



Urban Choice Charter School

Redefining Urban Education

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STUDENT ADMISSION POLICY

Urban Choice Charter School (UCCS) shall not discriminate against any student based on race, ethnicity, national origin, gender, or disability or for any other basis that would be unlawful for a public school. UCCS shall be open to any child who is eligible under the laws of New York State for admission to a public school, and UCCS shall ensure compliance with all applicable anti-discrimination laws governing public schools, including Title VI of the Civil Rights Act and Paragraph 2854 (2) of the New York Education Law, governing admission to a charter school. New students will be admitted each year without regard to prior measures of achievement or aptitude, athletic ability, disability, handicapped condition, ethnicity, race, creed, gender, national origin, religion, or ancestry.

Enrollment Period and Admissions Lottery

Formal recruitment of incoming students will begin after the charter school is authorized. During or before January, UCCS will advertise open registration and families, if they choose, will meet with staff and review the expectations of the School. Interested families will submit applications beginning January 2 until April 1st. If the number of applicants to UCCS exceeds capacity, a random selection process conducted by an individual unaffiliated with the School will be used to assign spaces as described below. This lottery will be held on or about the first week of April annually, sufficiently prior to the annual deadline for notifying the students' district of residence for transportation services.

For the 2010-2011 school year, UCCS will accept applications for admission to Grades K-8, for which approximately 40 students will be accepted in Grade K and 1-3 students accepted in Grades 1 thru 8. In subsequent years, UCCS will add an additional class year of approximately 45 students, until full operation is reached with approximately 45 students in each grade.

In the event of the need for a lottery, admission preference shall be granted to applicants in the following manner:

- First preference will be given to returning students, who will automatically be assigned a space within the School.
- Second preference will be given to siblings of students already enrolled at UCCS. For definition purposes, "siblings" are two or more children that are related either by birth or by means of the same father or mother or by legal adoption.

- Third preference for admission is for students who reside in the school district of location.
- Any remaining slots shall be available to applicants residing outside the district of location.

In the event that a lottery process is necessary to determine enrollment, names will continue to be drawn after all available spaces have been filled in order to form a waiting list for each preference category for each grade level. This waiting list will be the only official, legal document identifying the names of grade eligible students with applications to UCCS pending acceptance for the subsequent school year, or when vacancies arise, based upon the order of random selection from the lottery following a recruitment period. The waiting list shall expire annually at the lottery drawing following the next year's enrollment period.

Student Recruitment Activities

UCCS will undertake the measures below, among others, to recruit student applicants (and will provide translation services, if necessary, for all promotional materials and any person-to-person interaction requiring an English translation):

- Mailings to residents of the school district of location
- Post flyers and notices in local newspapers, supermarkets, churches, community centers, and apartment complexes;
- Visit local organizations in surrounding neighborhoods; and/or
- Canvass neighborhoods to further reach interested families.

Voluntary Withdrawal

UCCS is a public school of choice, both for application and withdrawal. There may arise circumstances in which a parent or guardian may wish to transfer their child to a different school. Students with their parent or guardian permission may withdraw from UCCS at any time. School personnel will offer to meet with the family and discuss the reasons for the desired withdrawal from UCCS, as well as to seek solutions to any problems that arise from these discussions.

If the parents or guardians still wish to transfer their child to another school, the staff at UCCS will make every reasonable effort to help the student find a school that better serves the family's desires. UCCS will ensure the timely transfer of any necessary school records to the student's new school.