



## SOMERSET ACADEMY ENROLLMENT POLICY

Somerset Academy Enrollment policy was originally established in the charter application. As long as the school's enrollment is less than it can accommodate (as determined by NAC 386.353), the school "shall enroll pupils...in the order in which applications are received." "...[I]f more pupils...apply for enrollment...than the number of spaces which are available..." the school shall use a lottery to determine who will be enrolled.

In the case of available spaces at Somerset Academy that priority would be given to:

- A) Priority will be given to children of a member of the committee to form the charter school.
- B) Priority will then be given to the children of members of the governing body of the charter school.
- C) Priority will be given to the child of a teacher employed by the charter school.
- D) Priority will be given to the siblings of currently enrolled students. Should the number of siblings exceed the number of available spaces in any grade level; the students will be placed in a lottery to determine priority.
- E) Students registered at any Somerset Campus wishing to transfer campuses. In years when Somerset Academy opens a new campus; students attending an existing Somerset Academy, who request transfer to the new campus on their declaration of intent will be given first priority of acceptance during the first year of enrollment at the new campus. In order to receive this priority, transfer request must be received during the recommitment period. All transfer request received after the recommitment period will be given transfer priority as detailed below.
- F) Pursuant to NRS 388.040 and NRS 388A.453(2), students who completed their 8<sup>th</sup> grade year at a Somerset school and are being promoted to 9<sup>th</sup> grade will only be guaranteed enrollment in the Somerset High School zone where they attended 8<sup>th</sup> grade. If they wish to attend high school in another Somerset High School Zone, they will be given transfer priority in the customary lottery process. The Somerset High School Zones are divided as follows:

### **Somerset Sky Pointe High School Zone**

Somerset Lone Mountain  
Somerset Sky Pointe Elementary  
Somerset Skye Canyon

### **Somerset Losee High School Zone**



Somerset North Las Vegas  
Somerset Losee Elem  
Somerset Stephanie  
Somerset Aliante

Once a transfer request is granted and the registration process completed the student's seat at attending campus will be released. Should a request be made to return to previously attended campus; any applicable priority will be assigned and student will be placed at the bottom of the assigned priority wait list. Transfers are never guaranteed and are awarded based on seat availability and wait list order.

G) All remaining students will be placed in a lottery to determine priority.

Somerset Academy will begin the open enrollment period the first day students return from winter break and will end the last day of February each school year. Applications will be available on each school website. Applicants must apply at each campus they wish to attend.

The initial lottery will be run at the end of this open enrollment period. All open seats will be filled in this first lottery run using the priority listed above. All students not seated will be assigned a wait list number. This wait list number assignment will be valid for a one year period. Any openings from the end of the open enrollment period until December of the current school year will be filled using this wait list.

#### ***Enrollment Procedures Timeline***

1. Upon completion of the initial lottery, all applicants will be notified whether or not they have been accepted by email.
2. After email notification, families will have 72 hours submit the following: (once school begins the deadline for submission will be 24 hours)
  - a. On-Line Registration Packet: Parent's ID. Personal identification of parent/guardian (driver's license, picture identification.) bearing your name.
  - b. Child's ID/Proof of the child's identity -a copy of original birth certificate.



- c. Proof of address: One item proving the student's home address, such as a recent utility bill, rent receipt, residential lease or sales contract. *Unacceptable forms* to document proof of address: driver's license, telephone bill or cable bill.
- d. Immunization record. Up-to-date medical records indicating that your child has had, or at least started, the following series of immunizations:
  - i. Minimum of 4 DTap/DTP doses: Final dose must be on or after the 4th birthday.
  - ii. Minimum of 3 Polio doses: Final dose must be on or after the 4th birthday.
  - iii. Two MMR doses: 1st dose must be on or after the 1st birthday. 1st and 2nd dose must be separated by at least 28 days.
  - iv. One Tdap dose: A child enrolling in 7th grade is required to have 1 Tdap (Bordetella Pertussis) regardless of when the last Tetanus (Td) was given. The < 5 year rule since the last Tetanus no longer applies.
  - v. Two Hepatitis A doses: 2nd dose must be given at least 6 months after the 1st dose. (Required for students new to Nevada or District after July 1, 2002.)
  - vi. Three Hepatitis B doses: Must have a minimum of 4 months between 1st and 3rd dose and > 6 months old when 3rd dose was given. (Required for students new to Nevada or District after July 1, 2002.)
  - vii. Two Chicken Pox (Varicella) doses: 1st dose on or after 1st birthday. 1st and 2nd dose must be separated by at least 28 days if age 13 years of age or older. Minimum interval of 3 months between doses 1 and 2 if age is less than 13 years. (Required for students new to Nevada or District after July 2, 2011). Physician verification of past disease required for Varicella vaccine exemption.
3. After completion and submission of all required registration forms and documents; your child will be registered. Once registered your child will be required to begin school with Somerset Academy by the start of the next school week. If child does not begin active attendance by this date, the seat will be released and returned to the lottery.

***Additional documentation requested:***

- A recent copy of the student's transcript or report card from previous school.
- Previous records regarding placement in special programs, a copy of your child's IEP or 504 Plan.
- Information about any disabilities or special health problems, such as seizures, asthma, heart problems, health care procedures or medications.

Your child's wait list numbers will fluctuate. This numbers may increase or decrease as applications receive a higher priority.



It is the parent responsibility to review applications for accuracy. All acceptances are sent based on information included on student application. If grade or date of birth are entered incorrectly or omitted, acceptance will be rescinded and student will be placed at the end of the correct grade level wait list. All applications may be reviewed by using the apply/application status link on the school webpage.

Parents must add siblings to all applications submitted. If a transfer request is submitted all siblings parents are wishing to be included on the requested schools wait list must be added to application for the requested school.