



## Enrollment Policy

### Enrollment Plan

Clarksdale Collegiate Public Charter School (“Clarksdale Collegiate”) will serve kindergarten through 8<sup>th</sup> grade students in Clarksdale, Coahoma County, and adjacent counties within the Mississippi Delta. The school will open in the fall of 2018 with 150 students in kindergarten, first, and second grades, with 50 students in each grade. By following a slow growth model shown to be most effective in supporting charter school launch and growth, and as outlined in the growth plan table below, Clarksdale Collegiate will add one additional grade level each year, and serve all proposed grade levels by 2024. Full capacity of 675 students will be reached in 2028.

Grade Level	Number of Students					
	Year 1 2018	Year 2 2019	Year 3 2020	Year 4 2021	Year 5 2022	Capacity 2028
K	50	75	75	75	75	75
1	50	75	75	75	75	75
2	50	50	75	75	75	75
3		50	50	75	75	75
4			50	50	75	75
5				50	50	75
6					50	75
7						75
8						75
<b>TOTAL</b>	150	250	325	400	475	675

### Eligibility

In compliance with Mississippi Code § 37-28-23 (3), Clarksdale Collegiate does not limit admission based on ethnicity, national origin, religion, gender, income level, disabling condition, proficiency in the English language, or academic or athletic ability.

Any student residing in the geographical boundaries of Clarksdale Municipal School District, the school district in which Clarksdale Collegiate is located, is eligible to attend. Any student who resides in the geographical boundaries of a Mississippi school district that was rated "C," "D" or "F" at the time the Clarksdale Collegiate was approved by the Authorizer Board including but not limited to Clarksdale Municipal School District, Coahoma County School District, North Bolivar Consolidated School District, West Tallahatchie School District, Sunflower County Consolidated School District, Quitman County School District, Tunica County School District, and Cleveland School District is eligible to attend.

Students must turn five years of age on or before September 1<sup>st</sup> to enroll in kindergarten and turn 6 years of age on or before September 1<sup>st</sup> to enroll in first grade.



## Admissions Process

Clarksdale Collegiate has a two-step enrollment process. The second step is only necessary if there are more applications received than there are seats available

**Step One:** Parents wishing to enroll their child in Clarksdale Collegiate Public Charter School (“Clarksdale Collegiate”) must fill out and submit an application online, by mail, or in person. The application requests basic contact information for the student and parents/guardians as well as current grade level and school, birthdate and information regarding siblings currently attending Clarksdale Collegiate. All physical applications received will be entered electronically and filed in hard copy form with a time stamp and the initials of the person who received it.

**Step Two:** If a lottery is necessary, all applicants will be given ten days to demonstrate that they qualify for any admissions preferences outlined in charter school law. Parents/guardians will be notified via email the day after the application deadline of their opportunity to demonstrate preference prior to the lottery.

All applications received by the application deadline will be admitted to the school if there are available seats for all applicants or will be included in the lottery.

## Admissions Preference

According to Mississippi Code § 37-28-23 (8), Clarksdale Collegiate provides admission preference to the following groups:

1. Currently enrolled students will automatically be guaranteed a seat for all subsequent grade levels, unless that students withdraws from the school.
2. Siblings of current Clarksdale Collegiate students are given enrollment preference by being selected first in the lottery (if needed). Siblings are defined as a sister or brother residing in the same household or related by blood. Those students should indicate that they are a sibling of a current Clarksdale Collegiate student on the enrollment application. Those students will be notified of their admission following the lottery date and will be able to register for the upcoming school year.
3. Children of Clarksdale Collegiate full-time staff or board members will be given admissions preference. Clarksdale Collegiate will verify those applications immediately following the application deadline. These students will be drawn second in the lottery (if needed) with the total number of seats allocated not to exceed 10% of total seats available. These students will be notified of their admission following on the lottery date and will be able to register for the upcoming school year.
4. Students who are underserved as defined by Mississippi Code § 37-28-5 (o) as students participating in the federal free lunch program who qualify for at-risk student funding under the Mississippi Adequate Education Program and students who are identified as having special education needs. If a lottery is needed, all applicants will be contacted via email to complete a form to indicate whether their child qualifies for the underserved student preference. The form to request preference will ask for the parent or guardian to verify household income to indicate eligibility or to give permission to Mississippi Department of Education (MDE) to release eligibility



information to the Mississippi Charter School Authorizer Board for the purpose of gaining preference in Clarksdale Collegiate's lottery.

Students who qualify for the underserved student preference will receive a weighted preference in the lottery. Students who demonstrate eligibility of the underserved preference will receive a weight of three in the lottery. Students may only receive the weight once and will not receive double weight by meeting both criteria for the underserved preference.

### **Lottery Process**

If the number of applications received exceeds the number of spots available. In accordance with Mississippi state law, we will hold a lottery that is "equitable, transparent, randomized, and impartial" to determine which students will attend. The lottery will be governed by the following basic rules:

1. All students who complete an application by the deadline and fit the residency criteria are entered in the lottery.
2. Siblings of current Clarksdale Collegiate students and children of Clarksdale Collegiate full-staff and board members will be given admissions preference and will be selected first in the lottery. The total number of seats allocated to children of full-time staff/board members not to exceed 10% of total seats available. If more students than seats available or if the staff/board member allotment is reached, a lottery will be used to determine who receives the first seats and remaining students will be entered into the general lottery at a single weight.
3. Students who are twins or other multiple births are considered as one application.
4. The lottery will be conducted electronically and will be administered with the assistance of a third-party entity. Each student's lottery draw will determine their status for the upcoming school year.
5. After the available seats are filled, Clarksdale Collegiate will keep drawing the names of the remaining applicants and place them on a waitlist in the order in which they are drawn.

