

Student Enrollment Policy

A. Student Enrollment Policy

Legal Assurances

Edison School of Innovation will set the policies and procedures for enrollment in compliance with ARS§15-184, the Fair and Equitable Procedures for Enrollment Act, which includes enrolling all eligible students who submit a timely application, unless the number of applications exceeds the capacity of the program as set by the governing board.

According to ARS§15-184, certain students may be given preference for enrollment. Edison School of Innovation enrollment preferences will be given in three tiers of precedence to students who meet the following criteria.

Tier 1 Preference: Pupils who are returning to the charter school in the second or any subsequent year of its operations.

Tier 2 Preference: Siblings of currently enrolled students.

Tier 3 Preference: Children of current Edison School of Innovation employees, or children whose legal guardian is a current employee of Edison School of Innovation.

Open Enrollment, Intent to Enroll

For the 2023-2024 school year, the enrollment capacity of Edison School of Innovation is set at the following caps per grade, for a total of 283 ADM or 303 students with each Kindergarten student counting as 0.5 ADM.

- Grade Kindergarten: 40 students per grade.
- Grade 1: 48 students per grade.
- Grade 2: 39 students per grade.
- Grade 3: 28 students per grade.
- Grade 4: 28 students per grade.
- Grade 5: 30 students per grade.
- Grade 6: 30 students per grade.
- Grade 7: 30 students per grade.
- Grade 8: 30 students per grade

For the 2024-2025 school year, the enrollment capacity of Edison School of Innovation is set at the following caps per grade, for a total of 426 ADM or 448 students with each Kindergarten student counting as 0.5 ADM.

- Grade Kindergarten: 52 students per grade.
- Grade 1: 52 students per grade.
- Grade 2: 52 students per grade.
- Grade 3: 56 students per grade.
- Grade 4: 56 students per grade.
- Grade 5: 60 students per grade.
- Grade 6: 60 students per grade.
- Grade 7: 30 students per grade.
- Grade 8: 30 students per grade

For school year 2025-2026 and all school years following, the enrollment capacity of Edison School of Innovation is set at the following caps per grade, for a total of 482 ADM or 508 students with each Kindergarten student counting as 0.5 ADM.

- Grade Kindergarten: 52 students per grade.
- Grade 1: 52 students per grade.
- Grade 2: 52 students per grade.
- Grade 3: 56 students per grade.
- Grade 4: 56 students per grade.
- Grade 5: 60 students per grade.
- Grade 6: 60 students per grade.
- Grade 7: 60 students per grade.
- Grade 8: 60 students per grade

Interested families will complete a registration form to enter their student into the lottery process. The enrollment application will include the student name, expected grade level, parent/guardian name, phone number, home address, and email address. The Open Enrollment window will begin on the first business day of November and close on the last business day of January.

Edison School of Innovation will not collect information pertaining to the following factors as a requirement of enrollment: citizenship or immigration status, language, minority status, racial or ethnic background, gender, social-economic status, homelessness, or special education identification. These factors will not impact the student's opportunity to be selected in the lottery to gain enrollment to Edison School of Innovation.

Edison School of Innovation reserves the right to refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution (ARS§15-184).

Selection Process and Lottery Process

If the number of applicants exceeds the capacity of the grade level, students entering that grade level who do not meet the preferential criteria will participate in a lottery to gain admissions to the school.

The need for the lottery will be determined by the number of applicants received for each grade level by 4 pm on the last day of the open enrollment period. It is the goal to enroll students until the enrollment cap is reached in each grade: K, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, and 8th up to the total school enrollment cap students for year 1. Before the lottery takes place, Edison School of Innovation will contact families to ensure their continued interest in attending.

Edison School of Innovation will use an electronic lottery process to randomly select students' names to offer admission until all spots are filled for each grade level. The lottery will take place within 5 business days of the close of the Open Enrollment period, unless otherwise determined by the Operations Director and shall be completed within a reasonable time. Once all open spots have been filled, the lottery will continue to establish an order of the remaining applications for the waiting list. All families will be notified of their lottery results within a reasonable time after the lottery. Students who were selected within the lottery process will complete a full enrollment packet and be officially enrolled in Edison School of Innovation. Students on the waitlist will be notified of their location on the waitlist. Families of waitlisted students will be contacted if a spot becomes available and will be required to complete a registration packet to gain admission.

Compliant with ARS§15-184, Edison School of Innovation will include all students in the lottery who have submitted the registration form on time, and will enroll all students selected through the lottery who complete and submit the school's enrollment forms until a grade is full.

In the event that Edison School of Innovation does not have more enrollment applications than spots available, all students will be contacted and offered enrollment. At that point, the school will continue to recruit students for immediate enrollment until the target amount per grade level (K, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, and 8th) is attained. Once the target enrollment is achieved, Edison School of Innovation will begin a wait list based on the order that enrollment applications are received.

Enrollment Procedure and Packet

If a student has been selected through the above procedure, the student's parent or guardian will be given an enrollment packet, which includes other school forms to be completed and submitted by the appropriate time as determined by the school principal.

During application and enrollment the school will communicate to parents that any of the documents are acceptable to verify a student's age or identity. The school cannot require parents to provide information or documentation of their or their child's citizenship or immigration status in order to enroll their child.

Edison School of Innovation will maintain a copy of all required enrollment documents in students' educational files.

Documents required for enrollment:

- Enrollment Form
- Proof of Age/Identity
 - Reference ARS 15-828
- Proof of Residency (homeless students are exempt from proof requirement)
 - Reference the Residency Documentation Form provided by ADE
- Proof of Immunization (or applicable immunization exemption)
- Reference Student Immunization Requirements form provided by AZDHS. McKinney-Vento eligibility questionnaire
- Home language survey (PHLOTE)

Other Documents to be completed that are not a requirement for enrollment may be determined as necessary by the Operations Director.

