



Enrollment Policies and Procedures

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

Great Hearts Northern Oaks

Great Hearts Monte Vista South

Great Hearts Monte Vista North

Great Hearts Irving



Enrollment Resources:

www.Greatheartsamerica.org:

The Great Hearts website (<http://greatheartsamerica.org/>) contains a wealth of information on the Great Hearts' curriculum, locations, and educational opportunities offered by the school. Great Hearts Texas currently operates three campuses in San Antonio and one in Irving and plans to open additional San Antonio campuses in the coming years.

Online Application Log-in:

You can access the online application for Great Hearts at <https://enrollment.canopyhosting.com/>. Computer portals as well as any needed assistance are available at each location upon request.

Confirmation Emails:

Parents can expect to receive an email confirming our receipt of a completed application within 30 minutes after submitting the application to one of our schools. This confirmation will reference vital information, such as the child's name and birthdate, parental contact emails, and grade and schools for which the child's application was submitted. The confirmation email also indicates the date the application was submitted. Parents should be strongly encouraged to save the confirmation email.

Geographic Boundaries for Enrollment:

According to the Great Hearts Texas' charter, we are only authorized to accept students who reside with a qualifying parent or guardian within the geographic boundaries of within the following independent school districts.

San Antonio

Alamo Heights, Bandera, Blanco, Boerne, Charlotte, Comal, Comfort, D'Hanis, Devine, East Central, Edgewood, Floresville, Fort Sam Houston, Harlandale, Hondo, Jourdanton, Judson, Kerrville, Knippa, La Vernia, Lackland, Lytle, Marion, Medina, Medina Valley, Natalia, New Braunfels, North East, Northside, Pearsall, Pleasanton, Poteet, Poth, Sabinal, San Antonio, Schertz-Cibolo-Universal City, Seguin, Somerset, South San Antonio, Southside, Southwest, Stockdale, Uvalde

Dallas/Ft. Worth

Arlington, Carroll, Carrollton-Farmers Branch, Cedar Hill, Coppell, Dallas, Desoto, Duncanville, Frisco, Garland, Grand Prairie, Grapevine-Colleyville, Highland Park, Hurst-Euless-Bedford, Irving, Lancaster, Lewisville, Mesquite, Plano, Richardson, and Sunnyvale.

Section 25.001 of the Texas Education Code outlines certain conditions that permit students who do not reside within the approved geographic boundaries listed above to attend Great Hearts. Below are a two of the most common cases for students not residing within the approved boundaries:

- A student is eligible for admission if the parent/guardian of the applicant resides within the approved boundaries.
- A student is eligible for admission if the grandparent of the applicant resides within the approved boundaries and provides a substantial amount of after-school care to the child as determined by the Board of Directors.

If your student does not live within the approved geographic boundaries and you believe you may qualify through a condition listed in TEC 25.001, please contact the school office where you intend to apply.



General Enrollment Overview:

Admission and enrollment of students shall be open to persons who reside within the geographic boundaries stated in the Great Hearts Texas charter and who are eligible for admission based on lawful criteria identified in the charter and in law. The total number of students enrolled at Great Hearts Texas shall not exceed the number of students approved in the charter or subsequent amendments, and will also be based on staff/classroom capacity.

It is the policy of Great Hearts Texas to comply with all state and federal regulations regarding admission and not to discriminate during the admission and enrollment process on the basis of sex; national origin; ethnicity; religion; disability; academic, artistic, or athletic ability; or the district the child would otherwise attend under state law.

As a public charter school, Great Hearts Texas is subject to open enrollment laws. Typically, our 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 to determine the order of the offers to be made. Students who do not receive offers as a result of the lottery process will be placed on a waitlist and will be offered enrollment in order as seats become available. The waitlist resets each academic year and current waitlist positions are not retained for the following year. All waitlist applicants will need to reapply for the next academic year should they not receive an offer in the current academic year. Students who are enrolled will have the opportunity to re-enroll and will not have to submit a new application each academic year as long as they provide timely written notice of intent to remain at their current academy.

