



SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Administrative Procedures

F – Students No. 51		F51
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Revised February 25, 2013		

CHARTER SCHOOL ENROLLMENT FOR NON-NEIGHBORHOOD STUDENTS

Overview This procedure covers the enrollment process for non-neighborhood students who are applying for entrance into a Board-approved in-district charter school. Non-neighborhood students, from within SAISD and outside SAISD, may apply to SAISD charter schools utilizing the open enrollment process described below. This procedure does not apply to neighborhood students; they will register in the same manner as students at regular schools, according to Administrative Procedure F1. All Pre-K enrollment at charter schools is addressed in Administrative Procedure F27.

I. APPLICATION PROCESS

1. Children who live outside of a charter school’s attendance boundary (“non-neighborhood students”) who wish to attend an SAISD charter school must submit the ***Charter School Application*** [FORM F51-A] and ***Agreement-Terms and Conditions of Internal Charter*** [FORM F51-B] to each charter school to which the student is seeking admission. All applicants must adhere to application deadlines set by the district.

2. Campus administrators will submit to the Human Resources Department a listing of all student applications using the ***Charter School Receipt of Applications*** [FORM F51-E] after the open enrollment period ends and prior to the principals’ ending date, during their annual allocation meeting if available.

3. The principal will establish the number of slots available for non-neighborhood children for the next school year based on enrollment projections, the F22 Enrollment Cap & Share Procedure (for elementary schools only), and personnel allocations provided by the Human Resources Department.

4. If the number of applications received is greater than the number of available slots, the principal will conduct a lottery for the remaining slots prior to the end of the school year. A lottery will be conducted when the campus reaches capacity at any given Tier, as defined below:

Tier 1	Siblings of students currently enrolled at that charter campus.
Tier 2	Children who live within SAISD but outside of the campus attendance boundary; and children of SAISD employees, regardless of where they live.
Tier 3	Children who live outside of the SAISD boundary.

5. All lotteries will be conducted by the principal, with at least two staff witnesses. Following completion of the lottery, the principal and witnesses will complete the ***Charter School Enrollment Record of Lottery*** [Form F51-F.]

6. Principals will deliver a ***Charter School Application Status Letter*** [FORM F51-C] to all applicants, stating whether the application was accepted or denied.

II. CHARTER ENROLLMENT RULES

1. Students accepted into a charter school may remain in the charter for the length of the charter's grade levels without reapplying, with the exception of students who are out of district. Students who live outside of the district boundaries will need to complete the *Nonresident Transfer Application* [FORM F36-A] each school year.
2. If the number of neighborhood students at a campus increases, the district will apply administrative procedure F22 Enrollment Cap & Share.
3. If a school's charter is revoked, all students who wish to remain at that charter for the remainder of the school's grade levels may do so.
4. After the application period ends, only applications from out-of-District students or students not currently attending SAISD schools will be considered for available slots.

III. REVOCATION OF ACCEPTANCE

1. An internal charter approval may be revoked at the end of the first, second, or fourth grading period if (A) the student and parent/guardian do not comply with all the terms and conditions as noted in the *Agreement-Terms and Conditions of Internal Charter* [FORM F51-B] or (B) if an approved request was based upon false information knowingly submitted by the parent/guardian in the application process.
2. Whenever warranted, the principal shall complete the *Internal Charter Revocation Recommendation* [FORM F51-D] and attach supporting documentation. The school must show evidence that all appropriate actions under the Student Code of Conduct or applicable policies and procedures have been taken in response to student offenses or absences. The principal shall not recommend revocation as a consequence for student misconduct or absences if the school has not taken other appropriate action. At no time shall an internal charter school withdraw an accepted applicant before the acceptance has been formally revoked by the internal charter school principal.
3. Once the acceptance is revoked, the principal recommending the revocation shall then notify the parents regarding the withdrawal and enrollment of the student in the home school. The principal shall also notify the student's home school principal of the revocation and the date of withdrawal. There is no appeal process for an internal charter revocation.
4. When acceptance has been revoked because the student did not remain in good standing, the student must return to the home school. A request for internal charter acceptance for that student will not be considered until the student has remained in good standing at the home school for at least one year.

Attachments: FORM F51-A: *Charter School Student Application*
FORM F51-B: *Agreement-Terms and Conditions of Internal Charter*
FORM F51-C: *Charter School Application Status Letter*
FORM F51-D: *Internal Charter Revocation Recommendation*
FORM F51-E: *Charter School Receipt of Applications*
FORM F51-F: *Charter Enrollment Record of Lottery*

References: Board Policy EL (LEGAL); EL (LOCAL); FD (LEGAL); FD (LOCAL)

Questions regarding this procedure should be addressed to the Director of Charter Schools, 406 Barrera St., San Antonio, TX 78210 / 210-554-2660.