



2017-18 Enrollment Policies and Procedures

Enrollment Policies and Procedures that apply to the following Great Hearts academies:

Anthem Preparatory Academy

Chandler Preparatory Academy

Archway Classical Academy – Chandler

Glendale Preparatory Academy

Archway Classical Academy- Glendale

Maryvale Preparatory Academy

Arete Preparatory Academy

Archway Classical Academy- Arete

Cicero Preparatory Academy

Archway Classical Academy –Cicero

Lincoln Preparatory Academy

Archway Classical Academy -Lincoln

North Phoenix Preparatory Academy

Archway Classical Academy – North Phoenix

Scottsdale Preparatory Academy

Archway Classical Academy – Scottsdale

Teleos Preparatory Academy

Trivium Preparatory Academy

Archway Classical Academy – Trivium West

Archway Classical Academy – Trivium East

Veritas Preparatory Academy

Archway Classical Academy - Veritas



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Non-Discrimination Policy:

Great Hearts Academies does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

- **504 Coordinator:**
Thomas Doeblner, Exceptional Student Service Director
Great Hearts Academies
3102 N. 56th Street
Phoenix, AZ 85018
602.438.7045 EXT 345
- **Title IX Coordinator:**
Jennifer Whitmire, HR Director
Great Hearts Academies
3102 N. 56th Street
Phoenix, AZ 85018
602.438.7045 EXT 363

General enrollment overview:

Great Hearts Academies, as public charter academies in Arizona, are subject to open enrollment laws. Typically, academies receive more applications for enrollment than there are seats available. If this is the case for any grade level at an academy, a lottery will be held. Students who are not admitted through the lottery process will be placed on a waitlist and may be offered enrollment during in the future if a seat becomes available. In early fall, any current waitlisted student has the opportunity to rollover in advance of the lottery to the following school year. After rollover ends, the open-enrollment period begins with new applications accepted during the designated window which are then entered into the lottery in the beginning of the year. Any students who submit their applications after the expiration of the open-enrollment period will be ordered on a first-come first-served basis.

Rollover: previous year's waitlisted applications electing to remain on the waitlist for the upcoming school year (not all applications are eligible)

Open enrollment: applications submitted in the open enrollment period that is eligible for the lottery

Post open enrollment: applications submitted after the open-enrollment period, not eligible for lottery and processed on first-come, first-served basis

Re-enrollment: current students who plan to return the following academic school year for the next grade level at the same academy (does not apply to students in exit grades)

Enrollment Timeline:

The following is a general timeline for offers to be extended to students who submit applications for the next school year. Specific dates will be added to the main GHA website (greatheartsaz.org) each year before open enrollment begins.

Rollover Policy and Period-October/November of prior school year

If a student is not offered a spot for the current school year, and the student's waitlisted application is eligible to rollover to the next school year waitlist, the academy/enrollment department will contact the parents/guardians before open enrollment for the following school year begins. This will allow the parents/guardians to roll the application over to the next school year's waitlist. The family will receive an email confirming the rollover occurred with the student information of academy, rollover grade, and also student name and DOB.



If parents/guardians rollover, they will not have to reapply for the next school year, and the application will move down the waitlist with other rollover applications. These rollover applications will be ahead of new, incoming, non-prioritized applications submitted for that school year during the open enrollment and post open enrollment period. It is crucial that families do not miss the rollover deadline set by the Lead Office and academy to ensure the student's application is moved to the next year's wait list.

If, after a family chooses to roll over an application to the following school year, the student receives an offer from an academy in the *current* school year, the roll over application will be canceled from the next year's waitlist. Per Great Hearts policies, offers are continuously given on an as-needed based on current students withdrawing and positions that are available for a particular academy and grade. When an offer is given to a family from the waitlist, even after the school year has begun, the family must accept at that time to attend a Great Hearts academy.

Applications cannot roll over from one academy to another. For example, waitlisted 5th grade applications for Archway Veritas cannot be rolled over to 6th grade at Veritas Prep. Furthermore, applications received after August 15th for the current school year are **NOT** eligible to roll over onto the waitlist for the next school year.