### **Enrollment Application Windows**

There will be three enrollment application windows. If a lottery is needed, it will be held two weeks following the application deadline to provide time for applicants to apply for the enrollment preference. Admissions or additions to the waitlist will be on a rolling basis following the third application deadline and lottery (if needed).

The enrollment application dates for admission for the 2019-20 school year will be:

**Application Deadline:** January 29, 2019

**Application Deadline:** March 5, 2019

**Application Deadline:** April 16, 2019

**Lottery (if needed):** February 12, 2019

**Lottery (if needed):** March 19, 2019

**Lottery (if needed):** April 30, 2019



### **Waitlist**

Once a student has been placed on the waitlist, parents will be notified of their child's status by email and/or US mail. Waitlisted families will be contacted on a rolling basis as seats become available. Clarksdale Collegiate will enroll students at all grade levels throughout the year as seats become available. Families selected from the waitlist during the school year will have two weeks from the date of acceptance to turn in their enrollment paperwork and begin school.

### **Enrollment Process**

Once a student has been admitted to Clarksdale Collegiate, parents will be notified by email and/or US mail. The notification will include a list of forms to complete and documents to provide to Clarksdale Collegiate to finalize enrollment. All enrollment paperwork will be due no later than three weeks after being notified of their admittance.

Students who enroll at Clarksdale Collegiate will automatically be guaranteed a seat for all subsequent grade levels, unless that students withdraws from the school.

### **Withdrawals, Re-Enrollment, and Transfers**

Clarksdale Collegiate strives to retain all students who enroll at our school. However, given that Clarksdale Collegiate is a school of choice, we anticipate some attrition both over the summer and during the school year. If a family chooses to withdraw a student, the parent/guardian is required to sign a form giving up that student's seat. If a family chooses to withdraw a student during the school year, Clarksdale Collegiate makes every effort to have an exit meeting to discuss reasons for withdrawal.

Clarksdale Collegiate will work with the Mississippi Department of Education and/or a withdrawn student's new school to ensure a smooth transfer of student records.

Students who withdraw during the school year and wish to return must reapply through the application process. There is no admissions preference for former Clarksdale Collegiate students.

### **Recruitment and Marketing Plan**

Clarksdale Collegiate will market to families and recruit students from throughout Coahoma County. Our goal is to ensure that all families understand Clarksdale Collegiate is an option for all students regardless of poverty, ability, home language, or previously low academic performance. Our key messages have been and will continue to be Clarksdale Collegiate:

- (1) is an open enrollment public school open to all students regardless of background and ability;
- (2) will provide individualize interventions to support students who need additional academic supports; and
- (3) will provide special education services and language supports as needed for students. To meet recruitment goals, we will include the key messages regarding enrollment at info sessions and in marketing materials.



We have a diverse, multi-faceted approach to student recruitment that will allow us to meet enrollment targets. Our primary strategy is door-to-door canvassing. Using Census tract data, we will target neighborhoods within Coahoma County with high poverty rates, knocking on doors to speak with families about Clarksdale Collegiate and signing up students. We will hold public info sessions for families and organizations - especially those that work with children eligible to attend or with parents of such children. We will also reach out to the local daycares and preschools to host informational sessions with their families and to send home marketing materials. We will reach out to apartment complex managers, churches, business owners, healthcare providers, and nonprofit organizations, thus allowing us the opportunity to target a variety of families within the community. We will also use a variety of marketing strategies to recruit students. We will send direct mailers to families in Coahoma County with children eligible and will post flyers and leave marketing materials throughout the community. Our recruitment strategy is augmented by a heavy digital presence; our website will be our online “home” for go-to information about the school and we will leverage social media platforms – Facebook and Instagram– to reach parents, teachers, and community members. We will publish a monthly e-newsletter to keep community members informed of Clarksdale Collegiate’s progress and how to apply, allowing families to gather information on the school and access an online application.

#### **Recruitment Activities and Enrollment Timeline**

- Host Meetings w/Daycare and Preschool Providers, Host Public Info Sessions, Canvassing Event to Targeted Neighborhoods, Attend/Recruit at Local Community Events, Host Info Sessions for Targeted Organizations – Ongoing, led by Executive Director
- Launch Online Application Process – First week in October, led by Contracted Website Designer
- Direct Mailer to Families in Coahoma County - First week of December, led by Executive Director
- Application Deadline – See dates above, led by Director of Operations
- Verify Applications – See dates above, led by Director of Operations
- Host Lottery – See dates above, led by Director of Operations
- Send Communication of Status based on Lottery Results – See dates above, led by Director of Operations
- Family Orientation for Accepted Families – April and May, led by Executive Director
- Deadline for Enrollment Paperwork – Two weeks after notification, led by Director of Operations
- Small Group Family Orientation Sessions for Enrolled Families – May-June, led by Executive Director
- Open House for Enrolled Families – July, led by Executive Director

All activities are optional. Families are strongly encouraged to attend these events, but attendance at these events does not impact admissions or enrollment.

*Approved by the Clarksdale Collegiate Board of Directors on September 24, 2018.*