



Document Name:	Enrollment Policy
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1.0 Purpose

Wasatch Waldorf Charter School is a public charter school that does not discriminate on the basis of disability, race, creed, color, gender, national origin, or religion. Wasatch Waldorf Charter School admissions and transfer policies comply with the Utah Code 53G-6-503.

As of February 2018, this document incorporates the Wasatch Waldorf Charter School Dual Enrollment Policy. This policy states Wasatch Waldorf Charter School's position on the dual enrollment of private school and home schooled students in the school. Utah Code states that students may be dually enrolled in both the school and in a private school or home school under the conditions stated below.

2.0 Definition

Wasatch Waldorf Charter School serves students Kindergarten through 8th grade, with approximately 30 students per class with the exception of Kindergarten which will be limited to approximately 20 students per class. In filling the school with students, the mission is considered at every applicable instance.

3.0 Policy Content

Wasatch Waldorf Charter School fills its student enrollment based on the following priority:

1. **Open Enrollment**

Once a student has been admitted to the school through the process mentioned below, he or she may remain in attendance through subsequent grades. A new applicant for admission to the charter school, however, would be subject to the lottery if, as of the open enrollment closing date, the total number of applicants exceeds the number of spaces available at the school. Open Enrollment dates will be publicly announced and will adhere to Utah State Statute.

2. **Lottery Selection**

A lottery is a random, unbiased selection process by which Wasatch Waldorf Charter School admits applicants. The School will use a lottery if, during the open enrollment period, more students apply for admission to the charter school (in any grade) than can be admitted. The random selection of students will begin with 8th grade, proceeding down through Kindergarten, with each student assigned a number identifying the order in which he or she are drawn and preference being given to the siblings of students already enrolled/accepted. Following the lottery, preferential enrollment is given where applicable, but will not exceed 5% of total enrollment (children and grandchildren of Founding Members, Board Members, including of Wasatch Charter School, Wasatch Family Foundation, and employees). Afterwards classes are filled to capacity using the sequence obtained from the lottery drawing.

3. When a student is admitted to the school through the lottery process, all siblings of that student are admitted, if space is available. If a sibling of a current student, a graduated student, or a former student who withdrew due to extenuating circumstances, the sibling will be admitted, if space is available, or placed on the sibling waiting list. Siblings shall be defined as each of two or more individuals having one or both parents or legal guardians in common, whether through birth, marriage, adoption, or operation of law. If space is not available for a particular grade, that sibling will be placed on the waiting list. Students not selected will remain on a waiting list, preserving the order as determined by the lottery, giving preference to siblings of attending students. Students placed on the waiting list will be given the opportunity to attend the school if

openings become available during the school year. Families will be notified and parents will be given an acceptable amount of time to accept or reject the enrollment offer.

To apply for admission of a sibling of a former student who withdrew due to extenuating circumstances, a Extenuating Circumstance Admissions Form must be secured from the office and fully completed prior to applying for a given school year. (See Appendix A.) Individuals unhappy with the decision of the Director regarding Extenuating Circumstance Admissions may appeal the decision to the Board.

4. Dual Enrollment

A parent seeking to dually enroll a student must certify that the student will receive instruction in the subjects the State Board of Education requires to be taught in public schools and for the same length of time as required in K-6 public schools, as provided by the rules of the State Board of Education.

A contract between Wasatch Waldorf Charter School and the parents outlining the times that students will attend and the educational instruction to be received in each setting will be drafted and signed and notarized by the parents/guardians and maintained in the student's file along with the certification.

Requests for dual enrollment should be provided to the Director of Wasatch Waldorf Charter School. Students who are dually enrolled at Wasatch Waldorf Charter School and in a private school or home school will only take the state assessments for the subjects for which they received instruction from Wasatch Waldorf Charter School.

4.0 Relevant Procedures, Guidelines & Restrictions



5.0 Appendices

5.1 Appendix A: Extenuating Circumstance Admissions Form

Extenuating Circumstance Admissions Form
(for sibling preference list)

Name of Student Applying:

Name of Former Student (Sibling):

Dates of Former Student's Attendance at WCS:

Reason for Withdrawal:

Justification for Admission to Sibling Preference List:

Parent Name

Parent Signature

Date