Open Enrollment Policy and Period- November/December of prior school year

Any application submitted during the open enrollment period is eligible for a lottery. When academies receive more applications than there are seats available, a lottery is held to help order a waitlist and keep the offers given for grade positions fair. The lottery assigns a random number to each application and then the applications are ordered on the waitlist based on the lottery number, application type and also priority status. Each academy and grade level runs an independent lottery. The family will receive an email confirming the open enrollment application with the student information of academy, application grade, and also student name and DOB.

Post Open Enrollment Policy and Period-After Open Enrollment period

Any applications submitted after open enrollment period through the upcoming school year. These applications are not eligible for the lottery and processed on a first-come, first-served basis on the waitlist. The family will receive an email confirming the post-open enrollment application with the student information of academy, application grade, and also student name and DOB.

Re-enrollment Policy and Period- Early Spring of current school year

Any guardian/parent of a current student who plans to return the following school year at the same academy must fill out re-enrollment paperwork to confirm the student's intent to return. During the re-enrollment period, once a parent/guardian withdraws from the enrollment system or a withdrawal form is turned into the front office of where the student is attending during any period, the academy can offer that position to another student waiting to receive an offer. The family will receive an email confirming the re-enrollment completion after the packet was turned in and accepted by the academy; it will include the name of academy, re-enrollment grade, and also student name and DOB.

Students who are in exit grades at an academy do not fill out re-enrollment paperwork, but will need to fill out a new enrollment application to attend another Great Hearts academy.

2017–2018 Priority Status Order:

Please note that the following academies are currently receiving a federal AZ-SCP grant and as a result do not follow all standard policies and procedures: Archway Trivium East.



Priority status is given to applications in the order listed below. After applying priority status, applications are ordered by application type- Rollover, Open Enrollment, and Post-open Enrollment.

1. Current student in same academy required to submit re-enrollment paperwork in spring
2. Archway graduate applying to entry level grade at designated recipient* Prep academy
3. Teleos Prep graduates – 8th graders applying to any GH prep academy for 9th grade
4. GH Faculty / Administrator child or grandchild (full-time, benefits-eligible)
5. Applicants with siblings attending, or alumni siblings of, the same academy or designated feeder/recipient* academy
6. Returning archway graduate applying to any non-entry level grade at designated recipient* Prep academy
7. Board member child or grandchild
8. Transfer student – from one GH academy to another
9. Confirmed rollover applicant from the previous school year
10. Non-prioritized Open Enrollment applicants (by original lottery number)
11. Non-prioritized Post Open Enrollment applicants (by date of application)

Please note: Any false statement on an application, including falsely indicating priority eligibility, may result in revocation of enrollment or offer of enrollment. Also, priority status does not guarantee an offer of enrollment for any grade or academy.

Archway Graduate to Prep Entry Grade Priority Policy:

Archway Graduate priority status is provided for Archway Graduates applying to the entry level grade of their designated feeder/recipient* Great Hearts prep academy. Archway Graduate priority status does not guarantee placement at the desired academy.

1. Archway graduates that wish to enroll in the entry level grade at their designated feeder/recipient* academy should apply during the Open Enrollment period for the upcoming school year.
 - a. Archway Graduate priority cannot be used for any other application grade to the Prep other than the entry grade. Ex: Cannot give AG priority for a student who graduated from Archway Arete, doesn't continue to Arete Prep for 6th but decides to return and apply to Arete Prep for 8th grade.
2. These applicants should indicate on their application to the designated recipient academy that they are currently attending a Great Hearts academy, and should indicate the name of their current GH academy.
3. These Archway Graduate applications will be marked for Archway Graduate priority status.
4. Once marked as an "Archway Graduate" application, these priority applications are ordered by original lottery number.

