

LEP HIGH ADMISSIONS AND ENROLLMENT POLICY

I. Introduction

The goal of the Leadership & Entrepreneurship Public Charter High School (LEP High) admissions policy is to attract, enroll, and retain students and families representative of the rich diversity existing in the Portland area. LEP High will be nonsectarian in its programs, admissions policies, employment practices, and all other operations. LEP High will not charge tuition and will not discriminate in admissions or outreach against any pupil on the basis of academic record, income status, sex, sexual orientation, ethnicity, national origin, gender, disability, or any other legally protected category.

II. Admission and Requirements for Admission

LEP High is open to any student in the State of Oregon who meets the admissions requirements described herein. LEP High will conduct a maximum of three admission cycles. Deadlines for these admission cycles will be communicated during the open-enrollment period and clearly stated on the application form. If the number of pupils who wish to attend the School exceeds the school's capacity, a public random lottery will be conducted according to the procedures described below.

Admission Eligibility and Requirements

In order to be eligible for enrollment in the School, students must meet the following eligibility requirements:

- All students must have completed education through grade 8. If a student is coming from a home-school environment or requests an accelerated placement, the High School Program Director will make a determination with the involvement of the student's family. Nationally normed assessment data will be a factor in this decision.
- All students must have been fully immunized and present the appropriate health examination record in accordance with Oregon law.
- All students shall be documented as residents of the State of Oregon.

In order to ensure that all students will be placed appropriately and benefit fully from the education program, the following pre-admission procedures will be enforced. Failure to comply with any of these procedures will result in denial of admission. An admitted student will be removed from LEP High if failure to comply with these procedures is discovered after admission has been granted. All eligible students must meet the following requirements:

- An application for admission must be timely submitted to LEP High no later than the deadline published for that school year.
- Following the close of each admissions cycle, admitted students will be sent an enrollment packet. Complete paperwork from the enrollment packet, including Student Registration Form (different from the application form), must be submitted to LEP High within 30 days of receipt.
- The enrollment packet for admission shall include, but is not limited to, the following:

- Authorization for the School to request and receive student records from all schools the student has previously attended or is currently attending;
- Proof of full immunization or exception from the requirement;
- Proof of health examinations required by state law;
- Proof of age with the application for admission;
- Proof of residency;
- Indicating whether the student may require special education or related services, the student's home language and whether the student may be an English language learner.

III. Preferences

In the event that there are more students applying for admission than available space, preferences shall be extended in the following order of priority:

- Pupils currently attending the School;
- Siblings of students currently enrolled in the School;
- Students residing within the boundaries of the Portland Public School District.

IV. Enrollment Process and Guidelines

There will be an open enrollment period each year, which will be advertised within the school community so that all interested students may have an equal opportunity to apply for admission. The deadline for accepting applications will be clearly stated. If additional enrollment slots remain, LEP High will conduct a rolling admissions process until all available slots are filled.

The process for enrollment proceeds as follows, (not necessarily in the exact order provided):

- LEP High will determine class size/configuration for the following school year;
- LEP High will solicit from current students their intention to return the following year and will determine the number of returning students at each level; this will occur during March for each school year;
- LEP High will solicit from parents/guardians of current students their intention to apply for admission for siblings of current students and will determine the number of siblings of current students applying; this will occur during March for each school year;
- LEP High will actively recruit students throughout the community until all open slots are filled, where all interested students will have an equal opportunity to apply for admission;
- LEP High will maintain three applicant pools in order of priority: 1) siblings of currently enrolled students, 2) students residing within the boundaries of the Portland Public School District, and 3) students from other Oregon school districts;

- After the open enrollment deadline passes, LEP High will admit students beginning with the sibling applicant pool and continue with subsequent applicant pools until all available slots are filled;
- If the number of remaining slots is less than the number of students in a particular applicant pool, LEP High will hold a random public lottery for admission among the applicants in that pool;
- LEP High will notify the families of the applicants who are accepted;
- Non-accepted families will be placed on the waitlist in the order in which the students are drawn from the random public drawing. Applications received after the published deadline will be added to the wait list in the order they are received;
- If enrollment slots remain after the open enrollment period ends, applicants will be offered admission on a first-come, first-served basis as described in Section V. Transfer Students.

A wait list will be maintained from year to year. A student on the wait list will remain in that position until he/she is offered admission or expresses no further interest in the school. When an enrollment slot opens up, a letter will be sent to the address on record and the school will attempt to personally contact the parent/guardian. Waitlisted students must accept the offer within five business days. If they decline or fail to respond within five business days they may be removed from the wait list or placed at the bottom of the wait list.

V. Transfer Students

LEP High is a four-year, college-preparatory high school. We are not a PPS-recognized alternative school. Students may be admitted during the regular school year on a space available basis as described below:

- 9th grade students may be admitted through the end of the third week of the spring semester.
- 10th grade students may be admitted through the end of the first quarter of the year.
- Admission of transfer students outside of these timelines will only be made under extraordinary circumstances and at the discretion of the High School Program Director.
- Admission of transfer students requires a pre-enrollment meeting with the student, the student's family, and the Director of Community Engagement.

LEP High accepts previous high school credits, and all credits earned at LEP High are transferable to public school districts.

VI. Special Education Students

Admission of a student with an IEP is conditional and subject to a placement determination made by the IEP team. All special education and related services shall be provided by the student's resident district as required under ORS 338.165. When a student with an IEP is admitted, the student's resident school district shall convene an IEP meeting within a reasonable period of time to determine whether the student can receive a free appropriate public education in a LEP High placement.