

# KIPP: Nashville Board of Directors

Monitoring:	Descriptor Term:	Policy:	Issued:
Annually	<b>Enrollment</b>	6206	12/6/19

1 Participation in KIPP Nashville shall be based on the choice of the parent, legal guardian,  
2 or custodian. KIPP Nashville will follow Tennessee Public Charter School Commission LEA  
3 student enrollment procedures. All eligible students who submit a timely application shall  
4 be enrolled in the school, unless the number of applications exceeds the capacity of the  
5 program, in which case KIPP Nashville will implement procedures including enrollment  
6 preferences and a lottery pursuant to state law and Tennessee Public Charter School  
7 Commission rules.

## 8 **Open Enrollment Period**

9 Parents may submit an application for enrollment during KIPP Nashville's open  
10 enrollment period. This period extends from October through February 1<sup>st</sup> each academic  
11 year for enrollment in the following school year. During this time, families interested in  
12 attending a KIPP Nashville school should submit their application on Smart Choice, which  
13 can be accessed from KIPP Nashville's website (<https://enroll.kippnashville.org/apply/>).

14 Upon the close of the open enrollment period, KIPP Nashville will then determine  
15 appropriate next steps given the number of applications. KIPP Nashville will contact any  
16 family with an incomplete application to ensure all applications are eligible. If the number  
17 of student applications is at or below the maximum seats for a grade level, all students  
18 will be enrolled and informed of their admission and the admissions process. If the  
19 number of student applications exceeds the maximum seats for a grade level, then KIPP  
20 Nashville will proceed with its lottery procedure.

21 KIPP Nashville will not accept students residing outside of the geographic boundaries of  
22 the school district that they were authorized to locate in.

## 23 **Student Lottery Procedures**

24 KIPP Nashville uses Smart Choice for its Antioch school student enrollment process.

### 25 *Priorities/Preferences*

26 When the lottery is run applicants, who are marked as SUBMITTED and ELIGIBLE will be  
27 placed according to the order of the five (5) priority groups noted below. A student's  
28 application DOES NOT have to meet ALL of the requirements in each priority group, they  
29 need to only meet the requirement of one item in the group to be run with that priority.  
30 If a student qualifies for multiple priorities only the highest priority will need to be given

1 to the student and shown in the priority column on the lottery list. Pupils in attendance at  
2 the school in the previous school year shall be re-enrolled.

3 *Priority Group 1 (Auto-Accept):*

- 4 • In Zone Kirkpatrick Elementary (1)
- 5 • Children of Current KIPP Nashville Employees (1)

6 *Priority Group 1:*

- 7 • Same School Sibling Enrolled (1)

8 *Priority Group 2:*

- 9 • Tier-to-Tier Progression of KIPP Nashville Students (2)

10 *Priority Group 3:*

- 11 • LEA Service Area (3)

12 *Priority Group 7:*

- 13 • General Applicant Pool (7)

14 All submitted and eligible applications will be run through the lottery based on the begin  
15 and cut off dates, which follow the open and close dates set for the application process.

16 Following the lottery, KIPP Nashville will notify each family of the results including  
17 whether the students have been enrolled or waitlisted by the end of February. Families  
18 must accept their seat by the set deadline, or their seat will be vacated and provided to a  
19 student on the waitlist. During this process, schools will also communicate any necessary  
20 steps a family must complete for admission.

### 21 **Waitlist Procedures**

22 Students who were not placed on the assignment list based on the number of seats  
23 available will be placed on a waitlist. Each student will be assigned a place on the list in  
24 the order that available seats will be offered. Families will be notified if their child is  
25 placed on a waitlist and the number they are on the list. As seats become available, KIPP  
26 Nashville will promptly contact families of students next on the waitlist to offer them an  
27 available seat. If a family is not able to be reached directly, each school will make their  
28 best effort to contact the family to extend an available seat. However, if the family cannot  
29 be contacted after multiple attempts or does not contact the school to accept the spot,  
30 the seat will be vacated to the next student on the waitlist.

31 The waitlist will be maintained and monitored from the end of February up through the  
32 beginning of the school year in case seats become available.

### 33 **Other Admission Processes**

34 Upon accepting a student's seat at KIPP Nashville, each school will inform families of the  
35 necessary steps to complete the admission process including, but not limited to:  
36 attending an admissions orientation and submitting all necessary paperwork (e.g.,  
37 enrollment packet, birth certificate, immunization records, proof of residence,  
38 parent/guardian photo ID, etc.).

1 Upon admission, the school-level Director of Operations or his/her designee will be  
2 responsible for collecting enrollment paperwork for all students and adding it to the  
3 student's cumulative file. The Director of Operations or his/her designee will enter all  
4 applicable information from the student's enrollment packet into the district's school  
5 information system, including for English learners, students with disabilities, homeless  
6 students, immigrant students, migrant students, and military-connected students.

7 **Relocation of Military Service Member**

8 A student who does not currently reside within the geographic boundaries of the district  
9 in which the school operates shall be allowed to enroll if he/she is a dependent child of a  
10 service member who is being relocated to Tennessee on military orders. To be eligible for  
11 enrollment, the student will need to provide documentation that he/she will be a resident  
12 within the geographic boundaries of the district in which the school operates upon  
13 relocation.

14 Parent(s)/guardian(s) of the student shall provide proof of residency within thirty (30)  
15 days of enrollment.