

CONTRACT SCHEDULE 7
SECTION F

APPLICATION AND ENROLLMENT OF STUDENTS

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Pursuant to Applicable Law and the Terms and Conditions of the Jackson College/Jackson Preparatory & Early College Charter Contract, including Article VI, section 6.7, the Academy shall comply with the application and enrollment requirements identified in this Schedule.

Enrollment Limits

Jackson Preparatory & Early College (JPEC or “Academy”) will offer grades 6 through 12. The maximum enrollment shall be 800 students. The Academy will annually adopt maximum enrollment figures prior to its application and enrollment period.

Requirements

Section 504 of the Revised School Code states that public school academies shall neither charge tuition nor discriminate in pupil admissions policies or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a handicapped person, or any other basis that would be illegal if used by a Michigan public school district.

- JPEC enrollment shall be open to all individuals who reside in Michigan. Except for a foreign exchange student who is not a United States citizen, a public-school academy shall not enroll a pupil who is not a Michigan resident.
- JPEC admissions may be limited to pupils within a particular age range/grade level or any other basis that would be legal if used by a Michigan Public School District.
- The JPEC Board may establish a policy providing enrollment priority to siblings of currently enrolled pupils, JPEC Board members, JPEC employees, and students who transfer pursuant to matriculation agreements (see below).
- JPEC shall allow any pupil who was enrolled in the immediately preceding academic year to re-enroll in the appropriate age range/grade level unless that grade is not offered.
- No student may be denied participation in the application process due to lack of student records.
- If JPEC receives more applications for enrollment than there are spaces available, pupils shall be selected for enrollment through a random selection drawing.

Matriculation Agreement

- The JPEC Board may enter into a matriculation agreement with another public school pursuant to section 504(4) of the Revised School Code.
- Before the JPEC Board approves a matriculation agreement, JPEC shall provide a draft copy of the agreement to the Jackson College President or designee for review.
- Any matriculation agreement entered into by JPEC shall be added to this Schedule 7, Section F through a contract amendment approved in accordance with the Charter Contract.
- Until the matriculation agreement is incorporated into the Charter Contract, JPEC is prohibited from granting an enrollment priority to any student pursuant to that matriculation agreement.

Application Process

- The application period shall be a minimum of two weeks in duration, with evening and/or weekend times available.

- JPEC shall accept applications all year. If openings occur during the academic year, students shall be enrolled. If openings do not exist, applicants shall be placed on the official waiting list. The waiting list shall cease to exist at the beginning of the next application period.
- In the event there are openings in the class for which students have applied, students shall be admitted according to the official waiting list. The position on the waiting list shall be determined by the random selection drawing. If there is no waiting list, students shall be admitted on a first-come, first-served basis.
- JPEC may neither close the application period nor hold a random selection drawing for unauthorized grades prior to receipt of written approval from the Jackson College President or designee.

Legal Notice or Advertisement

- JPEC shall provide legal notice or advertisement of the application and enrollment process in a local newspaper of general circulation. A copy of the legal notice or advertisement must be forwarded to the Jackson College President or designee.
- At a minimum, the legal notice or advertisement must include:
 - a. The process and/or location(s) for requesting and submitting applications.
 - b. The beginning date and the ending date of the application period.
 - c. The date, time, and place the random selection drawing(s) will be held, if needed.
- The legal notice or advertisement of the application period shall be designed to inform individuals that are most likely to be interested in attending JPEC.
- JPEC, being an equal opportunity educational institution, shall be committed to good-faith affirmative action efforts to seek out, create and serve a diverse student body.

Re-enrolling Students

- JPEC shall notify parents or guardians of all enrolled students of the deadline for notifying JPEC that they wish to re-enroll their child.
- If the JPEC Board has a sibling preference policy, the re-enrollment notice must also request that the parent or guardian indicate whether a sibling(s) seeks to enroll for the upcoming academic year.
- An enrolled student who does not re-enroll by the specific date can only apply to JPEC during the application period for new students.
- An applicant on the waiting list at the time a new application period begins must reapply as a new student.
- After collecting the parent or guardian responses, JPEC must determine the following:
 - a. The number of students who have re-enrolled per grade or grouping level.
 - b. The number of siblings seeking admission for the upcoming academic year per grade.
 - c. If space is unavailable, JPEC must develop a waiting list for siblings of re-enrolled students.
 - d. The number of spaces remaining, per grade, after enrollment of current students and siblings.

Random Selection Drawing

A random selection drawing is required if the number of applications exceeds the number of spaces available.

Prior to the application period, JPEC shall:

- Establish written procedures for conducting a random selection drawing.
- Establish the maximum number of spaces available per grade or grouping level.
- Establish the date, time, place and person to conduct the random selection drawing.
- Notify the Jackson College President or designee of both the application period and the date of the random selection drawing, if needed. The Jackson College President or designee may have a representative on-site to monitor the random selection drawing process.

JPEC shall use a credible, impartial individual who is not employed by, under contract with, a member of the Board of, or otherwise affiliated with the Academy to conduct the random selection drawing. Further, JPEC shall:

- Conduct the random selection drawing in a manner that is open to parents, community members and members of the public who want to observe the process.
- Use numbers, letters, or another system that guarantees fairness and does not give an advantage to any applicant.

JPEC shall notify applicants not chosen in the random selection drawing that they were not selected and that their name has been placed on JPEC's official waiting list for openings that may occur during the academic year. Students shall appear on the official waiting list in the order they were selected in the random selection drawing.