SUMMIT ACADEMY

Enrollment Policy
Policy Number: 3101

I.   Board Policy

The Summit Academy Board of Trustees has an open enrollment policy. Student population at Summit Academy is capped at 3,000 students. Student population at Summit Academy High School is capped at 1,200 students. The Summit Academy LEA and Summit Academy High School LEA use a variety of methods to inform prospective students and their families about the school and how to apply for enrollment.

II.   Overview

The methods include:
- School website (**www.summitacademyschools.org**).
- Information packets available at Front Office
- Newsletter/email updates

Summit Academy is committed to an equal opportunity application process. The process neither solicits nor captures any data related to gender, race, religion, national origin, color, disability, or age. Parents may submit their student(s) for consideration by completing either an electronic application (available on the school website) or a printed application available from either the website of the Front Office.

If Summit Academy is oversubscribed, an enrollment lottery will be held that includes all eligible applicants. The lottery will be conducted under the direction of Summit Academy Administration and in accordance with Utah State Law and Administrative rules. Accordingly, the following timeline is followed:

January 1 to the third Friday in February
> Summit Academy collects applications for the following school year.

Fourth Week in February
> Summit Academy collects Continuing Enrollment forms for current students.

Open Enrollment
> Each new student applicant is assigned a priority number in the lottery.

By March 31
> Summit Academy sends a written notice of acceptance to the parents or guardian of new applicants.

After March 31
> Applications accepted only if openings are available.

April 30
> Deadline for parents to provide written acceptance to Summit Academy.
> Summit Academy grants priority in the lottery process to children of Summit Academy faculty and siblings of currently enrolled students. Summit Academy makes every effort to restrict priority application counts to a small percentage of its total student population.

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III.   Administrative Guidelines for Enrollment Policy and Procedures

a. Summit Academy's open enrollment application period is from January 1 thru the third Friday in February each year. Should the available openings exceed the applicants in specific grades, Summit Academy shall accept applications until the applicants meet or exceed the openings in each grade or until December 31 of the year.

b. Summit Academy uses a software application to randomly assign each new student applicant a priority number for the selection process. This helps ensure that the selection process is open and fair to all applicants.

c. If a student is selected, the household of that student will be notified with a written notice of acceptance no later than March 31, in accordance with state law. If Summit Academy does not receive written acceptance by April 30, or should the enrollment be declined in writing, the selection will be cancelled, and an additional selection session will take placeto fill any remaining vacancies.

d. The selection process is partitioned into sub sessions. The process will be applied consistently for each selection session. Selection sessions will take place in March of each year and as needed to fill vacancies as they arise.

e. At any time during the year, employee and sibling preferences are open for enrollment, dependent upon availability by grade level. This determination is made under the direction of the Principal (or designee).

f. If there are any available openings in the grade required in the current school year, an applicant may be enrolled immediately for the current school year if they meet either of the following additional conditions:

  - Enrollment occurs prior to January 1st of the current school year.
  - Enrollment occurs after the lottery acceptance notifications have gone out for the upcoming school year (as early as the day after the third Friday in February), AND the new applicant has been accepted and enrolled for the upcoming school year through the normal lottery process.

Sub Session 1 - Existing Student Selection

Existing Summit Academy students are asked to confirm enrollment in their respective grades for the upcoming year by filling out a Continuing enrollment form and returning it to the Front Office. In theeffort to collect Continuing education forms for all existing students, parents will be contacted a minimum of three (3) times via a form sent home, direct e-mail, and telephone.

Sub Session 2 - Employees' Priority Selection

The children or grandchildren of Summit Academy employees, who are not themselves registered students at the school, will be given preference in the selection process. If the number of applicants exceeds the number of available openings in a specific grade, the students will be assigned based on their respective randomly-assigned priority number. Any applicants who are not selected will retain their priority number and preference should any openings become available.

Sub Session 3 - Sibling Priority Selection

All siblings of students currently attending Summit Academy, who are not themselves registered students at the school, will be given the next preference in the selection process. If the number of sibling applicants exceeds the number of available openings in a specific grade, the siblings will be

assigned based on their respective randomly-assigned priority number. Any sibling applicants who are not selected will retain their priority number and sibling preference should any openings become available.

Sub Session 4 - Standard Applicant Selection
Standard applicants consist of at-large applications received during an open enrollment period. If the number of applicants exceeds the number of available openings in a specific grade, students will be assigned based on their respective priority number. Each standard applicant is selected at random, based on their assigned priority number.

IV.   References
    N/A

 V.   Attachments
    N/A

VI.   Revision History and Approval Date
    Version 1: May 2007: Effective
    Version 2: November 2015: Updated
    Version 3: November 2018: Updated
    Version 4: February 20, 2020: Updated – Added employee students and siblings of current students may enroll at any time if space available at the discretion of Principal.
    Version 5: October 22, 2020: Updated – Section 3 (a), open enrollment until applicants meet or exceed openings.
    Version 6: March 3, 2021: Added (f) to Section 3.