CHAVEZ HUERTA
K-12 PREPARATORY ACADEMY

Book	CHPA Administrative Procedure Manual
Section	Chapter 2 General Institution
Title	AP 2270 Equitable Enrollment
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Admissions

To ensure prospective students do not face any of these discriminatory barriers, CHPA must conduct an admissions process, collecting only the most basic information about an applicant prior to offering the student a seat within the school. Enrollment decisions shall be made in a nondiscriminatory manner specified by the charter school in the charter school application, prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, or need for special education services.

CHPA ensures that application forms are available online and in-person and easy for families to complete and submit.

Enrollment

The enrollment process begins after a student has been offered a seat. During this stage, CHPA may gather more specific information about the student. The family/student can complete detailed registration paperwork, such as the student's enrollment history, any pre-existing identification for special programming such as English language development, special education services, etc. Once CHPA has collected the required information and documentation, CHPA can enroll any student that has been offered a seat into classes and CHPA's student information system.

In some instances, the student may be required to complete diagnostic assessments. Results may be used to determine the grade and classroom in which the student will be placed. For students with disabilities, the current CHPA IEP/504 review process will be utilized to determine placement. In cases when enrollment is denied, CHPA will ensure all applicable laws are followed. Denial of enrollment includes when a charter school shall be required to make alterations in the structure of the facility used by the charter school or to make alterations to the arrangement or function of rooms within the facility in order to provide adequate services, except as may be required by state or federal law.

CHPA Enrollment is based on a First-Come, First-Served basis. CHPA will use the date of the application as the priority system. The remaining available spots will be granted according to the date and time in which the Intent to Enroll form was received, with the earliest having the first priority.

Once a student is selected, CHPA will attempt to contact the family using the contact information provided on the Intent to Enroll form on the same day as the student is drawn from the waitlist (using the lottery system). If the family cannot be reached on the same day, CHPA will continue to attempt to contact the family for the next four business days. If the family cannot be reached during that time, they will forfeit their child/children's enrollment, and the child/children will be placed at the bottom of the waitlist. Notification to families will be made in the preferred language or mode of communication indicated on the Intent to Enroll form.

Lottery

If the number of Intent to Enroll forms exceed the number of available seats available by the Intent to Enroll deadline, a lottery will be used to determine the placement of students for any grade level for which the Intent to Enroll forms exceed capacity. The enrollment lottery will be held in public at CHPA on the date set forth in the Enrollment Timeline (usually March for the following school year).

- All students who are of eligible age and have timely submitted an Intent to Enroll will be entered into the lottery. On the day of the lottery, students are assigned random numbers. A random number generator is used to select students to ensure equality.

- Once offers are made to students applying for grade levels with sufficient seats available, then names will be drawn, beginning with the highest grade level offered by CHPA requiring a lottery.

Current students are automatically re-enrolled and do not enter the lottery. Students not selected via lottery will be randomly placed on a waitlist based on the student's randomly generated lottery number. 14 days following the lottery, available seats will be offered to the prospective students at the top of the waitlist. Upon notification of admittance, families will have four business days upon verbal notification to accept the position. CHPA will attempt to contact the family for only four business days.

- CHPA will continue to enroll students from the top of the waitlist as positions become available throughout the year.

- CHPA's annual calendar is based on four quarters, intentionally designed to allow more frequent points of entry for students if needed. If space is available, students may enroll in any of the quarters in accordance with the timelines set forth in the Enrollment Timeline.

Last Revised Thursday, March 06, 2025