If an offer is made to an applicant due to having the Archway Graduate status prior to the years end and they withdraw from their Archway before graduating, their offer will be revoked. The offer of enrollment will be withdrawn and they will be placed back on the waitlist, using their original lottery number or date of application to place them, without a seating priority.

Teleos Prep Graduate Priority Policy:

Teleos Prep Graduate priority status is provided for Teleos Prep 8th grade graduates applying to 9th grade at any Great Hearts prep academy.

1. Teleos Prep 8th grade graduates that wish to enroll in the 9th grade at a Great Hearts prep academy should apply during the Open Enrollment period for the upcoming school year.
2. These applicants should indicate on their application to the GH prep academy that they are currently attending Teleos Prep.
3. These Teleos Graduate applications will be marked for Teleos Graduate priority status.
4. Once marked as a "Teleos Graduate" application, these priority applications are ordered by original lottery number.



5. Priority status does not guarantee placement at the desired academy

Great Hearts Faculty / Administrator Child Priority Policy:

Great Hearts Faculty/Administrator child priority is for children or grandchildren of full-time (scheduled 30 or more hours per workweek) benefits-eligible Great Hearts Lead Office, Academy Faculty and Administrators

1. The employee must have a signed offering sheet with Great Hearts Academies before the Enrollment Priority benefit will be applied to employee child application/s.
2. The employee must be the parent /legal guardian or grandparent of applicant.
3. The eligible applicant will receive priority status at any academy within the Great Hearts network.
4. The employee is responsible for notifying the academy/s to which they apply of their submitted application and of their priority status eligibility.
5. If employment is terminated by employee or employer before applicant is offered enrollment or attends one day of academy at a Great Hearts academy, priority status will be revoked.
6. If employee priority status results in an offer of enrollment and employment is terminated by employee or employer before employment contract is signed, offer of enrollment will be revoked.
7. Once marked as an “employee” application, these priority applications are ordered by original lottery number.
8. Priority status does not guarantee placement.
 - a. Academies receiving AZ-CSP cannot grant EC priority status to grandchildren

*Please note for the 2017-18 school year the following academy cannot accept employee grandchildren applicants due to AZ-CSP Grant regulations: *Archway Trivium East*.

Sibling Priority Policy:

Sibling priority only applies when the incoming applicant has a sibling that is officially enrolled, currently attending, or has graduated from, the same academy or designated feeder / recipient academy to which the applicant is applying.

1. A “sibling” is defined as an immediate family member of the applicant, or a blended family member of the applicant through marriage or guardianship. Birth certificate, marriage certificate or court documentation is necessary to approve the sibling priority.
 - a. Does not apply to extended family of sibling unless legal documentation of guardianship is provided.
2. The sibling must be currently enrolled at, or alumni of, the same academy or designated feeder/recipient* academy to which the applicant is applying.
3. The applicant can only receive priority status for the same academy or designated feeder/recipient* academy at which their sibling is currently enrolled or from which they have graduated.
4. If the sibling withdraws from the academy before applicant is offered enrollment, priority status will be revoked.
5. If the sibling withdraws from the academy before attending at least one day of attendance for the year they are registered, the priority status and any offer/registration of the applicant will be revoked.
6. Once marked as a “sibling” application, these priority applications are ordered by original lottery number.
7. Priority status does not guarantee placement.



*Please note for the 2017-18 school year the following academy cannot accept Trivium Prep sibling applicants due to AZ-CSP Grant regulations: *Archway Trivium East*.

Returning Graduate Student:

Returning Graduate Student priority is for any student who graduated from an Archway academy, didn't continue onto the entry level grade the next school year, and would like to apply to a non-entry level grade at the designated feeder/recipient* Great Hearts prep academy.

