

**Academia Cesar Chavez Charter School**  
**Enrollment Policies and Procedures**



Academia Cesar Chavez’s (ACC’s) enrollment policy is intended to ensure families receive confirmation of enrollment after submitting a complete application and ensure that all families have an equal opportunity to enroll in ACC. Whenever possible, the school will strive to accommodate families with multiple siblings.

**Policy 1: Enrollment into ACC**

**1a.** ACC will limit enrollment to students within prekindergarten through 8<sup>th</sup> grade;

**1b.** ACC enrollment guidelines of the grade levels are as follows:

Prekindergarten	2 Classroom	40 Students	= 20 per class
Kindergarten:	2 Classrooms	60 Students	= 30 per class
1 <sup>st</sup> Grade:	2 Classrooms	50 Students	= 25 per class
2 <sup>nd</sup> Grade:	2 Classrooms	60 Students	= 30 per class
3 <sup>rd</sup> Grade:	3 Classrooms	78 Students	= 26 per class
4 <sup>th</sup> Grade:	3 Classrooms	78 Students	= 26 per class
5 <sup>th</sup> Grade:	3 Classrooms	78 Students	= 26 per class
6 <sup>th</sup> Grade:	2 Classrooms	60 Students	= 30 per class
7 <sup>th</sup> Grade:	2 Classrooms	60 Students	= 30 per class
8 <sup>th</sup> Grade:	2 Classrooms	60 Students	= 30 per class

**1c.** ACC will give enrollment preferences to siblings of enrolled students and foster children of enrolled students’ parents.

**1d.** ACC will NOT limit enrollment based on intellectual ability, measures of achievement or aptitude, athletics or extracurricular ability, disabling conditions, or English proficiency.

The deadline for completed enrollment applications is February 15. On February 22, ACC’s enrollment committee will determine if applications exceed capacity in any grade levels. If that is the case, ACC will give first priority to students already attending ACC, next siblings of students enrolled at ACC and foster children of enrolled students’ parents, and then utilize a lottery drawing to determine remaining enrollments. When grade levels reach capacity (as defined in 1b) the remaining enrollment applications will be placed on a waiting list.

If space remains available in any grade level, future applications will be accepted first-come, first-serve.

**Policy 2: Prekindergarten Enrollment**

In order to enroll for the forthcoming year, children must be four years of age on or before September 1 of that same school year and have successfully completed early childhood screening. All children who have completed an enrollment application and have been admitted to ACC, by state law, must have a copy of their birth certificate, proof of having completed early childhood screening through an approved screening provider, and a completed immunization record on file with the school office before the first day of school. Entrance into ACC’s prekindergarten program does not guarantee access into our school’s kindergarten program. Students enrolled in ACC’s prekindergarten program must submit an application for kindergarten as required of all other interested students.

**Policy 3: Kindergarten Enrollment**

In order to enroll for the forthcoming year, children must be five years of age on or before September 1 of that same school year and have successfully completed preschool screening. All children who have completed an enrollment application and have been admitted to ACC, by state law, must have a copy of their birth certificate, proof of having completed early childhood screening through an approved screening provider, and a completed immunization record on file with the school office before the first day of school.

**3a.** ACC will give enrollment preferences to incoming Kindergartener students who were enrolled in ACC’s Prekindergarten Instructional Program.