



The Kindezi Schools

# KINDEZI OLD FOURTH WARD

## *Enrollment Policies & Procedures*

### **New Enrollment**

Both Kindezi charter campuses comply with state and federal regulations for charter schools. In addition, Kindezi charter schools participate in district-wide enrollment hosted by Atlanta Public Schools (APS).

Admission is open to students in accordance with the school's charter contract. Below are the student enrollment policies and procedures for both Kindezi charter campuses.

### **Procedure**

#### *I. Open Enrollment Period*

Each year, from January 1st through the last business day of February, APS implements its open enrollment period, during which families residing within the APS district zones are eligible to apply to fill open seats for the next school year.

#### *II. Lottery*

Kindezi conducts a lottery to randomly select applicants for the available seats at each campus. The lottery will occur in a public space within two weeks after the open enrollment period. Except for economically disadvantaged students (who receive an increased chance of admission) all students will have an equal chance of being admitted through the lottery. Families may attend the lottery, but attendance is not mandatory. Kindezi will only perform one lottery per grade per campus in each enrollment cycle.

#### *III. Offer of Admission*

A student offered admission must accept the offer within the dates specified in the student's offer of admission. To be admitted, a student's family must provide proof of residency (or evidence of a parent's current employment at Kindezi), and any evidence of economically disadvantaged status, if applicable (see below). Upon successful completion of the admission and registration process, the student is enrolled at Kindezi.

#### *IV. Waitlist*

Students not offered admission will be placed on a waitlist, which will be used to enroll students throughout the year as spaces become available. The order of the waitlist is determined by lottery results. Students who apply after the open enrollment period will be placed at the end of the waitlist in the order in which their application is received. The current year's waitlist terminates each school year. The waitlist for the next school year is determined by the lottery results for that school year (followed by students applying after the open enrollment period).

#### **Statutory Preferences**

Under The Kindezi's School's charter contract, the following students receive priority for Admission:

1. A student whose parent or guardian is a member of the governing board or is a full time employee of Kindezi.
2. A student who has a sibling currently attending either Kindezi charter.
3. For the Kindezi School West, a student who resides within the former Walter White Elementary district.

#### **Attendance Zone**

The Kindezi School West's attendance zone is the Atlanta Public Schools district. The Kindezi School at Old Fourth Ward's attendance zone is limited to the Old Fourth Ward neighborhood if and only if there are more applicants from this neighborhood than there are seats available in each grade and a lottery is required. In the event the Old Fourth Ward neighborhood does not have enough applicants to require a lottery, the attendance zone shall be expanded to include the entire Atlanta Public Schools District in the single lottery.

A family may confirm their address is within the Old Fourth Ward neighborhood by viewing the map located on Kindezi's website. A family may confirm if their address is within the Atlanta Public Schools district by entering their address on [APS' School Zone Locator](#) tool.

#### **Weighted Lottery**

Consistent with the Kindezi Schools charter contract, either charter campus may utilize a weighted lottery to provide an increased chance of admission to students who are economically disadvantaged under state law. The Governing Board shall establish the weight annually based on the Free and Reduced Lunch percentage of the rising grade at each campus for grades 1 and up. For Kindergarten, the weight will be based on the Free and Reduced Lunch percentage of the pool of Kindergarten applicants at each campus.

The weight will be established according to the following formula:

<b>FRL%</b>	<b>Weight</b>
65% or more	No weight
60% - 64%	2:1
55% - 59%	3:1
50% - 54%	4:1
49% or less	5:1

If a parent indicated on their student's application that they are eligible for the economically disadvantaged designation, then upon receiving an offer of admission, the parent must provide a current federal or state award letter indicating that the student's family is eligible for SNAP, TANF, WIC, Section 8, Medicaid, or Free or Reduced Lunch assistance.

If a parent indicated on their student's application they are eligible for the economically disadvantaged designation by providing income information, the parent must provide one of the following as proof of income:

- Most recent IRS tax return (with dependents listed)
- Original Social Security Award letter, or
- Original Social Security Disability Award Letter.

### **Additional Policies**

*I. Age:* A child must be 5 years old by September 1st of the year they wish to enroll in.

*II. Receiving Priority After the Lottery:* A child may qualify for a statutory enrollment preference after the lottery if the student then becomes eligible for the preference. In such instances, the student will be enrolled (if there is space), or moved up the wait list below other students with the same preference.

*III. Transfers:* Students seeking to transfer between The Kindezi Schools charter schools will enter the charter school enrollment lottery. The student seeking transfer will not receive any preference unless they qualify for a preference set forth in the Kindezi Schools' charter.

*IV. Duplicate Applications:* If a parent submits multiple applications for one student, the duplicate applications will be discarded and the most recent application will be kept.

*V. Applying to Both Campuses:* A parent may submit an application for their student to attend either or both of Kindezi's charter campuses.

## **Re-Enrollment**

Annually, from January through February, Kindezi requires re-enrollment for every current student, to confirm registration and to determine the number reserved seats for the next school year. If a student household does not complete the re-enrollment process to confirm an intent to return, the student's seat for the upcoming year may be forfeited. In the case of forfeiture, a student's household must restart the process for enrollment and will be placed on the existing waitlist.

School administration will notify families of the re-enrollment period via Infinite Campus and SchoolMint, school approved social media platforms, and/or through student mail. A re-enrollment letter and packet will be sent to each student household. It must be completed, verified, returned, and verified within the re-enrollment period. The re-enrollment packet includes all forms and attestations necessary to verify a student's eligibility, including original proof of residency documents.

Re-enrollment is not considered confirmed until submitted documents have been verified by Kindezi administration. Once a completed re-enrollment packet is verified, a student's seat is reserved and recorded via electronic record. The record is then used to determine available seats for the upcoming school year.