

## JOINT POWERS AUTHORITY BOARD Center for Advanced Research & Technology (CART)

### STUDENT SERVICES RIGHTS & RESPONSIBILITIES

#### *Enrollment Procedures*

#### **RIGHTS AND RESPONSIBILITIES**

PURPOSE: To define the process for enrolling students into the Center for Advanced Research and Technology program.

The Center for Advanced Research and Technology's enrollment policy ensures:

1. Abidance with charter law that states that a lottery **providing equal access** must be conducted when there are more applicants than available seats;
2. Equal access for students from all high schools to all labs;
3. Focused recruiting timeline so all schools receive enrollment information prior to the deadline for accepting applications;
4. Adherence to prerequisite recommendations for individual labs.

#### Enrollment Process

1. January is the re-enrollment period for current juniors (11<sup>th</sup> grade students) attending CART. The number of students re-enrolling for a second year from each district will determine the number of seats available for first year students.
2. Based on the number of seats available to each district for first-year students, **each** district will decide how many applications to allocate to each of **its** high schools for consideration in the lottery.
3. Applications will be accepted from each school until the district established maximum for a school is reached or the deadline for applications has expired.
4. Students will be pre-qualified into the labs they have chosen based on the pre-requisite recommendations for these labs and the academic and attendance record of the student.
5. Applications will be sorted by labs according to each student's first choice and separated by district. **Each district will be allocated 50% of the total seats in the lab.** A lottery will be conducted to **place first year** students. **Each district's allotment of first year students will be determined by subtracting the number of second year students enrolled in that lab from the total number of seats allocated to each district in that lab.** A second and third lottery will be conducted for students not receiving their first or second choices.
6. Students not placed after three rounds will be contacted to determine if there is an alternate lab that they would like to attend.
7. After the lotteries are conducted, any remaining seats will be filled with pre-qualified students according to the date and time that the application was received.
8. Once labs are full, students will continue to be accepted into the CART program; however, their names will be placed on a waiting list.
9. Students on the waiting list will be moved into labs pending notification from home school counselors that a student has been dropped from a lab. **Lab vacancies from each district will be filled with students from that district's waiting list. If there are no students on the waiting list from a district, CART has the option to fill the vacancy from another district's waiting list.**

#### Notification of Acceptance into the CART Program

1. Upon acceptance into the CART program, a congratulatory letter will be sent to the student and parent/guardian that will include the student's complete schedule of courses at CART. **Students will be required to return a response card to indicate their acceptance of CART enrollment.**
2. The student's home school counselor and any other person designated by the home school will receive an email notification that the student has been accepted into the CART program. The student's complete CART schedule (including the appropriate district course and section numbers) will be included in the email notification. This information will allow the home school to schedule the student into their district's student database system.
3. The home school will be responsible for notifying CART if a student chooses to change their CART program. Upon notification that a student has changed their CART program, a student from that district's waiting list will be enrolled.
4. **The home school will contact students to validate enrollment in the CART program by the last week of May and notify CART of any change of program. CART staff will conduct a second validation of student enrollment prior to the start of school.**