

The Delaware Met School Admissions Policy and Procedures

Applications for Admission

The **Delaware Met** will advertise the **open application period** from December through January (specific dates to be published annually) of the year preceding enrollment. All applications received after the deadline, but postmarked by the deadline, will be considered received by the deadline. If oversubscribed at the end of the open application period, the **Delaware Met** will publicize and hold a lottery in public, applying preferences as stated in school’s charter and in accordance with state law. Applications received after the open application period will be placed at the end of the waiting list after the lottery has been concluded. If not oversubscribed, the **Delaware Met** will conditionally admit all students who apply within the open application period, and will add additional students as applications are received in the order in which they are received.

All applications received during the open application period shall be accepted for the lottery. Following the closing date for applications, a lottery will be conducted only if there are more applications received than ‘seats available’ for the affected grade levels.

Three groups of students will be afforded preference for admissions to the **Delaware Met**. As previously noted, ‘seats available’ or ‘open positions’ for enrollment will be determined by grade level openings and the approved maximum enrollment established in the school’s charter.

When there are more applicants for grade level enrollment than ‘seats available,’ admissions preferences shall be applied in the following sequence:

1. Children with siblings concurrently enrolled at the **Delaware Met**
2. Children of the school’s founders
3. Children of staff members employed by the **Delaware Met** for at least 30.0 hours per week during the school year
4. Children residing within a 5-Mile radius

Children with Siblings Concurrently Enrolled

Siblings of students enrolled at the **Delaware Met** shall have preferential enrollment placement for ‘open positions.’

The **Delaware Met** shall recognize these relationships as valid under the sibling preference:

1. Any individual having the same parent or parents, either natural or adoptive.
2. Any individual who is a step-sibling and shares a common custody or legal residency arrangement, and who has a natural or adoptive parent at the same residence.

Children of the School’s Founders

Children, adopted children, and stepchildren shall receive preferential enrollment placement for ‘open positions.’ Further definition of the school’s founders follows in Section (n).

Children of Staff Members

Children, adopted children, and stepchildren of employees of the school (employed by the **Delaware Met** at least 30.0 hours per week) shall receive preferential enrollment placement for ‘open positions.’

5-Mile Radius

Children residing within a 5-mile radius of the school location shall receive preferential enrollment placement for ‘open positions.’

Plan for Selecting Students

Prior to the first week in November 2013 and each year thereafter, the principal shall establish an estimated number of openings for the following school year. These estimates shall be determined based upon ‘seats available’ by grade level, according to capacity and staffing resources.

Following the enrollment capacity determination, the following shall occur:

- The open enrollment period will be announced to take place in the months of December and January. Exact dates and times of the application period will be defined and published annually.
- Interested applicants shall submit completed applications via U.S. mail, fax, scanned and emailed, or hand-delivery.
- If a grade level is not oversubscribed, all applicants will be accepted for admission and will be sent a letter of acceptance inviting them to register.
- Applications received after the open enrollment period will be handled on a first- come, first-served basis.

Lottery

The **Delaware Met** will advertise the open application period for all grades in December of the year preceding enrollment. All completed applications with signed letters of intent received prior to the deadline will be included in the lottery process, if one is needed. Applications received after the deadline, but postmarked by the deadline, will also be considered as received by the deadline. Grade levels oversubscribed at the end of the open application period will be subject to a lottery for enrollment selection. The **Delaware Met** will publicize and hold such lotteries in public, applying preferences as stated in the school’s charter, and allowed within state law.

Applications received after the open application period will be placed at the end of the waiting list after the lottery has concluded. If not oversubscribed, the **Delaware Met** will conditionally admit all students who apply within the open application period, and will add additional students as applications are received in the order they are received.

The following categories of students may be exempt from the lottery in accordance with the above-referenced preference criteria:

1. Children with siblings concurrently enrolled at the **Delaware Met**
2. Children of the School’s Founders
3. Children of staff members employed by the **Delaware Met** for at least 30.0 hours per week during the school year
4. Children residing within a 5-mile radius of the school location

When a lottery is needed, it shall be public; the date and location will be advertised in advance. At that time, an objective community member having no ties to the **Delaware Met**, or a representative from the Delaware Department of Education, along with members of the school’s Board, shall be in attendance.

The lottery will be conducted for oversubscribed grade levels. Each application will be placed in a separate sealed envelope, by grade level, to be drawn from a box one at a time. As each envelope is drawn, each one shall be assigned a number, in rank order, which shall become the applicant’s sequence ranking for enrollment. Further, these numbers shall be used to constitute the waiting list for oversubscribed grades. All activity of the lottery shall be recorded and witnessed. After the seats for a given grade level are filled via the lottery, the school will continue to draw names to establish a wait list of up to 25 names. If seats become available, after the lottery is completed, the wait list will be used to govern who is admitted to the school.

Parents of participating applicants will be sent letters of acceptance or non-acceptance following the conclusion of the lottery. Successful applicants will receive directions and deadlines relative to registration and attendance at the Summer Success Program, all of which shall be completed by the last business day in February 2014 for the opening school year, and in each year thereafter.

