

## **Admission Requirements**

No test or assessment shall be administered to students prior to acceptance and enrollment into the Charter School. The Charter School will comply with all laws establishing minimum and maximum age for public school attendance in charter schools. Admission, except in the case of a public random drawing, shall not be determined by the place of residence of the pupil or his or her parent or legal guardian within the state.

The Charter School shall require students who wish to attend the Charter School to complete an intent to enroll form. After admission, students will be required to submit an enrollment packet, which shall include the following:

1. Student enrollment form
2. Proof of Immunization
3. Home Language Survey
4. Completion of Emergency Medical Information Form
5. Proof of minimum age requirements
6. Release of records

## **Student Recruitment**

Los Angeles Leadership Academy recruits students from the community in multiple ways, using informational booths at community events and monthly campus tours. The informational booths at community events are staffed by the Parent Center Coordinator and parent and student volunteers passing out flyers and pamphlets promoting the Charter School. The flyers and pamphlets include the school name, address, URL (website address), pictures of the Charter School and a list of student activities. The emphasis of the literature is on promoting an additional free public education option in the community. Specific community events include the Lincoln Heights Side-Walk Sale the, Summer Night Lights, local park events and the Holiday Parade.

The monthly campus tours are led by the Office Manager, trained student ambassadors, or an administrator. A typical tour starts with an introduction of the Charter School's vision and mission. The prospective parents and students receive a pamphlet and a complete tour of the Charter School which takes them around campus to visit classrooms, common areas, the College and Career Center, the computer lab, the science lab, physical fitness areas, and the Charter School farm. The tour concludes with a question/answer session.

The community has a high concentration of families living below the poverty level, so these outreach efforts within the community are designed to reach socio-economically disadvantaged students. In addition, the availability of representatives at community events to personally interact with families and students encourages all families, including families of students with disabilities and histories of low academic performance, to evaluate alternatives to their current school by providing a means for them to become informed about their educational choices.

## **Lottery Preferences and Procedures**

Lottery applications will be accepted during a publicly advertised open enrollment period each year, which generally takes place from December through May for enrollment in the following school year. Following the open enrollment period each year, applications shall be counted to determine whether the Charter School has received more applications than there are available spaces. In the event that this happens, the Charter School will hold a public random drawing to determine admission for the impacted grade level, with the exception of existing students, who are guaranteed admission in the following school year. Admission preferences in the case of a public random drawing shall be given to the following students in the following order:

1. Children or wards of Los Angeles Leadership Academy teaching staff (exempt, up to 10% of enrollment)
2. Siblings of students currently enrolled in LALA (exempt)
3. Residents of the District
4. All other applicants

At the conclusion of the public random drawing, all students who were not granted admission due to capacity shall be given the option to put their name on a wait list according to their draw in the lottery. This wait list will allow students the option of enrollment in the case of an opening during the current school year. In no circumstance will the wait list carry over to the following school year.

Public random drawing rules, deadlines, dates and times will be communicated in the intent to enroll form and on the Charter School's website. Public notice for the date and time of the public random drawing will also be posted once the application deadline has passed. The Charter School will also inform parents of all applicants and all interested parties of the rules to be followed during the public random drawing process via mail or email at least two weeks prior to the lottery date.

The Charter School will conduct the lottery in the spring for enrollment in fall of that year.

These are the rules of the Public Random Drawing:

1. Parents that have applied for admission will be sent a letter inviting them to a lottery meeting in March. The lottery meeting will be publicly announced through flyers and signs posted outside the Charter School.
2. Impartial Charter School staff and Board members will be selected to monitor the lottery process and to, among other duties, divide applicants into those residing within the District and those residing elsewhere, and identify those in the preferential categories based upon information provided on the intent to enroll form.
3. The lottery meeting will occur at an evening meeting in March. Names will be selected by lottery to fill all available seats. In addition, additional names will be selected, after all spaces have been filled, to constitute a waiting list. Parents of students selected at the lottery meeting will be given, by the Charter School, three weeks from the date of the lottery to complete the enrollment packet and submit all necessary documentation.

4. The waiting list will be used to fill the enrollment if any of the first selected applicants do not complete the enrollment process within 3 weeks. When a space becomes available and a child is to be promoted off the waiting list, families will be notified by the Office Manager via the phone numbers provided on the application. Families must respond (to the Office Manager) to the admission offer within 2 school days in order to secure admission, or admission for that student is forfeited and the next student on the waiting list will be contacted.
5. The lottery meeting for middle school will be held on campus at 2670 Griffin Ave., Los Angeles, CA 90031. The lottery meeting for high school will be held on campus at 234 East Avenue 33, Los Angeles, CA 90031.

Records of the lottery and the waitlist will be maintained for at least one fiscal year at the school site and available for audit and inspection.

Parents and students admitted to the Charter School are strongly encouraged to attend an orientation session to review the policies and expectations of the Charter School. The Family Service Coordinator will work to assure that all families understand these policies and expectations and that they are aware of ways to be involved in the Charter School's life and decision-making. Each student is given a student handbook containing the policies in the native language of the parent, provided a translator for that language can be secured, unless they indicate that a copy in English is preferred. However, failure to attend does not impact student's enrollment or attendance.