Exception to Admission

As authorized by its open-enrollment charter and Texas Education Code § 12.111(a)(5)(A), Great Hearts Texas reserves the right to deny admission to students with a documented history of a criminal offense, a juvenile court adjudication, or other discipline problems listed under Texas Education Code Chapter 37, Subchapter A.

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 (greatheartsamerica.org) each year before open enrollment begins.

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

If, at the close of the Open Enrollment period, the number of applicants for a particular grade level exceeds the number of available positions, a lottery will be conducted to determine enrollment and waitlist placement. Only those completed applications submitted during the Open Enrollment period will be included in the lottery. Once the lottery is conducted and any priority statuses have been verified, offers for enrollment will be made based the number of available positions. Once all available spaces have been filled, all subsequent applications will be placed on the waitlist and any additional offers for enrollment will be made as seats become available. The lottery is typically scheduled to occur in mid-January, with results being made available late January.



If, at the close of the Open Enrollment period, the number of applicants for a particular grade level does not exceed the number of available positions, students will be offered admission in the order in which completed applications are received.

Post Open Enrollment Policy and Period-After Open Enrollment period

Any completed applications submitted after the Open Enrollment period through the upcoming school year will still be accepted. If a seat is available at the time the completed application is received, the student will be offered admission. If there are no seats available at the time completed applications are received, Applications will be processed on a first-come, first-served basis on the waitlist behind the applications that participated in the lottery.

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 will complete re-enrollment paperwork to confirm the student's intent to return. This paperwork is submitted both online and in-person in order to be considered complete. During the re-enrollment period, if a parent/guardian withdraws from the enrollment system or a withdrawal form is turned into the front office of the student's academy, the student has relinquished his or her seat and the academy can offer that position to another student waiting to receive an offer.

Predicting Waitlist Outcomes:

It is not possible for us to determine a child's chances of being offered enrollment. Once classes are full, any spots that open are the result of an admitted student deciding not to enroll or by an enrolled student's withdrawal. Although we do typically see a number of spots open up before the start of school, we have no way of knowing in which grades spots will open up or how many spots will become available.

Applicants may move up or down on the waiting list. For example, consider an applicant to the 1st Grade who is offered enrollment and who has a sibling who is placed on the waitlist for 3rd Grade in spot #50. The sibling applying for 3rd Grade will be given a "sibling priority," and will therefore move to the top of the 3rd Grade waitlist (or near the top; there may be other siblings ahead of her).

Priority Status Order:

Certain applicants may be exempted from an admissions lottery, or given "priority" status in the admissions process. Priority status is given in the order listed below with applications ordered by application type: Open Enrollment or Post-Open Enrollment status.

1. Current students who have submitted timely notice to re-enroll in their current academy
2. Children of a Great Hearts teacher or staff member, so long as the total number of students admitted through this exemption constitute only a small percentage of the school's enrollment.
3. Applicants with siblings attending, or alumni siblings of, the same academy
4. Transfer student who have submitted timely notice of intent to transfer from one Great Hearts Texas academy to another
5. Board member child
7. Non-prioritized Open Enrollment applicants (by original lottery number)



8. Non-prioritized Post Open Enrollment applicants (by date of application)

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

Priority for Children and Grandchildren of Great Hearts Teachers and Staff:

Priority for children of Great Hearts teachers and staff is available to the children and grandchildren of full-time or part-time benefits-eligible Lead Office staff, Academy Faculty, and Academy Administrators. The following guidelines also apply:

1. The qualifying employee must have a signed offer 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 to the applicant.
3. The eligible applicant will receive priority status at any academy within the Great Hearts Texas network.
4. The employee is responsible for notifying the academy/s to which he or she applies of the submitted application and of his or her priority status eligibility.
5. If employment is terminated by the employee or Great Hearts before a student applicant is offered enrollment, or before the student attends one day at a Great Hearts academy, priority status will be revoked.
6. If an employee signs an offer sheet with Great Hearts Academies but is terminated or resigns before an official employment agreement is signed, priority status 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.

Sibling Priority Policy:

Sibling priority only applies when the incoming applicant has a sibling that is officially enrolled, currently attending, or has graduated from, a Great Hearts Texas school.

