

**NUA Dual Language Institute Charter School  
ENROLLMENT POLICY**

**I. PURPOSE**

To define application and admission procedures for enrollment at NUA Dual Language Institute

**II. AUTHORITY**

National University Academy Dual Language Institute (NUA DLI)

**III. BACKGROUND**

NUA DLI may develop and adopt its own procedures for student enrollment consistent with Education Code Section 47605 et.seq

**IV. DEFINITIONS**

- a. **Lottery** means the procedure by which applicants' names are randomly picked to determine enrollment in the school after an open enrollment period, in grades that have more applicants than capacity. The lottery also determines placement on an admissions wait list, once impacted grade levels are full.
- b. **Priority category** means the assignment of admission priority based on criteria defined by the NUA Board of Directors.
- c. **Rank** means the position of an applicant within a priority category.
- d. **Order** means the sequence in which applicants are distributed within a priority category.
- e. **Capacity** is defined as the maximum possible number of students that can be enrolled in a single grade as established by the Board guided by the recommendations of the Director. When considering grade-level capacity, the Director and Board shall, at a minimum, take into consideration the following: number of returning students and their educational needs, physical constraints of the facility, Academic Program, and fiscal viability.
- f. **Grade level placement** means the age parameters that determine in what grade a specific student can enroll. It is determined by birth dates indicated in the NUA DLI Charter and as described below. Exception to grade level placement may be made by the Board, with Director recommendation as determined by pupil assessment.
- g. **Open enrollment period:** means from December 1st to February 28th prior a new school year.

**V. POLICY**

- a. All students who reside in San Diego County or a contiguous county are eligible for admission to the NUA DLI.
- b. This enrollment policy is guided by the goal of the NUA DLI to provide quality alternative educational service to its students.

**VI. APPLICATION PROCEDURE**

- a. Parents of prospective students shall:
  - i. Attend a school tour prior to the lottery date
  - ii. Complete and submit an online application by the established deadline

## VII. LOTTERY PROCEDURE

- a. After close of the open enrollment period, if there are more applications than spaces available in any grade level, NUA DLI will hold a public, random lottery.
- b. NUA DLI will contact every applicant on the prior year wait list by mail to determine their interest in keeping their enrollment application active. Those who confirm their interest will submit a new application by the established deadline. Applicants who do not confirm their interest within the established deadline will be removed from the wait list. Once a lottery is undertaken, the prior year wait list will expire.
- c. All applications shall be separated by grade level and enrollment priority as follows:
  - i. Existing students at NUA DLI
  - ii. Children of NUA employees --If there are more employee applicants than available spots in one specific grade, the order of admission will be established through the lottery process. This category applies to all NUA DLI full-time and part-time employees who gain this priority preference upon hire. An employee loses this preference upon termination
  - iii. Siblings of currently enrolled NUA DLI students--Sibling priority for the applicant becomes effective at the lottery after the enrollment of the first child. If there are more sibling applicants than available spots in one specific grade, the order of admission will be established through the lottery process.
  - iv. Current year applicants who reside in the boundaries of Hannalei Elementary School. Applicants in this category and below must reside in the boundaries of the Hanalei Elementary School before the enrollment lottery. Acceptable proofs of residence include: Utility bill (current bill within 60 days), Homeowner's or renter's insurance policy (within 60 days), Current property tax bill from County Tax Collector's Office, Official letter or form from a social services or government agency (current within 60 days), Current bank statement with proof of address, Paycheck from employer on official letterhead with proof of address. Proof of residency is not required for homeless youth**
  - v. Current year applicants --)

## VIII. GRADE LEVEL PLACEMENT (Minimum Age)

NUA DLI follows a developmental approach based on the implementation of Dual Language pedagogical methods and therefore has different requirements for minimum age in each grade level. Concerns about grade level placement, must be indicated in written form and submitted to the Dual Language Institute Principal.

Grades are determined by the ages and dates listed below.

- Kindergarten (Transitional)
- Must turn 5 years of age between June 2nd and December 2nd of the year in which the applicant is seeking enrollment
- Kindergarten (Older) 5 years or older by June 1st, prior to the school year for which the applicant is seeking enrollment
- First Grade 6 years or older by June 1 prior

- Second Grade 7 years or older by June 1 prior
- Third Grade 8 years or older by June 1 prior
- Fourth Grade 9 years or older by June 1 prior
- Fifth Grade 10 years or older by June 1 prior
- Sixth Grade 11 years or older by June 1 prior
- Seventh Grade (available starting 2016-2017) 12 years or older by June 1 prior\*
- Eighth Grade (available starting 2017-2018) 13 years or older by June 1 prior\*

#### **IX. KINDERGARTEN PLACEMENT**

Kindergarten is divided by age criteria into K-A (transitional) and K-B (older). Each year, at the sole discretion of the Director, KA spots could be limited to ensure space for siblings of currently enrolled students, children of employees or board members or new enrollees entering the second year of Kindergarten.

**X. SEVENTH & EIGHTH GRADE ENROLLMENT** Due to the unique nature of the school's curriculum, seventh and eighth grade enrollment is only available if approved by the Director.

#### **XI. ENROLLMENT PROCEDURE**

- When an opening occurs during the school year, applicants will be notified via telephone in order of wait-list rank, to determine their interest, and complete the enrollment process. After direct contact has been made, applicants will be given one (1) business day to respond. Should they fail to accept or fail to respond, NUA DLI will offer the opening to the next in rank. Completing the enrollment procedure includes a family intake conference and an orientation.
- NUA DLI has the right to refuse admission to any child whose birth date falls outside of the age requirements in each grade level.
- All steps in the application process must be completed every year for admission consideration. This applies equally to applicants on the prior year wait list.
- Any information that is misrepresented on the Application for Admission could invalidate eligibility for enrollment in the NUA DLI.

#### **XII. AUTHORITY OF DIRECTOR**

The Director shall have the authority to use his or her best judgment or seek Board input on matters related to admission that are not covered under this policy