



Admissions and Enrollment Policy

I. Purpose

The purpose of this policy is to provide the process for enrollment and admissions.

II. General Statement of Policy

a. Process:

Each year during the NSA open enrollment period, January 1-February 15, the school will accept applications for the coming school year. NSA uses a non-discriminatory process in admissions. In the event that the number of students who wish to attend exceeds the school's capacity, enrollment will be first extended first to siblings of current NSA students, as well as any foster children living in the household of the current NSA student.

b. Open Enrollment/Lottery:

- Applications for enrollment will be accepted during the open enrollment period.
- During the open enrollment period, January 1-February 15, the number of spaces available for the following school year will be determined by the administrative staff.
- If the number of applicants exceeds the number of available spaces, a lottery will be conducted the school day following the close of registration and students will be placed based on a random selection. Students who are not assigned during a random selection will be placed on a waiting list in an order determined by the lottery.
- All families will be notified of their enrollment status (space available and/or appropriate waiting list placement) within one week of the lottery by mail. Families must accept or decline enrollment within 30 days, otherwise enrollment will be forfeited.
- The waiting list will be utilized should an opening occur. If spaces remain open after the open enrollment period and random drawing, they will be filled on a first-come, first served basis.

Adopted: May 15th, 2018

Reviewed: 6/18/18