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**Enrollment Policy and Procedures**

As public schools, charter schools comply with state and federal regulations, and their admissions are open to students in accordance with the school’s charter agreement. The procedures below outline the enrollment process at Leadership Preparatory Academy:

**Annual Reenrollment**

* Parents of students who wish to re-enroll their rising 1st – 7th grader are asked to complete and submit an electronic, on line reenrollment form. Parents will be asked to submit proof or residence (and any other applicable) documents. Once documents have been verified the student will be re-enrolled into LPA. If documents are not received within the allotted time frame, then the student’s seat is forfeited and the student will be placed on the wait list for that grade level.
* In the event a student applies for a school through the School Choice program and accepts that seat, they will automatically forfeit their seat at LPA.

**Open Enrollment**

* There will be an open admission period each year during which time any interested students may submit an admission application. The dates and times for this open admission period shall be established by the school each year and shall end no later than the last day of April for the school year beginning the fall of the same year.
* Pursuant to the LPA charter agreement, any un-enrolled siblings of a current LPA student may be considered for enrollment if seats are available. Children of current full-time employees, and children of current governing board members who submit complete admission application forms during the admission period will be registered for the following school year unless, among such students, there are not enough spaces available in any particular grade or program. In that case, such students will be enrolled based on a lottery to be held in an open forum on the date stated in the admission information.
* Admission shall be open to any student who resides within the DeKalb County Public Schools attendance zone.

**Lottery**

If a lottery is required after any admission application period, a lottery will be held in an open forum at a time and place listed on the website. All lotteries will be conducted in a manner that is consistent with Georgia law. If there are more applicants than spaces available for a certain grade level, then names of students who submitted an application by the deadline will be placed in a lottery for that grade level.  Students who are not selected for admission will be placed on a waiting list in the order in which their names were selected. Once all grades are filled or once the lottery, if necessary, is complete, any additional students who submit an application shall be placed at the end of the cumulative waiting list on a first come, first served basis.

All those applicants selected from the lottery will need to complete residency verification materials to become officially enrolled at Leadership Preparatory Academy. Failure to do so will result in a forfeit of their seat. As additional openings arise, enrollment will continue from the active waiting list in the order of applicants’ lottery numbers.

If at any point in the year the waiting list is depleted and the school determines that it has enrollment openings, then a new application and enrollment period will be declared.

**Wait List**

Leadership Preparatory Academy will maintain a wait list for the school term in which the wait list was developed.

**Enrollment Process**

Upon acceptance of admission, applicants will be required to submit completed forms and required documents by the date indicated on their acceptance letter. If documents are not received by the deadline, then the student will be placed at the end of the waiting list for their respective grade level.

The following documents are required to be submitted for enrollment into Leadership Preparatory Academy:

* Completed admission application
* Original or state certified birth certificate or other acceptable age verification document as defined by DeKalb County Schools’ Student Registration Policy.
* Parent/guardian photo ID.
* Social Security Card or Social Security waiver
* Proof of Residency (signed copy of lease or rental agreement; current mortgage statement within 30 days; current utility bill – gas water or electric within 30 days.
* Certificate of immunization (GA form 3231) or affidavit of religions conflict