with the lowest lottery number.

Purpose:

Scope:

This will affect employees, parents, and students.

Minimum Security Requirements:

Information on applications is confidential and should be treated as such as per FERPA.

Definitions:

FERPA = The Family Educational Rights and Privacy Act

Procedure Steps:

ST	Step Description	IS		T	T	T	P	P
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SY:UBM
 MFI#930.101.02.01.08
 DocRev:2/16V3
 App#_Rev_V_
 MFI#_
 DocRev:_V_
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SY:_
 MFI#
 DocRev:V_
 App#_Rev:_V_
 MFI#_
 DocRev:_V_
 Object String Ref#



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	Update and email out <i>Student Intent to Return Form</i> to Parents by 1 st week of December							
	Update <i>New Student Application/Enrollment Form</i> and put it on Vanguard website with announcement saying enrollment is now open. Enrollment should be open until the end of January.							
	Update <i>New Students Admissions and Acceptance Form</i> .							
	Update <i>Request For Official School Records Form</i> .							
	Check with administration to see when to schedule any enrollment presentations.							
	Update Enrollment Presentation agenda and open house flyer.							
	Post the open house flyer on Vanguard website.							
	Give agenda to student government to take charge of presentation.							
	After enrollment window closes perform lottery.							

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Job Description(s) Applied To:

Reference	Job Description (JD) Title(s)
	Student Services

Policy(s) Applied To:

Reference	Policy (PL) Title(s)
	Student Enrollment

Task(s) Applied To:

Reference	Task Description	Frequency

UBMRev:2/16 V1.7.2
 SY:UBM
 MFI#930.101.02.01.08
 DocRev:2/16V3
 App#_Rev_V_
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DocRev:_V_
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 DocRev:._V_
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 DocRev:_V_
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Reference	System (SY) Title(s)

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Reference	Template (TP) Title(s)

Revision History:

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1.1	N/A	Launched Object	N/A