If the enrollment packet is not received by the deadline determined by the principal, the student's enrollment offer will automatically be withdrawn and offered to the next student on the waiting list. It is strongly encouraged for the non-enrollment packet to be submitted alongside the enrollment packet by the same deadline.

Applications for Re-Enrollment

Each year, students who are currently enrolled at Edison School of Innovation will be re-enrolled for the next school year, as long as they are able to either complete the Residency re-affirmation Form, or to reaffirm proof of residency by providing their choice of qualified documentation as outlined in the previous section.

Families will need to confirm their intent to have their student attend the next academic school year by a time determined by the principal. Students who have previously withdrawn from the school and are seeking to reapply will need to complete the outlined procedure for the lottery and enrollment process.

Entering Kindergarten & 1st Grade Age Requirements (ARS 15-821)

If a kindergarten program is maintained, a child is eligible for admission **to kindergarten if the child is five years of age**. A child is deemed five years of age if the child reaches the age of five before September 1 of the current school year. A child is eligible for admission **to first grade if the child is six years of age**. A child is deemed six years of age if the child reaches the age of six before September 1 of the current school year. The **governing board may admit children** who have not reached the required age as prescribed by this subsection if it is determined to be in the best interest of the children. For children entering the first grade, such determination shall be based upon one or more consultations with the parent, parents, guardian or guardians, the children, the teacher and the school principal. Such

children must reach the required **age of five for kindergarten and six for first grade by January 1 of the current school year.**

B. Board Policy for Enrollment of Underage Kindergarten and 1st Grade Students

Those students defined in subsection “**Entering Kindergarten & 1st Grade Age Requirements**” who do not meet the required legal age to be admitted without the Governing Board’s approval, and who meet the age described in ARS 15-821 to be admitted with board approval, will be defined as “underage board-eligible students”. The Board will grant approval to admit underage board-eligible students based on the timeline and requirements mentioned hereafter.

Timeline

Registration forms for underage board-eligible students will only be valid during the open enrollment period, or can be accepted as valid upon signature of the Principal. These forms will remain on a conditional status until any of the following actions occur:

- The requirements are met – the registration form is accepted and is no longer conditional.
- The requirements are not met – the registration form is denied and is taken off the registration list.
- The requirements are not met by the end of the open enrollment period – the registration form is denied and is taken off the registration list.

Requirements for Board Approval of Underage Board-Eligible Students

Kindergarten: The “Kindergarten Screener Form” as seen in [Appendix A](#) will be used to determine if the requirements are met based on the passing score as defined in the Kindergarten Screener Form. Either a Kindergarten grade teacher or the Principal will proctor the evaluation. The completed screener form will remain with the registration form and will contain the Kindergarten teacher’s or the Principal’s initials and the date of evaluation.

1st Grade: A valid report card from the previously enrolled school with a passing grade must be delivered to the school office and verified by the Principal. The report card will remain with the registration form and will contain the Principal’s initials and date verified.

Appendix

Appendix A - Kindergarten Screener Form

**Edison School of Innovation
Kindergarten Screener**

PARENT PORTION

Student Name:	DOB:	Gender: M/F
Language: ENG/SPN/OTHER	Previously schooled: Y/N	IEP: Y/N
Adult Name:	Relation: Mother/Father/Other	
Address:		
Phone Number:	Email:	

To the best of my knowledge, My child ...	Never 0	Sometimes 1	Mostly 2
uses the toilet and flushes by him/herself			
knows how to wash his/her hands for the correct amount of time			
dresses him/herself on their own (except zippers, snaps, and/or buttons)			
chooses to play with other children			
has learned how to take turns			
can be redirected when they dislike stopping or starting a new activity			
speaks in a way other adults can easi			
listens to stories, plays with books, and/or draws events			

Screener Area Name:	Date:	Totals		
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Edison School of Innovation
Kindergarten Screener

SCREENER PORTION

Activities <i>Show sample and direct from top to bottom, Left to Right, one at a time</i>	0 Emerging	1 Developing	2 Proficient
Name the colors you know. <i>red, orange, yellow, green, blue, purple, pink, black, brown, white, grey</i>	0	1 - 6	7 - 11
Name the numbers shown. <i>0 -10 are most important</i>	0	1 - 10	11 - 21
Name the uppercase letters shown.	0 - 8	9 -17	18 - 26
Name the lowercase letters shown.	0 - 8	9 -17	18 - 26
Write your first name.	0	Some letters	All letters
Spell your first name.	0	Some letters	All letters
Draw a person. <i>circle features included: head, eyes, nose, mouth, hair, arms, legs, body, feet</i>	0 -1	2 - 5	6 - 9
Go ahead and choose a book, find a picture, tell me about the picture.	Needed redirection	Needed prompting	Easily conversed
Screener Area Name:	Date:	Totals	

Edison School of Innovation
Kindergarten Screener

SCREENER PORTION

Observations <i>Please consider the fact that this child will be in a class full of students that are their age or older.</i>			
This child ...	0 Almost Never	1 Sometimes	2 Mostly
made consistent eye contact with parent			
made consistent eye contact with screener			
handled materials provided appropriately			
was easy to understand when speaking			
used 3-5 word sentences without hesitation			
completed tasks on their own after listening to directions			
was able to transition between tasks with no more than 2 prompts			
Screener Area Name:	Date:	Totals	

Notes:

To the best of my knowledge, this information is true:

Screener Signature

Parent Score	
Activity Score	
Observation Score	
Total	