

Appendix 4.2 Application for Enrollment and Lottery Policy

ILLINOIS PREP
STUDENT ENROLLMENT FORM

STUDENT INFORMATION

Date _____

Last Name First Name Middle Name Gender Birth Date

Country of Birth Social Security #

Enrolling in Grade Level: K 1 2 3 4 5 6
7 8 9 10 11 12

Ethnic Code:

- | | | |
|-----------------------------------------------------------|----------------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Asian | <input type="checkbox"/> American Indian | <input type="checkbox"/> White/African |
| <input type="checkbox"/> American | <input type="checkbox"/> Hawaiian Pacific Islander | <input type="checkbox"/> White/American |
| <input type="checkbox"/> African American | <input type="checkbox"/> White | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Indian | <input type="checkbox"/> White/Asian | |
| <input type="checkbox"/> African American/American Indian | | |
| <input type="checkbox"/> Hispanic | | |

Current School and Address

School District Residence

English Proficiency: Unknown LEP ESOL English

Special programs/services received at previous school: IEP 504 Other _____

Migrant: Yes No

Foster Home: Lives in Foster Home Does Not Live in Foster Home

Student Lives with _____ Relationship _____

Does student have any physical problems that may affect school attendance? _____

I will be able to drop off and pick up my student each day. Yes No

I will be able to provide my child with a lunch from home each day. Yes No

PARENT/LEGAL GUARDIAN INFORMATION

Father's Last Name Father's First Name Home Phone # Email Address

Educational Level:

- Primary – Grades 1-8; Specify____ High – Grades 9-12; Specify____ No HS Diploma (GED)
 Bachelors Masters Ph.D or M.D.

Employer and Occupation Work Number & Ext. Alternate Telephone #

Residence Address (street number, street name, street type, city, state, and zip code) County

Mailing Address (street number, street name, street type, city, state, and zip code)

Mother's Last Name Mother's First Name Home Phone # Email Address

Educational Level:

- Primary – Grades 1-8; Specify____ High – Grades 9-12; Specify____ No HS Diploma (GED)
 Bachelors Masters Ph.D or M.D.

Employer and Occupation Work Number & Ext. Alternate Telephone #

Residence Address (street number, street name, street type, city, state, and zip code)

Mailing Address (street number, street name, street type, city, state, and zip code)

Sibling Name School Attending Grade

EMERGENCY INFORMATION

Medical Alert1 (i.e. Allergies, Asthma, Medical Conditions, etc.)

Medical Alert2 (Medication)

Medical Alert3 (Special Accommodations)

Emergency Contact 1 (Name, Telephone Number & Extension)

Relationship to Student:

- | | | | |
|--------------------------------------|----------------------------------------|--------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Mother | <input type="checkbox"/> Foster Mother | <input type="checkbox"/> Brother | <input type="checkbox"/> Spouse |
| <input type="checkbox"/> Father | <input type="checkbox"/> Foster Father | <input type="checkbox"/> Sister | <input type="checkbox"/> Parole Officer |
| <input type="checkbox"/> Step Mother | <input type="checkbox"/> Guardian | <input type="checkbox"/> Grandmother | |
| <input type="checkbox"/> Step Father | <input type="checkbox"/> Neighbor | <input type="checkbox"/> Grandfather | |

Emergency Contact 2 (Name, Telephone Number & Extension)

Relationship to Student:

- | | | | |
|--------------------------------------|----------------------------------------|--------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Mother | <input type="checkbox"/> Foster Mother | <input type="checkbox"/> Brother | <input type="checkbox"/> Spouse |
| <input type="checkbox"/> Father | <input type="checkbox"/> Foster Father | <input type="checkbox"/> Sister | <input type="checkbox"/> Parole Officer |
| <input type="checkbox"/> Step Mother | <input type="checkbox"/> Guardian | <input type="checkbox"/> Grandmother | |
| <input type="checkbox"/> Step Father | <input type="checkbox"/> Neighbor | <input type="checkbox"/> Grandfather | |

Emergency Contact 3 (Name, Telephone Number & Extension)

Relationship to Student:

