


# Alee Academy Charter High School

1705 E. CR 44A  
Eustis, Florida 32726

The Governing Board of Alee Academy Charter High School has approved the Controlled Open Enrollment Plan as required by Lake County School District on May, 8, 2017, which states the following:

[See Attached]

  
\_\_\_\_\_  
Governing Board Chair Signature

  
\_\_\_\_\_  
Date of Approval

# Alee Academy Alternative Charter High School Student Admission and Registration Policy

Upon adoption, this Policy shall be posted on the website of Alee Academy. Alee Academy is committed to enrolling a diverse student population and to abide by the provisions of the Florida Educational Equity Act and Florida Statutes prohibiting discrimination on the basis of race, color, nationality and ethnic origin, religion, sexual orientation, disability, or gender.

## Re-Enrollment for Current Students and Capacity Notice

Each year, the total capacity and total enrollment of Alee Academy will be determined based on the Charter Contract for Alee Academy and applicable Florida and federal laws. Capacity for purposes of controlled open enrollment will be posted on Alee's website. Seats at Alee Academy will be made available based on this Policy and Florida Law.

The parents/guardians of students and adult students enrolled at Alee Academy for the current school year will be asked to submit an intent to return slip indicating intent to re-enroll for the following school year. Students that complete the intent to return slip will be automatically reenrolled so long as they have maintained eligibility requirements. Students whose intent to return is not received in a timely manner may lose their seat for the following school year and will be required to complete an application for enrollment along with new applicants.

## New Applicants and Controlled Open Enrollment for Out-of-County Applicants

Students who are new to Alee Academy must submit an Enrollment Application which are available at Alee Academy, as well as online at [www.aleeacademy.org](http://www.aleeacademy.org). Enrollment Applications must be completed in full in order to be considered.

Students from outside of Lake County are permitted to apply to Alee Academy so long as they are not subject to a current expulsion. However, such Out-of County Applicants will only be provided a seat after placement of all students with Enrollment Preferences and all Lake County Applicants. Once admitted to Alee Academy, Out-of-County Students will be permitted to matriculate up to the highest grade offered by Alee Academy so long as they maintain eligibility requirements.

Enrollment Applications are accepted on an ongoing basis throughout the school year. In the event the number of Enrollment Applications for eligible students exceeds the capacity for a given grade

level, class or building, the Lottery Process will be followed, as described below. If capacity is not reached for a grade level, class or building after the initial enrollment period, subsequent applications will be accepted on a first-come, first-served basis.

## Lottery Process

Alee Academy will enroll each eligible student who submits a timely Enrollment Application, unless the number of Enrollment Applications received during the Initial Enrollment Period exceeds the capacity of a grade level, class or building. In such event, this Lottery Process will be followed.

First, Enrollment Applicants with the following Enrollment Preferences will be selected, as permitted pursuant by this Policy and Section 1002.33(10)(c)&(d), Florida Statutes:

- Students who are placed in lieu of expulsion from Lake County Schools
- Students who are siblings of an enrolled student
- Students who are the children of a member of the governing board of Alee Academy
- Students who are the children of an employee of Alee Academy; and
- Students who are the children of an active duty member of any branch of the United States Armed Forces

If the number of Enrollment Applicants with Enrollment Preferences exceeds the capacity of a grade level, class or building, a lottery will be held among Enrollment Applicants with preferences. Those not enrolled through this process will be placed on a wait list and will have first priority for enrollment over non-preference Lake County or Out-of-County Applicants. Moreover, students who have Enrollment Preferences who apply for enrollment at Alee Academy after the Initial Enrollment Period shall also have priority for enrollment over any students on the Lake County or Out-of-County Wait Lists.

Second, a Lottery will be held among the Lake County Applicants for each grade level, class or building that exceeds capacity. If the number of Out-of-County Applicants exceeds the capacity for a grade level, class or building, a separate Lottery will be held for Out-of-County Applicants. Those Lake County and Out-of-County Applicants not selected in the Lottery will be placed on the Lake County Wait List (Out-of-County Wait List, as applicable) in the order such Enrollment Applications were selected in the Lottery.

As seats become available, they will be offered first to the students on the Preference Wait List, second to the Lake County Wait List, and third to the students on the Out-of-County Wait List. Students applying after the Lottery will be placed on the Preference Wait List, Lake County Wait List, or the Out-of-County Wait List, as applicable, after students who were placed on the Wait Lists through the Lottery. New Wait Lists will be created each year after each year's Lottery and Applicants on the Wait Lists will not be carried over from year-to-year.

## Registration

Upon selection, the parent/guardian/adult student will receive registration instructions that include a detailed list of required documentation and timelines that must be followed. This notification will be made by phone. If documentation is not provided within the required timelines, the Applicant's seat will be forfeited and offered to another Applicant.

## Records

Copies of all Enrollment Applications and Wait Lists will be maintained by Alee Academy for the time periods required by law.

I hereby certify that the foregoing Student Admission and Registration Policy for Alee Academy, was adopted by a majority vote of a quorum of the Governing Board of Directors at a duly noticed meeting held on May 8, 2017, and will be effective for student admission for future school years.

A handwritten signature in cursive script, appearing to read "Martha Cohen", written over a horizontal line.

Board Chair

The name "MARTHA COHEN" printed in all-caps, sans-serif font, written over a horizontal line.

Printed Name