

Phoenix Modern Enrollment Policy

All students are given an equal opportunity to attend Phoenix Modern. Phoenix Modern is a school of choice and admissions policies will reflect all state and federal requirements. Per A.R.S. - 15-184 a charter school shall enroll all eligible pupils who submit a timely application unless the number of applications exceeds the capacity of a program, class, grade level or building. Phoenix Modern will give enrollment preference to pupils returning to the charter school in the second or any subsequent year of its operation and to siblings of pupils already enrolled in the charter school. We will select pupils through an equitable selection process such as a lottery (if the number of applications exceeds capacity) except that preference shall be given to siblings of a pupil selected through an equitable selection process such as a lottery. We will not limit admission based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language or athletic ability.

Enrollment Procedures

Application

Apply during the Open Enrollment period through our online form for each child. All applications must be submitted online through the application portal. Applicants who are offered enrollment will be given instructions on how to accept the seat offered, and print and sign the registration packet.

**Alternative arrangements can be made upon request.*

Lottery

At the close of the Open Enrollment period, the total number of students with completed applications is determined for each grade at each school. If the total number of applicants is less than or equal to the total capacity designated for a particular grade level at a particular school, all applicants for that grade level at that school will be offered enrollment. If for any grade level, the number of applicants exceeds the number of openings, there will be a lottery to determine enrollment and waitlist numbers.

Offer

Applicants are offered enrollment as determined by the lottery. A parent/guardian will receive instructions on how to accept the enrollment offer and complete their child's registration. Applicants who are offered enrollment will have a specific amount of time, as indicated in the offer instructions, to respond to their offer. If no response is received within the corresponding time frame the offer will be rescinded and the student will be added to the end of the waitlist for the specific grade applied to.

Registration

Once an applicant has accepted an offer of enrollment they must complete a registration packet. A completed registration packet and the required documents must be returned to the school in order to finalize enrollment and complete the student's enrollment file. The school will provide specific drop-off dates and times for submitting completed registration packets. If a registration is not completed, student will not be eligible to attend Phoenix Modern.



Who Should Apply

- Any potential Phoenix Modern students
- Waitlisted Phoenix Modern applicants from a previous year

Please Note: current Phoenix Modern students wishing to attend for the following school year should not register using this process.

Re-registration occurs during the spring for all currently enrolled students that are eligible for the next grade level.

When to Apply

- The Open Enrollment period is the period prior to the start of each school year when parents/guardians can complete an application for each child
- Open Enrollment dates will be posted on the Phoenix Modern school website
- Applications received after the Open Enrollment period will be processed on a first-come, first served basis and are not be eligible to enter the Open Enrollment lottery.

Primary Studio Age Requirements

Our multi-age Primary Studios serve the equivalent of Kindergarten through 2nd grade.

Kindergarten applicants for the coming school year:

- Children who wish to enroll for kindergarten must turn five before September 1st of the year in which they wish to start kindergarten.
- Children who will turn five on or after September 1 but on or before December 31 of the year in which they wish to start kindergarten may complete an application and may be considered for early admission

to kindergarten. To ensure that early admission is in the best interest of the child, consideration will be granted on a case-by-case basis. This evaluation may include a maturity assessment, and interviews with the School Director or designee, and/or academic diagnostic testing. The School Director shall make the final determination on early acceptance.

- *Children who will turn five on or after January 1 of the year in which they wish to start kindergarten: Arizona Revised Statute (A.R.S.) 15-821 prohibits the admission of any student into a public kindergarten program who does not turn five by January 1st of the school year for which they will be enrolled.*

First Grade Applicants for the coming school year:

- Students who wish to enroll for first grade must turn six before September 1st of the year in which they wish to enroll to start first-grade.
- Students who turn six on or before December 31st, but after September 1st, of the year in which they wish to enroll, may complete an application and may be considered for early admission to first grade. To ensure that early admission is in the best interest of the child, consideration will be granted on a case-by-case basis. This evaluation may include a maturity assessment, and interviews with the School Director or designee, and/or academic diagnostic testing. The School Director shall make the final determination on early acceptance.
- *Children who will turn six on or after January 1 of the year in which they wish to start first-grade: Arizona Revised Statute (A.R.S.) 15-821 prohibits the admission of any student into a public first-grade program who does not turn six by January 1st of the school year for which they will be enrolled.*