1. Returning Graduate Students that wish to enroll in a non-entry level grade at their designated feeder/recipient* academy should apply during the Open Enrollment or Post Open Enrollment period for the upcoming school year.
 - a. Ex: Student graduated from Archway Chandler, didn't continue the following year for entry grade to attend Chandler Prep but would like apply for 9th grade.
2. These students/applicants should indicate on their application to the designated recipient academy that they graduated from an archway academy, and should indicate where they graduated from.
3. These Returning Graduate Students applications will be marked for Returning Graduate Students priority status.
4. Once marked as a "Returning Graduate Students" application, these priority applications are ordered by original lottery number.
 - a. If the student/applicant does not apply during Open Enrollment to be in the lottery, the application will be a post-open application and be organized after the open enrollment applications by time/date stamp.
5. Returning Graduate Student priority status does not guarantee placement at the desired academy.

Great Hearts Board Member Child Priority Policy:

Board Member Child priority is for children of an official, board-approved member per Lead Office.

1. The board member must be the parent, legal guardian, or legal grandparent of applicant.
2. The applicant must live with the board member for at least 50% of the calendar year if parent or legal guardian of the applicant.
3. The board member must be an official, board-approved member.
4. The eligible applicant will receive priority status at any academy within the Great Hearts network.
5. The board member is responsible for notifying the academy/s to which they apply of their submitted application and of their priority status eligibility.
6. If the board member's service on the board ends before the applicant is offered enrollment at a Great Hearts academy, priority status will be revoked.
7. Once marked as a "board" application, these priority applications are ordered by original lottery number.
8. Priority status does not guarantee placement.

Transfer Policy:

Transfer priority is for students who are currently attending a Great Hearts academy and would like to transfer to another Great Hearts academy.

1. Students eligible for transfer are required to start attending their current academy at or before the beginning of the second semester and must successfully complete the academic year at that academy to be eligible to transfer to their new academy of choice for the next school year.

- a. In the case of siblings, all transfer requests submitted must be for the same academy or feeder/recipient academy as transfer requests submitted for all other siblings.
- b. Must not be in the process of being expelled from their current academy.
2. Students may only submit for one transfer request and priority per academic school year at one academy.
3. Students requesting a transfer must:
 - a. Complete an application for the next school year to their desired transfer academy.
 - b. Complete and submit a Transfer Request form to their desired transfer academy.
 - c. Email/scan or deliver completed form to the Office Manager of the academy.
4. **Great Hearts Preparatory students who transfer within the GH network must sit out a season of sport per AIA (Arizona Interscholastic Associate) rules.**
 - a. It is the job of the accepting academy to notify the student of sitting out for the year.
5. The transfer priority approval is based on the discretion of the Headmaster to the academy the student is attempting to transfer into.
6. If a student is being retained at their current academy, their transfer application and any other enrollment applications will be changed to the retained grade level.
7. Once the desired academy approves the transfer, the application will be marked for transfer priority status for the upcoming school year.
 - a. Once marked as a "transfer" application, these priority applications are ordered by original lottery number.
 - b. Priority status does not guarantee placement at the desired academy, but rather it places the transfer application in a prioritized position on the waitlist for the desired academy / grade.

*Please note for the 2017-18 school year the following academy cannot accept transfer requests due to AZ-CSP Grant regulations: *Archway Trivium East*.

Enrollment Application Submission Policies:

Enrollment for Possible Expelled Students/Expelled Students

A.R.S. §15-184(F) allows a charter academy to refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

Incorrect grade submission

Parents/guardians of the student must submit an enrollment application through the enrollment Parent Portal to be eligible for an offer from an individual academy. The parent/guardian must apply for the correct grade for the enrollment year to which they are applying since each grade level at each academy's waitlist is independent from other waitlists.

Great Hearts cannot change the application grade for a student after the original application has been submitted due to AZ Charter laws. If the parent/guardian applies for the wrong grade, the parent must cancel the original enrollment application and apply again for the correct grade and be given a new submission date and waitlist number.

Editing/Adding an academy

Separately, if a parent/guardian wants to edit or add an additional academy to the original application, the new academy's application will be submitted with the current day's date and added to the waitlist. Editing an application or adding an academy will not affect the wait list position of previously submitted academies.

