

NUAMES Policy and Procedures

Subject: 4SS-001 Student Enrollment Options

Index: Student Support and Instruction

1. Authority and Purpose

1.1. The Northern Utah Academy of Math, Engineering, and Science (“NUAMES”) Board establishes this policy to implement the provisions of UCA 53G-5, Part 5 Charter School Enrollment.

1.2. NUAMES schools operate under an open admission policy and does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities.

2. Recruitment

NUAMES staff meets with prospective students and parents in orientation meetings to provide a more complete picture of the process of applying to enroll at NUAMES. Typically, students apply to enroll at the beginning of the students’ tenth grade year, though applications for juniors and seniors are accepted as well. In addition, students and parents are informed that, in the event that they are selected to attend the following year, the students will be required to complete some academic testing to insure appropriate placement within NUAMES. During these orientation meetings, the students are advised to consider their academic goals and needs to help them determine the degree to which NUAMES might be an appropriate option for their future educational plans.

3. Eligibility for Enrollment

3.1. All resident students of the state of Utah qualify for admission to NUAMES subject to the limitations in this policy.

3.2. The process, procedure, and application form for applying to NUAMES will be posted on the NUAMES website and available at each school location.

3.2.1. NUAMES will enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or the school applied for.

3.2.2. If the number of applications exceeds the capacity of a program, class, grade level, or school, a lottery will be held to determine which students will be allowed to enroll.

3.3. Once a student is admitted to the school through the approved process, he or she remains in membership through subsequent grades.

3.4. In order to determine how many spots will be available the following year, students who are currently enrolled will be asked, prior to the beginning of the open enrollment period, to indicate whether they intend to attend the following year.

3.5. During the application process, parents are required to submit documents (transcript, immunization records, and birth certificate) and answer questions as required by school policy or state or federal law.

3.6. Juniors or Seniors who are not on track for NUAMES graduation requirements are not eligible for the lottery/enrollment.

3.7. Students who have been expelled from another school district for safe school violation are not eligible for NUAMES lottery.

4. Lottery

When the number of applications exceeds the capacity for enrollment, a computer generated, random, unbiased selection process, or lottery, will be held to determine which applicants will be offered the opportunity to enroll in a NUAMES school.

4.1. The date of NUAMES Lottery deadline will be posted on the schools' websites 60 days prior to the date of deadline.

4.2. NUAMES accepts lottery applications starting the first day of school for enrollment in the following school year.

4.3. In order to be included in the lottery, an applicant shall:

4.3.1. be of qualifying age for Utah public high school;

4.3.2. have not previously earned a high school diploma or certificate of completion;

4.3.3. a resident of the State of Utah (or will be at the time school starts); and

4.3.4. have fully completed and submitted an enrollment application prior to the lottery deadline date.

4.3.5. NUAMES will not accept any new 12th grade students.

4.4. The parent/guardian of an applicant who is selected for admission in the lottery will be notified via email and phone call.

4.5. Parents/Guardians shall accept or decline the offer of acceptance in writing.

4.6. If a parent/guardian declines the offer of acceptance, the open enrollment spot will go to the next student on the waiting list.

4.7. Once a student has declined their spot, if student enrollment is at capacity, the student cannot reclaim it at a later date. If the student desires to attend NUAMES, the application for admission must be resubmitted and the student will be added to the bottom of the waiting.

4.8. Siblings of past NUAMES students are accepted into NUAMES under the sibling preference rule so long as an application for admission is submitted by the identified deadline.

4.9. Siblings who do not get their admissions application in by the deadline will be entered into the lottery with all other applicants.

5. Notification to Local School Districts

5.1. Once the lottery has been completed, NUAMES will contact the local school district to inform the district of the number of students from their district who will be attending NUAMES.

5.2. Parents/Guardians are not permitted to enroll a student at NUAMES without following the withdrawal procedures from the student's current school of attendance.

6. Student Information System

6.1. NUAMES registrar will use the appropriate codes as required by the State Board of Education when withdrawing or transferring a student.

6.2. NUAMES administration will be alerted of each student who has chosen to transfer or withdraw from NUAMES.

6.3. NUAMES administration will quarterly review the codes in UTREX to ensure accuracy in reporting.

6.4. NUAMES will correct errors prior to the UTREX deadlines to ensure that transfer codes are accurate.