

I. Open Houses

It is encouraged that all parents/guardians attend an Open House along with submitting an interest form to Walden Academy. It is a valuable method of ensuring that prospective families are fully aware of the education program and expectations of Walden Academy, including its strengths and limitations, as well as parental and student requirements. These meetings times will be posted annually with enrollment periods.

II. Annual Enrollment Process - Kindergarten

Each year, Walden Academy will have one or more open enrollment periods for Kindergarten applications for the next school year. If at the end of an open enrollment period the number of Kindergarten applications exceeds the number of available slots, Walden Academy will conduct a public lottery. Applicants will be placed on the waiting list based on the order they were drawn in the Kindergarten lottery. Applicants for Kindergarten who apply after the open enrollment period will be eligible for enrollment or placed on the waiting list after those applicants who applied during the open enrollment period, based on the date a completed application is received.

III. Annual Enrollment Process – Grades 1 - 8

Depending on slots available, the Walden Academy will have one or more open enrollment periods for grades 1-8. If at the end of an open enrollment period the number of applications exceeds the number of available slots, Walden Academy will conduct a public lottery. Applicants will be placed on the waiting list based on the order they were drawn in the lottery by grade level. Applicants who apply after the open enrollment period will be eligible for enrollment or placed on the waiting list after those applicants who applied during the open enrollment period, based on the date a completed application is received.

IV. Exemptions from Lottery

If Walden Academy has more students who wish to attend than it has space available, a public random drawing/lottery (hereafter “lottery”) must be held to determine admission. However, in regard to the lottery, questions arise in regard to exemptions (sometimes referred to as exceptions) and preferences. A student who is exempt is admitted without participation in the lottery.

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V. Enrollment Preferences

Enrollment preference will be given in the following order:

- Currently enrolled student who is retained (at any grade level).
- Siblings of currently enrolled students, when two or more siblings are on the waiting list for the same grade, priority will be determined based on the date the sibling's original application was received.
- Children of teachers
- Children of founders

Children living in the Willows Unified School District boundaries receive a two-to-one preference in the lottery.

Founders are defined as those parents or legal guardians of prospective students, who prior to the first open enrollment period, have meaningfully participated in the development of the approved charter petition and/or have signed a commitment statement indicating that they will contribute meaningfully to the tasks required for the successful opening of the charter school and that failure to do so could result in loss of priority enrollment status. Such tasks must have occurred in advance of the first day of classes in the school's opening year.

VI. Enrollment Period

First enrollment period, begins 8:00 am, December 15 (or next business day) and ends 12 noon, January 15 (or next business day). Second enrollment period begins 8:00 am, January 25 (or next business day) and end 12 noon, February 10 (or next business day). Applications for enrollment will be accepted during business hours of the school.

If a public lottery is required due to the number of applicants, the time, date, and location of the drawing will be posted at the school's front office. Minutes will be taken documenting the order in which applicants are drawn. The drawing will be held in descending grade order. Parent involvement is critical to the success of the school, and having all siblings attend the same school promotes this belief. Therefore, enrollment preferences will attach once any student of a family is drawn.

VII. Maintenance of Waiting Lists

Each year Walden Academy will notify, via phone or email, families on the waiting list. It is important that you keep Walden Academy advised of any change of information. To retain your child's spot on the waiting list each family will be required to complete a recommit form to attach to their pending application for the upcoming school year and return it to Walden Academy's office by a specified date. If the recommit form is not received by Walden

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Academy by the specified due date, the applicant will be removed from the waiting list. During the school year if a slot becomes available and you choose to decline the slot, you will be given two options: 1) to move to the bottom of the waiting list for that particular grade, or 2) to be removed from the waiting list.

VIII. Attendance at Parent Information Night

Prior to attendance commencing the parent/guardian will attend a Parent Information Night and will execute a Parent Scholar Contract signed by the student and the parent/guardian. Dates of Information Nights will be sent with over the summer.

IX. Deferment of Enrollment – Kindergarten only

A student who is eligible for enrollment in Kindergarten, and who has been offered an enrollment slot in Kindergarten, may withdraw for that year. If the withdrawal is due to a determination that the student is not yet academically, developmentally, or otherwise ready, the student's parent(s) or guardian (s) may petition for a deferred enrollment preference for the following school year. This petition must be made in writing to the Director by June 1st and must include all reasoning supporting the determination that the student is not ready. Based on the Director's evaluation of the petition, the Board may approve the petition and offer enrollment preference for the following year. This does not guarantee placement.

Deferment of Kindergarten enrollment is on a space available basis.

X. Authority of the Board to Adjust Enrollment as Needed

Walden Academy's Board of Directors has the authority to adjust the number of slots available at each grade level based on the needs of Walden Academy and the facility space available. If circumstances require Walden Academy to reduce the number of enrolled students, the Board will seek to make these reductions in the least disruptive manner possible. The Board of Directors may also grant the School Director the authority to adjust enrollment at any time according to instructional needs of Walden Academy students.