Duplicate applications

Great Hearts does not allow more than one application for an individual student at the same academy for the same/multiple grades because it does not allow a fair and equitable enrollment process. If the Great Hearts' enrollment team or front office of any academy finds a duplicate application for a student, the guardian/parent of the student will be notified to determine which application should be canceled so there is only one valid application for that academy.



Offer Policies:

Initial Offer of Enrollment

Every family will receive an email and/or a phone call from the academy to which they applied if and when an offer is extended to their child. Please contact the main office of the specific academy if you have any questions concerning the initial offer of enrollment.

If a family rejects or does not respond to an offer of enrollment date determined by that specific academy, they are removed from the waitlist and must reapply if they wish to be considered again for enrollment in the current or future school years.

Registration Packet

Completion of an online application or acceptance of an offer of enrollment *does not* constitute official registration. Offered applicants will receive a registration packet via the enrollment Parent Portal to finalize their registration at the academy. Parents must complete the registration packet by the academy's packet deadline to be registered in the academy. Failure to submit that registration packet by the academy's deadline will result in the offer being rescinded.

Here is a list of documentation that you can start gathering in order to have it all ready when you receive your packet.

1. The child's **original** birth certificate
2. Immunization records
3. Proof of Arizona residency (**one** item from the list below):
 - a. Valid Arizona driver's license, Arizona identification card
 - b. Valid Arizona motor vehicle registration
 - c. Valid United States passport
 - d. Property deed
 - e. Mortgage documents
 - f. Property tax bill
 - g. Rental agreement or lease (including Section 8 agreement)
 - h. Utility bill (water, electric, gas, cable, phone)
 - i. Bank or credit card statement
 - j. W-2 wage statement
 - k. Payroll stub
 - l. Certificate of tribal enrollment or other identification issued by a recognized Indian tribe
 - m. Other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans' Administration, Arizona Department of Economic Security, etc.)

Enrollment Start Date

Upon acceptance of an offer, academies will set the anticipated start date per semester. Academies cannot indefinitely hold a position without a clear anticipated start date for the student or else the accepted offer can be revoked. Should a student not have positive attendance within 10 days of the anticipated start date, the offer may be revoked or student withdrawn.

Admissions Standards

Great Hearts Academies have no admissions standards, as we are publicly funded charter academies. However, students may be required to attend summer school in order to meet graduation requirements.

Kindergarten Enrollment Policy:

We follow state guidelines which stipulate that a child must turn 5 years old before September 1st in the year in which they are enrolled for Kindergarten. Our Archway academies do adhere to the state guidelines regarding the minimum age for Kindergarten, and exceptions are not made for early Kindergarten admittance. Also, we do not offer early entrance testing for Kindergarten.

Our standard Kindergarten offering is a ½ day program, which is funded in full by the State of Arizona and meets all state requirements. We also offer a tuition-based, extended-day Kindergarten program, which allows us to provide a full day of



instruction to Kindergarten students. Tuition for the extended-day program varies by academy. Please contact the academy directly for more information.

First Grade Enrollment Policy:

Arizona law requires that 1st-grade students turn 6 years old before September 1 of their 1st-grade year, but allows for limited exceptions if entering 1st grade early is in the student's best interest.

To determine whether entering 1st grade is in your student's best interest, we have implemented the following procedure to comply with Arizona law (A.R.S. § 15-821(C)).

1. Parent/guardian must show the student's successful completion of a Kindergarten program.
2. After a 1st grade offer of enrollment has been given to the applicant, the parent/guardian and student must attend a meeting with the Headmaster and the 1st grade teacher to determine if 1st grade placement will be in the best interest of the student.
3. After the joint meeting, if the Headmaster and teacher determine that 1st grade placement is in the best interest of the student, the student's offer will remain active and the family can continue with registration.
4. If, however, the Headmaster and teacher determine that it is not in the best interest of the student to enroll in 1st grade, the parent will need to submit a new application for Kindergarten which will result in a new waitlist number.
5. Please note the enrollment system does not accept two applications for the same child for two separate grades for the same enrollment period.