



## *A STEM High School*

### **School Admission Procedures**

#### **Applications for Admission**

The Early College High School at Delaware State University will advertise the open application period for all grades in November of the year preceding enrollment. All applications for grade levels oversubscribed at the end of the open application period will be subject to a lottery (subject to application of admission preferences). The School will publicize and hold such lotteries in public, applying preferences as stated in the school's charter, and allowed within state law.

Applications received after the open application period will be placed at the end of the waiting list after the lottery has concluded. If not oversubscribed, the School will admit all students who apply within the open application period, and will add additional students as applications are received in the order they are received.

When a lottery is needed, it shall be public; the date and location will be advertised in advance. At that time, a community member having no ties to the School, or a representative from the Delaware Department of Education, along with members of the School's Board, shall be in attendance.

The lottery will be conducted for oversubscribed grade levels. Each application will be placed in a separate sealed envelope, by grade level, to be drawn from a box one at a time. As each envelope is drawn, each one shall be assigned a number, in rank order, which shall become the applicant's sequence ranking for enrollment. Further, these numbers shall be used to constitute the waiting list for oversubscribed grades. All activity of the lottery shall be recorded and witnessed.

Parents of participating applicants will be sent letters of acceptance or non-acceptance in a timely manner following the conclusion of the lottery. Successful applicants will receive directions and deadlines relative to registration and attendance in the Summer Bridge Program, all of which shall be completed by the last business day in February 2013 for the opening school year, and in each year thereafter.

#### **Admission Preferences**

In accordance with Delaware law and the School's charter, if there are more applications than there are "seats available," admission preference will be given to two categories of applicants.

To that end, enrollment capacity for student admissions will be established each year, by grade level, and will be dependent upon facilities and staffing resources. All applications received during the open application period shall be accepted for the lottery, if one is needed. Following

the closing date for applications, a lottery will be conducted only if there are more applications received than “seats available” for the affected grade levels.

Two groups of students will be afforded preference for admissions to the School in the following order of priority (admitting all from the first level of priority before admitting any from the second level etc.):

1. Students with siblings currently enrolled at the School
2. Children of staff members employed by the School for at least 30 hours per week during the school year

### **Students with Siblings Concurrently Enrolled**

The School shall recognize these relationships as valid under the sibling preference:

1. Any individual having the same parent or parents, either natural or adoptive, or legal guardian.
2. Any individual who is a step-sibling and shares a common custody or legal residency arrangement, and who has a natural or adoptive parent at the same residence.

### **Children of Staff Members**

Children of staff members include natural and adopted children, stepchildren and legal dependents or wards of employees of the School (employed by the School at least 30.0 hours per week).

### **Plan for Selecting Students**

Prior to the first week in October, the School shall establish an estimated number of openings for the following school year. These estimates shall be determined based upon “seats available” by grade level, according to capacity and staffing resources.

Following the enrollment capacity determination, the following shall occur:

- The open enrollment period will be announced to take place in the months of November and December. Exact dates and times of the application period will be defined and published annually.
- Interested applicants shall submit completed applications via U.S. mail, fax, scanned and emailed, or hand-delivery.
- If a grade level is not oversubscribed, all applicants will be accepted for admission and will be sent a letter of acceptance inviting them to register.
- If a grade level is oversubscribed, all applicants with a complete application will be placed in a lottery, described below (subject to the application of the admission preferences named above).
- After the seats for a given grade level are filled via the lottery, the school will continue to draw names to establish a wait list of up to 25 names. If seats become available, after the lottery is completed, the wait list will be used to govern who is admitted to the school.
- Applications received after the open enrollment period will be added to the bottom of the waiting list (without regard to admission preferences). In the event that the grade is not oversubscribed, applications will be accepted on a first come, first served basis.

## **Enrollment and Registration**

### **Following acceptance for admission, enrollment, registration and participation in the Summer Bridge Program is mandatory.**

The Bridge Program will begin in early July for a period of four to six weeks.

To complete registration, it will be necessary to provide the following information:

#### **REQUIRED DOCUMENTS**

1. **Proof of Age** (e.g., a birth certificate, family bible, medical record or other credible record; Note: for a Missing birth certificate call Vital Statistics 302-739-4721)
2. **Medical Records**
  - Immunizations and dates in a Letter, form, or other documentation from physician. (Immunization Hotline 1-800-282-8672)
  - Mantoux TB Test  
Test results provided by doctor, nurse, or medical facility
  - Hepatitis B  
Proof of completed 3 dose series prior to school entry
  - Physical Examination Form – signed by healthcare provider
3. **Custody or Guardianship** (if applicable)
  - Original Family Court documents **only**
  - Social Service Placement Letter (original)
  - Relative Caregiver Authorization (contact Student Assignment Office)
4. **Proof of Residence**  
Recent Electric Bill (**within 60 days and must have parent/guardian name and address on the bill**) **OR**
  - Signed Lease or Sales Agreement
  - State of Delaware “Verification of Residence”