- | | | | |
|--------------------------------------|----------------------------------------|--------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Mother | <input type="checkbox"/> Foster Mother | <input type="checkbox"/> Brother | <input type="checkbox"/> Spouse |
| <input type="checkbox"/> Father | <input type="checkbox"/> Foster Father | <input type="checkbox"/> Sister | <input type="checkbox"/> Parole Officer |
| <input type="checkbox"/> Step Mother | <input type="checkbox"/> Guardian | <input type="checkbox"/> Grandmother | |
| <input type="checkbox"/> Step Father | <input type="checkbox"/> Neighbor | <input type="checkbox"/> Grandfather | |

Physician Name & Telephone Number

Hospital Preference

Other Important Information: _____

Please include the following in your enrollment packet.

- Proof of Residence
- Copy of Birth Certificate
- Copy of Parents Driver's License
- Copy of Current Shot Record
- Copy of Students and Parents Social Security Card

The following information is requested as part of enrollment we will request the following from your student's current school. Please complete Page 4 (Records Request Form).

- Copy of current transcript
- Copy of last year's report card
- Copy of most recent report card
- Copy of discipline record
- Copy of attendance record
- Copy of current 504 or IEP (if applicable)

By signing below you are acknowledging that information on this form is correct and true and you are authorizing Illinois Prep to put this information into the Student Information System (sis) and use this information for educational purposes.

Parent/Legal Guardian Signature

Student's Signature (5th Grade and UP)

Date

Illinois Prep Policy: Enrollment and Lottery

Illinois Prep will follow all applicable lottery and enrollment laws as defined by the Illinois Charter School Law.

Enrollment Rules, Process, and Procedures

Rules: General

1. The following terms are defined as:
 - a. All references to dates will mean 11:59PM of the day mentioned.
 - b. Lottery refers to the selection of applicant names by a random method.

Every applicant will be assigned a number and a random number generator will be used to select students for enrollment or the wait list. Multiple sibling families shall be entered with one surname. Drawing the surname will give preference to all siblings in the family on the roster or waitlist.

2. Only applications received prior to the close of the Open Enrollment window are eligible to participate in the lottery. Open Enrollment will be from November 15 to January 15 each year.
3. All applicants offered a seat shall be required to affirmatively respond to an offer for acceptance within the designated time (by March 15).
4. A lottery shall be conducted in all grades in which the number of applicants exceeds the number of expected seats available will be included in the lottery. The date of the lottery will be announced annually.
5. All offers of enrollment shall be made in the order of the lottery results once preferences have been applied.
6. Families will be surveyed annually regarding their desire to remain at the school the following year. An enrolled student does not have to reapply to remain at Illinois Prep.

Rules: Preferences

1. All preference categories shall be published prior to the lottery being conducted.
2. All applicants entitled to receive a placement preference shall be identified prior to the lottery.
3. Preference status entitles an applicant to be offered an available seat ahead of applicants without a preference status.

4. All preferences shall comply with the Illinois Charter School Law Enrollment priority will be given to the following populations in the following order:
 - a. Children of the school's Board of Directors and, children of the school's full-time employees. This number shall not exceed 15% of enrollment.
 - b. Siblings of currently enrolled students who were admitted to the charter school in a previous year. For purposes of this subsection, "siblings" includes any of the following who reside in the same household: natural siblings, half siblings, step siblings, and children residing in a family foster home.
 - c. In year one, in order to attempt to keep families together, a surname will be assigned to all siblings. When the surname is selected AND one or more siblings are rostered additional siblings will receive waitlist priority.

Rules: Lottery Procedures for Siblings

1. If siblings apply for admission to Illinois Prep and a lottery is needed, Illinois Prep will enter one surname into the lottery to represent all of the siblings applying at the same time. If that surname is selected, then all of the siblings shall be admitted to the extent of grade level capacity. With our desire for families to remain enrolled in the same school, siblings shall receive priority on our wait list and will move to the top in the order that they are selected in the lottery. This preference does not guarantee acceptance.
2. If multiple birth siblings apply for admission to the charter school and a lottery is needed, the charter school shall enter one surname into the lottery to represent all of the multiple birth siblings applying at the same time. If that surname of the multiple birth siblings is selected, then all of the multiple birth siblings shall be admitted.