Open Enrollment Lottery

- The Open Enrollment period is NOT first-come, first served. Only applications completed during the Open Enrollment period are included within the lottery pool. Applications completed after Open Enrollment will be processed on a first-come, first-served basis behind applications received during the Open Enrollment period.
- Lotteries will be held at some point after the Open Enrollment period, and results will be available after lotteries have been conducted. Dates for both events are TBD and will be publicly announced once they are finalized.
- The lottery is an electronic system that randomly identifies students for enrollment. During the lottery process, all students who have completed applications during the Open Enrollment period are grouped according to applicable and verified enrollment priorities. A separate lottery is performed for each of these priority groups in the order listed below; the final lottery is for students who have no applicable enrollment priorities. Within each priority category, applicants are sorted and numbered in random order. Lottery results will determine the enrollment or waitlist status of each applicant that applied during the Open Enrollment period.

Enrollment Priorities

According to ARS§15-184, enrollment preferences will be given to students who meet the following criteria:

- Children who are returning to the charter school in the second or any subsequent year of its Operations
- Siblings of currently enrolled students (including those who timely elect to re-enroll for the subsequent school year) or those selected through the lottery

- Children of current employees
- Children of Phoenix Modern or New Learning Ventures board members

If a lottery is not needed at the end of our open enrollment period, then we will continue to enroll students on a first come first serve basis until all studios are full.

Parental Rights and Educational Decision-Making

Phoenix Modern complies with all applicable court orders. For parents who have joint educational decision-making authority for their child, we may rely and act upon the decision of either parent unless we are aware that the parents disagree about that decision. If parents with joint educational decision-making authority disagree about an educational decision for their child, including a decision about enrollment, we will maintain the status-quo and require the mutual agreement of the parents before acting.

Required Registration Documentation

The registration Packet consists of:

- Student Registration Form
- Student Record Request Form
- Emergency Contact and Medical Information Form
- Media Release Form
- Primary Language other than English (PHLOTE) Form
- Arizona Residency Documentation Form or Affidavit of Shared Residency
- Student's proof of identification
- Immunization Records.

Parents will also be asked to provide custody information (e.g. court decision regarding sole custody), Medical Alert (e.g. physician's instructions for severe health conditions), and Legal Alert (e.g. custody or restraining order information) if applicable. All forms must be filled



out in full, signed, and submitted to the school in order for the student to be registered.

Pursuant to A.R.S. § 15-802(B) Phoenix Modern is required to obtain and maintain verifiable documentation of Arizona residency upon enrollment in an Arizona public school. Students with out-of-state or international addresses at the time of application may complete the application process. Only applicants who are offered enrollment must provide proof of residency in the state of Arizona no later than the first day of the school year.

Pursuant to ARS §15-184(I) Phoenix Modern may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

WAITLIST PROCEDURES

Applicants who are not randomly selected for enrollment in the lottery process will be placed on a grade-specific waitlist based on lottery results.

Students who submit completed applications after the Open Enrollment period will be offered enrollment if there is space available in the grade level of interest. If space is not available, the student will be placed on a waitlist for the grade level based on the date he/she submitted the completed application to the school; however, students with applicable and verifiable enrollment priorities will receive waitlist numbers according to their priority type. Consult the

section of this document on Enrollment Priorities for more information.

Each time an opening becomes available in a particular grade, the school will contact the parent of the student next on the waitlist for the grade and offer them the open spot for their child. If the parent declines the spot, it will be offered to the parent of the next student in line on the waitlist for that grade, and so on in accordance with the requirements of A.R.S. §15-184A.

Parents with children on the waitlist are encouraged to advise the school of any change in their contact information so that they may be reached if a spot opens for which their child is eligible. At any time, a parent who no longer intends for their child to attend Phoenix Modern may decline their application by notifying the school. Their child will be removed from the waitlist and the waitlist will be updated accordingly.

Our waitlists do not roll over from year to year; parents with students on a waitlist for the current school year must complete a new application for the next school year in order to be eligible for enrollment for that school year.

Any spots that become available are the result of student withdrawals. Open spots are filled, in order, by the children on the waitlist for each grade. If your student is placed on the waitlist there is no guarantee a spot will become available during the current or subsequent school years.

Phoenix Modern admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to student at Phoenix Modern. Phoenix Modern does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational programs.