

Enrollment and Lottery Policy

Purpose

FCA is committed to maximizing open enrollment for students in grades K-12 within its annually set enrollment limits, while carefully considering student/teacher ratio to ensure students are provided with quality instruction and support. Each year the school will conduct an open application period. After accounting for returning students, their eligible siblings, and other preferences outlined below, if the number of enrollment applications completed during the annual open application period exceeds the available slots, FCA will ensure applicants have an equal chance of admission through means of a publicly held random lottery selection process.

Nondiscrimination Assurances

FCA does not discriminate against any person on the basis of ethnic group identification, race, color, national origin, ancestry, sex, sexual orientation, gender identity, religion, physical or mental disability, athletic performance, language proficiency in English or another language, prior academic achievement, or age in the admission to, participation in, or receipt of any educational services or activities.

Open Application Period and Waitlist

FCA will have an open application period each year at a time to be specified in the second semester of each year for the following year. During this period, applicants who are interested in enrolling must begin by:

- Completing the Registration Form, Family and Student Information Forms which are available on the school's website.
- Submit valid proof of residency.

No new students will be enrolled for the school year during the open application period. If there are more completed registrations than available slots at the end of the application period, a lottery will be conducted. If the school is not oversubscribed at the end of the application period, students will be admitted on a first come/first served basis until the enrollment cap is met. Once the enrollment cap is met, the school will continue to accept applications from students who will be placed on the waiting list in the date order the application is received.

Lottery Procedure

Upon accounting for returning students, their eligible siblings, and other preferences, if the number of completed enrollment applications exceeds the available slots at the end of the open application period, a random lottery will be conducted in accordance with this policy. FCA will post the date, time, and location of the lottery on its website Enrollment page.

- The lottery may or may not be conducted in grade clusters.
- The grade order in which the lottery is drawn and the total number of students selected may vary each year depending on the number of students who receive an enrollment preference.
- The lottery will be open to the public, but attendance is not required.

When all slots are filled via the lottery, students not selected will be placed on a lottery waiting list in the order of their lottery number and made an offer to enroll in descending order as space becomes available. The waiting list is limited to one school year only and will not carry over to the next school year. A new application must be submitted each year.

Randomization of Lottery

In order to ensure a random lottery without the possibility of human bias and error, FCA will utilize a computer-generated randomization. The program will randomly select a student name from the pool of enrollment applicants for a specific grade cluster until the number of available slots are filled, or the pool of enrollment applications is exhausted.

Enrollment Preferences

FCA will give enrollment preference in accordance with F.S. §1002.31 and F.S. §1002.33 as follows:

- Dependent children of active-duty military personnel of any branch of the United States Armed Forces (including those students whose move resulted from military orders),
- Children who have been relocated due to a foster care placement in a different school zone,
- Children who move due to a court ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent,
- Students who are siblings of a student enrolled in the charter school (year 2 and beyond),
- Students who are the children of a member of the governing board of the charter school,
- Students who are the children of an employee of the charter school,
- Students who attended or are assigned to failing schools pursuant to F.S. §1002.38(2), and/or
- Students residing in Hillsborough County Public Schools.

Spaces for these students will be reserved until a published date and will be released if not filled. Recruitment and admissions policies and practices will meet all federal requirements.

Student Selection Process

Students selected in the lottery will be provided an offer of enrollment which must be accepted within a specified period or the student will forfeit his/her space to the next student on the waiting list. After an offer has been accepted, students will have a designated period of time to complete all enrollment requirements or forfeit their space to the next student on the list.

Siblings of applicants who are selected in the lottery will also be offered enrollment, provided that the sibling is also eligible to participate in the lottery as long as space is available in the grade or grade cluster. Any sibling may withdraw at any time without affecting the status of other enrolled siblings.

Waitlists

If the school is not over-subscribed by the end of the open application period, no lottery will be held and FCA will continue to accept applications and admit eligible students in the order in which enrollment applications are received and based on availability in their respective grade clusters. If a grade nears capacity, students will be placed on the waiting list in order of the automatically recorded time/date stamp recorded when they complete the enrollment application. These students will be allowed to enroll based on the availability of space in their grade and their place on the waiting list

and in accordance with any enrollment preference. Due to capacity restrictions, completion of enrollment by a set deadline will be required. Failure to finalize the student's enrollment by the set deadline will forfeit their spot to the next eligible student on the waitlist.

Annual Review of Enrollment Process and Training

Each year, FCA personnel will review, edit, and approve the enrollment and eligibility requirements. The School Administration will provide any necessary changes to requirements.

There is a comprehensive training program for Pearson Virtual School staff in the Enrollment and Customer Engagement Department that includes instructions for determining valid documentation for enrollment in a virtual school in Florida.

Enrollment Process

Families may commence the enrollment process online using Pearson Online Classroom or by calling a toll-free number for assistance. Pearson Online Classroom is available to students and their families, and to other authorized users according to their permissions, 24/7/365. Completion of the enrollment process is conditional on the completion of the following stages:

1. **Online Form Submission** – The parent/legal guardian registers and completes the Parent/Legal Guardian (Caretaker) Acknowledgement Form (one per household), the Student Information forms and the Family Information Form (one per family).
2. **Document Submission** – The parent/legal guardian will submit any required enrollment documentation such as Proof of Residence, Proof of Age, Immunizations, Academic Documentation, as applicable. These documents are reviewed and verified by the enrollment team and course placement completed by the FCA academic placement team.
 - a. The Academic Placement Team coordinates with FCA to collaborate and establish recommended practices to use when finalizing course placement for all students. This includes, but is not limited to, placement of general education, special education, and gifted education, for all students. These practices will align with Florida standards and Pearson Virtual Schools curriculum to provide a personalized course placement for all enrolling students.
 - b. Using the submitted academic documentation and information provided by the Caretaker during the enrollment process, the academic placement team will consider the following factors to ensure an accurate placement of all enrolling students:
 - i. Age (Is the student age appropriate for the grade level requested?)
 - ii. Grade level completed and grade level requested (Is the student asking to skip or repeat a grade level?)
 - iii. Academic documentation (Is the student passing or failing courses?)
 - iv. Academic background (What level of courses did the student complete?)
 - v. Skills Assessments (Is the student showing readiness for the Florida-aligned curriculum?)
 - vi. FCA and State requirements (What courses are available? What courses does the student need to take based on the course progression and to meet graduation requirements?)
 1. Specific to incoming 4th grade students, did the student successfully show

proficiency on the Florida Standards Assessment (FSA)?

- c. Questions or concerns that may arise upon review of these factors are escalated to the Manager of Counseling or School Leader, as appropriate.
 - d. Academic documentation is reviewed, and the student is provided with his or her course placement based on the factors described in Stage 2.b.
3. **Completion of Enrollment** – To finalize enrollment, the parent/legal guardian or eligible student will review and confirm their acceptance of the student’s seat at FCA, the student is then considered officially enrolled in FCA.