

SIGNATURE SCHOOL ADMISSIONS AND LOTTERY PROCEDURES

Eligibility

Signature School is an Indiana Charter School and any child who is qualified for admission to an Indiana public school is qualified for tuition free admission to Signature School. Signature School will not discriminate or restrict admissions based upon ability, race, ethnicity, national origin, disability, gender, income level, or proficiency in English language.

Admissions Policy

In compliance with the Charter Schools Act, current students and their siblings will have enrollment priority. Once enrollment has been conducted for current students and their siblings, the school will hold open enrollment for any student interested in attending Signature School.

Recruitment Plan

Signature School has initiated a systematic, methodical, and documented recruitment process to ensure the school is racially and socio-economically open. Although the Signature Board of Directors is planning to serve primarily students that reside in Vanderburgh County, Signature School will accept applications from across the state, as required by the Charter School Law. The Board will ensure that our admissions policies and procedures comply with the Charter School Law and with any applicable court ordered desegregation plan.

Signature School advertises through the internet, radio and television, public service announcements and programs, newspaper ads, and if affordable or donated, billboard ads. Signature School conducts information sessions and holds open houses at the school. The application will also be made available online for any student who would like to enroll in Signature School.

Applications for New Students

1. Enrollment for each grade level is determined by building capacity, individual class sizes, and the ability to accommodate the individual applicant's scheduling needs.
2. The open enrollment period will begin the first Monday in November and will end the Monday before Winter Recess. If the number of completed applications exceeds the openings available, a lottery will be held in January for any grade level(s) in which excess completed applications have been received. The lottery will determine which students will be admitted.
3. Signature School will give priority for admission to current students, siblings of current students, and to children of the Signature staff provided that their completed applications are received prior to the end of the open enrollment period.
4. Children of staff members hired after the expiration of the open enrollment period will be given priority for admission.

If the number of applications received by the application deadline does not exceed the number of available seats in a grade, all applicants who submitted completed applications for that grade during the open enrollment period will be accepted in that grade.

If a student has been accepted to the school but does not confirm enrollment within the appropriate timeframe established by Signature School, he or she is automatically withdrawn and the next student on the waiting list may be enrolled. Waiting lists do not carry over into the next school year.

Students who withdraw from Signature School during the school year must reapply for admission and follow the procedures outlined above for new students.

Procedures for Conducting the Lottery

- 1. Once completed applications are received by the school, applicants' names will be printed on blank cards suitable for a drawing. All cards will be the same size and weight.**
- 2. A letter from the principal will acknowledge receipt of the application.**
- 3. All lottery cards will be placed in a suitable container for the drawing, and appropriate security measures will be taken.**
- 4. Cards will be drawn by a neutral party selected by the Signature Board of Directors.**
- 5. As each card is drawn, the applicants' names will be placed on a Master Roster.**
- 6. Students will be placed in available openings in their corresponding grade levels.**
- 7. Names of remaining applicants will be put on a waiting list in the order their names were drawn. Students on the waiting list will be offered placement as openings occur.**

Waiting List Policy

- 8. Applications received after the end of the open enrollment period and after the lottery has been held will be added to the waiting list in the order in which they were received. The applications of siblings will not be given preference if received after open enrollment has closed.**