

Enrollment Procedure Throughout the Year

- 1) Applications will be accepted in person Monday-Friday from 9AM-2PM
- 2) Once a complete application has been submitted and the applicant will complete the TABE test as a diagnostic, and the applicant will be invited to an individual interview with the CAO, the student, and a member of the student's support system, parent preferred.
- 3) After the interview, the student will be accepted and enrolled, or accepted and placed on a waiting list, if the grade level applied for is full.
- 4) Students accepted for immediate enrollment will return for a new student orientation and begin classes the academic day following orientation. Students placed on the wait list will be accepted in order of wait list ranking by grade level, and will be given an estimated time of acceptance. Once the wait list is equal to more than 40% of the student population, JCFA charter campuses will no longer take applications for the current academic year.
- 6) No students will be accepted in the months of March and May.

Additional Enrollment Procedures

- 1) Applications will be date stamped, and invitations for interview will be given in sequential order based on a first applied first interviewed basis.
- 2) A waitlist will be created once maximum student capacity is met and the next enrollment date projection will be announced to applicants; students wishing to be considered for future enrollment will be placed on a waitlist and accepted in sequential order
- 3) Once accepted and enrolled, students who withdraw from JCFA will be re-enrolled in the same manner as a new applicant.

Initial Application Period is May 1-June 15th of each year. If a lottery is required, the following steps will be followed: An enrollment lottery, if needed, will take place on June 25th and follow these procedures:

- a. Notice of lottery will be posted on website and on school doors 10 days in advance of the lottery
- b. Executive Director, CAO, Board President, and Secretary or Student Success Committee Chair will be present to witness and record the lottery results
- c. Applications will be divided by grade level, and students will be randomly selected, by computer, from the list for that grade level.
- d. The lottery will be accomplished by a random drawing, and results will be recorded by the Board Secretary or Student Success Committee Chair
- e. Any remaining students will be assigned in their lottery order to the wait list
- f. Students will be made aware of their acceptance once all lottery results are finalized