

Admission Requirements

The Charter School shall admit all pupils who wish to attend the Charter School. 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, e.g. birth certificate
6. Release of records

Student Recruitment

LALPA recruits students from the community in multiple ways, using informational booths, giving presentations at Head Start schools, and scheduling community events and campus tours. For example, families, students and staff passed out flyers at the holiday parade last December. Presentations are made throughout the school year at local pre-schools and Head Start programs. LALPA hosts an information booth at community events such as a local park opening, a local sidewalk sale, and a local open house at a community center. LALPA has representatives present at a recurring community event called Summer Night Lights, during which school representatives have opportunities to personally meet and speak to families about the Charter School and invite them to visit and see the program. Finally, informational material is dropped off at various preschools and elementary schools in the community (after receiving permission to do so), enabling families to learn about LALPA's dual immersion program and social justice mission.

In addition, at least 11 school tours are scheduled to take place during the current school year so that prospective families can see students interacting with each other and the teachers in the Charter School setting. For families who want to learn more about the Charter School as they transition in to LALPA, three evening New Family Information Nights are scheduled in spring of 2016.

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 seek alternatives to their current school by providing a means for them to become informed about their educational choices.

Lottery Preferences and Procedures

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 any grade level 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 Primary Leadership Academy teaching staff (exempt, up to 10% of enrollment)
2. Siblings of students currently enrolled in LALPA, or wards of their parents (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. Six parents will be randomly selected from the list of applicants 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 three weeks 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 via the phone numbers provided on the application. Families must respond 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 will be held on campus at 2670 Griffin Ave., Los Angeles, CA 90031.

Records of the lottery and the waitlist will be maintained 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 Community Outreach 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.

Annual Audit Procedures

An annual independent financial audit of the books and records of the Charter School will be conducted as required by Education Code Sections 47605(b)(5)(I) and 47605(m). The books and records of the Charter School will be kept in accordance with generally accepted accounting principles, and as required by applicable law, the audit will employ generally accepted accounting procedures. The audit shall be conducted in accordance with applicable provisions within the California Code of Regulations governing audits of charter schools as published in the State Controller's K-12 Audit Guide.

The LALA Board will select an independent auditor through a request for proposal format. The auditor will have, at a minimum, a CPA and educational institution audit experience and will be approved by the State Controller on its published list as an educational audit provider. To the extent required under applicable federal law, the audit scope will be expanded to include items and processes specified in applicable Office of Management and Budget Circulars.

The annual audit will be completed and forwarded to the District, the County Superintendent of Schools, the State Controller, and to the CDE by the 15th of December of each year. The Executive Director, along with the Board audit committee, if any, will review any audit exceptions or deficiencies and promptly report to the LALA Board with recommendations on how to resolve them. The Board will submit a report to the District describing how the

exceptions and deficiencies have been or will be resolved to the satisfaction of the District along with an anticipated timeline for the same. Audit appeals or requests for summary review shall be submitted to the Education Audit Appeals Panel (“EAAP”) in accordance with applicable law.

The Director of Fiscal Operations is responsible for contracting with and working with the auditor and ensuring that the completed audit is sent to the required agencies by the statutory deadline.

The independent financial audit of the Charter School is a public record to be provided to the public upon request.