1. A “sibling” must be an immediate family member of the applicant, or a legally blended family member of the applicant, that resides under the same roof as the applicant (with the exception of alumni siblings).
2. The sibling must be currently enrolled at, or an alumnus of, a Great Hearts Texas school.
3. If sibling withdraws from the school (for a reason other than graduation) before the applicant is offered enrollment, priority status will be revoked.
4. Once marked as a “sibling” application, these priority applications are ordered by original lottery number.
5. Priority status does not guarantee placement.

Transfer Policy:

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

1. Students requesting a transfer from one Great Hearts Texas academy to another are required to finish



- out the year at their current campus before transferring to their new academy of choice.
2. Students requesting a transfer must also:
 - a. Complete an application for the next school year to their desired transfer academy; and
 - b. Complete and submit a Transfer Request form to their desired transfer academy.
 3. Once the desired academy approves the transfer, the application will be marked for transfer priority status for the upcoming school year.
 4. Once marked as a “transfer” application, these priority applications are ordered by original lottery number.
 5. Priority status does not guarantee placement at the desired school.

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 the applicant.
2. The board member must be an official, board-approved board member.
3. The eligible applicant will receive priority status at any academy within the Great Hearts Texas network.
4. 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.
5. Once marked as a “board” application, these priority applications are ordered by original lottery number.
6. Priority status does not guarantee placement.

Great Hearts Texas Founder Child or Dependent Priority Policy:

1. A “Founder” is defined as any individual who has contributed significant and meaningful time, talent, or treasure to aid and assist Great Hearts Texas in starting up and/or opening a Great Hearts Texas charter school/campus in the 18-months prior to official start day of a Great Hearts Texas charter school/campus academic year. Such founder(s) shall be nominated by the President of Great Hearts Texas and confirmed by the Board of Directors.
2. The Founder must be the parent or legal guardian of the applicant, or the applicant must live with the Founder for at least 50% of the calendar year.
3. The eligible applicant will receive priority status at any school within the Great Hearts Texas network.
4. Once marked as a “Founder” application, these priority applications are ordered by original lottery number.
5. Priority status does not guarantee placement.

Enrollment Application Submission Policies:

Enrollment for /Expelled Students

As authorized by section 12.111(a)(5)(A) of the Texas Education Code, the Great Hearts Texas charter allows an academy to refuse to admit any applicant who has been expelled from another educational institution, or who has a documented history of a criminal offense, a juvenile court adjudication, or other discipline problems listed under Texas Education Code Chapter 37, Subchapter A.

Incorrect grade submission

Parents/guardians must submit a completed enrollment application to be eligible for an offer from an individual academy. An offer is for a specific grade at an academy and is not a network or a schoolwide offer. 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. 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. Parents/Guardians are strongly urged to verify that applications are correct at the time of submission.

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 as of the date the updated application is submitted and added to the waitlist. Editing an application or adding an academy will not affect the wait list position of previously submitted academy applications.

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 via the enrollment Parent Portal 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. Offers must be accepted at the time they are given; offers cannot be deferred. If a family declines an offer, they will be removed from the waitlist. If a family does not respond to an offer of enrollment by the date determined by that specific academy, the offer will automatically rescind and they will be removed from the waitlist. They must reapply and receive a new waitlist position 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. Applicants who accept an offer will receive a registration packet via the enrollment Parent Portal to finalize their registration at the academy. Parents must complete the registration packet in person by the academy's packet deadline to be registered in the academy. Failure to submit the completed registration packet by the academy's deadline will result in the offer being rescinded, even if the offer was previously accepted. Here is a list of documents that will be requested at the time of registration (this is not a comprehensive list):

1. Student's original birth certificate
2. Student's social security card
3. Immunization records
4. Two documents for proof of Texas residency
5. Valid Texas driver's license



Enrollment Standards

Great Hearts Academies have no enrollment 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 academies do adhere to the state guidelines regarding the minimum age for Kindergarten, and no exceptions are made for early Kindergarten admittance. Also, we do not offer early entrance testing for Kindergarten. Our standard Kindergarten offering is a full day program, and meets all state requirements.