Enrollment and Registration

Following acceptance to the **Delaware Met** for admission, enrollment and registration will be necessary. For registration, it will be necessary to provide the following information:

REQUIRED DOCUMENTS

ALL requirements identified below must be completely met in order for registration to be considered complete and processed so the student may be officially enrolled.

1. **Birth Certificate** (Official State Document; not Hospital Birth Record)
 - Original preferred; good copy accepted
 - State Certificate of Live Birth
 - Missing Birth Certificate (Vital Statistics 302-739-4721)

2. **Medical Records**
 - Immunizations and dates in a Letter, form, or other documentation from physician. (Immunization Hotline 1-800-282-8672)
 - Mantoux TB Test
Test results provided by doctor, nurse, or medical facility
 - Heptatitis B
Proof of completed 3 dose series prior to school entry
 - Physical Examination Form – signed by healthcare provider

3. **Custody or Guardianship** (if applicable)
 - Original Family Court documents **only**
 - Social Service Placement Letter (original)
 - Relative Caregiver Authorization (contact Student Assignment Office)

4. **Proof of Residence**
Recent Electric Bill (within 60 days and must have parent/guardian name and address on the bill) **OR**
 - Signed Lease or Sales Agreement
 - State of Delaware “Verification of Residence” Form

Re-Enrollment

A re-enrollment commitment will be required each year for students to remain enrolled in the school for the following year. Re-enrollment commitment forms not received by the deadline established by the school will result in the student’s name being withdrawn from the rolls of the school. A new admissions application will need to be completed should the student wish to return to the school; such application will become part of the general pool of applicants.

Transfers/Withdrawal

Students are required to notify the school if they are moving; or if they otherwise intend to withdrawal from school following their 1-year commitment to remain enrolled. Four weeks’ notice is requested to provide staff with adequate time to prepare student records, withdrawal/transfer paperwork, and the return of instructional and other materials to the school.

The Delaware Met
Inspired Learning, One Student at a Time

APPLICATION FOR ENROLLMENT 2014 – 2015 SCHOOL YEAR

Please print clearly. Please complete all information.

Student's Name: _____
Last First Middle

Date of Birth: ____/____/____ Age: _____ Gender: M _____ F _____

Social Security #: ____ - ____ - ____ Ethnicity/Race (*optional*): _____

Current Grade: (*circle one*) **8** **9**

Grade for which you are applying: (*circle one*) **9** **10**

Present School and Location: _____

Public School District In Which Student Lives: _____

Student's Home Address: _____

City State Zip Home Phone

Home E-mail address: _____

Applicant lives with: Mother ____ Father ____ Both Parents ____ Legal Guardian ____ Other ____

If other, please explain. _____

Mother's/Guardian's Name _____
Last First MI

Mother's Home Address (if different than student's listed address)

Mother's/Guardian's Position and Employer: _____

Work Phone: _____ Cell Phone: _____

Work E-mail address: _____

Father's/Guardian's Name: _____
Last First MI

Father's Home Address (if different than student's listed address)

Father's/Guardian's Position and Employer: _____

Work Phone: _____ Cell Phone: _____

Work E-mail address: _____

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Please list any siblings concurrently enrolled at the Delaware Met for 2014 – 2015 school year:

Sibling's Name: _____ Current Grade: _____
Sibling's Name: _____ Current Grade: _____

Please list any siblings also applying for the Delaware Met for the 2014 – 2015 school year:

Sibling's Name: _____ Current Grade: _____
Sibling's Name: _____ Current Grade: _____

Is your child currently receiving special education services? Yes ___ No ___

Does your child currently have a 504 Accommodation Plan for a diagnosed medical condition? Yes ___ No ___

How did you hear about the **Delaware Met**? Friend _____ Mailing _____ Website _____

Other _____ If other, please explain: _____

Is a language other than English spoken by the student? Yes ___ No ___

Is a language other than English spoken at home? Yes ___ No ___

By whom _____ What language is it? _____

I confirm I/we have reviewed the Student Code of Conduct located on the school's website or hard copy provided by the school: Yes ___ No ___

Signature of Parent/Guardian: _____

Print Name of Parent/Guardian: _____

Date: _____

Please the completed application by _____ and return to the address(es) listed on the cover letter.

Please complete and sign the required 'Intent To Enroll' certification and submit with the enrollment application.

All applications must contain a live signature (not a copy or fax). If application was submitted by fax, original must also be mailed. Siblings of current students must submit an application to the school during the open enrollment period to be considered for admission. Any incomplete or inaccurate applications may be rejected for enrollment consideration. Only one application may be submitted for each student applying.

The Delaware Met does not discriminate in employment, educational programs, services or activities based on race, color, national origin, sex, age, or disability in accordance with state and federal laws.

Certification of Intent to Enroll

I, _____, parent or guardian of

(name of student to be enrolled)

Will enroll my child at the **Delaware Met** for the 2014 - 2015 school year. I understand that my child is required to remain enrolled in this charter school, in the absence of any condition constituting good cause, for at least one school year. I also understand that if I remove my child from the **Delaware Met** and attempt to re-enroll at another school, that school is not required to accept my application.

Note: This commitment is required only for the first year in which a child attends a charter school.

Signature of Parent or Guardian: _____

Printed Name of Parent or Guardian: _____

Date: _____