

**La Fe Preparatory School Admissions Policy
Amended April 2015**

- a) The La Fe Preparatory School will require applicants to submit a completed application between the dates of February 1 and June 30.
- b) If the number of applicants for a class exceeds the number of available spaces, the La Fe Preparatory School will conduct a lottery of the applicants from the Primary Boundary.. The lottery will be held within a week of the application deadline. If a lottery is needed, each child who is registering will be designated a number at random. The numbers will be drawn and recorded in the order in which they were drawn. The school will accept students' whose numbers were drawn first until each grade has reached its capacity.
- c) All names submitted to the school will be selected from the lottery system. The La Fe Preparatory School will accept as many students as have been designated for the grade level. The remaining names that are selected will make up the waiting list. If an applicant is accepted through the lottery and decides not to attend the La Fe Preparatory School, the subsequent student from the waiting list will be accepted. If a waiting list for the Primary Boundary does not exist and there is still space in a given grade level, the school will accept students from the Secondary Boundary. The order that students are accepted from the Secondary Boundary will be determined by a lottery.
- d) The La Fe Preparatory School will exempt returning students, the siblings of returning students, and/or the children of the school's founders, teachers, staff and staff from La Fe from the lottery (so long as the total number of students allowed constitutes only a small percentage of the total enrollment) as permitted by the federal guidance on the Charter Schools Program. Applicants must notify the school of their intent to attend the school by the application deadline.
- e) If an applicant submits her/his application after the designated application period, his/her name will be added to the waiting list according to the date the application was submitted.
- f) The La Fe Preparatory School will abide by all state and federal regulations regarding admissions procedures. The La Fe Preparatory School will not discriminate in admissions based on gender, national origin, ethnicity, religion, disability, academic ability, athletic ability or artistic ability or the district the child would otherwise attend.
- g) The La Fe Preparatory School will not specialize in performing arts and therefore the applicants will not be required to demonstrate artistic ability for admission to the school.

- h)** Students who have a documented history of criminal offense, a juvenile court adjudication, a history of misconduct as listed in TEC, §12.111(6), or discipline problems under TEC Subchapter A, Chapter 37 will be excluded from enrollment.
- i)** Students must submit a complete application to register for the lottery. The applicants will not be required to provide transcripts or other academic records until they have been enrolled in the La Fe Preparatory School. The applicants are required to provide the following information to register for the lottery:

 - 1. Name
 - 2. Birth date
 - 3. Grade level
 - 4. Current school the child attends
 - 5. Address
 - 6. Phone number
 - 7. Parent/Guardian's name
 - 8. Parent/Guardian signature
- j)** The La Fe Preparatory School will only accept transfer students who live within the specified geographic boundary of the school. The La Fe Preparatory School will report transfer students to the Student Transfer System (STS) by the established deadline in order to ensure compliance with Civil Action 5281. The PEIMS Coordinator will be responsible for submitting information through STS when a student transfers to the school or transfers to another school district. The PEIMS Coordinator must continually update the STS on a needed basis. A student transfer will not be approved if it changes the majority or minority percentage of the school population by more than one percent in either the sending or receiving district.