

## Enrollment Policy

In accordance with federal laws, no student will be denied admission to Legacy Charter School based on race, ethnicity, national origin, gender, disability, aptitude, or athletic ability. The school shall be open to any child who is eligible under the laws of Illinois for admission to a public school. This means that **all students who live in Chicago, Illinois are eligible to apply and enroll in Legacy Charter School.** New students will be admitted each year without regard to prior measures of achievement or aptitude, athletic ability, disability, handicapped condition, ethnicity, race, creed, gender, national origin, religion, or ancestry.

Each year, Legacy Charter School holds an open application period beginning on **December 1, 2024**, for its incoming class of kindergarteners and any open positions in the other grades to enroll for the following fall term. Applications can be accessed on our website or completed on paper in our Main Office.

To be eligible for the lottery, applications must be received online or in the Main Office **by 4pm on February 23, 2025.** Any application received after 4pm on the last Friday of February will not be eligible for the lottery but will be added to our wait list. If, after the application period has ended and the number of applications received exceeds the number of open student positions, the school will hold an open, public lottery to select students for admission on **March 14, 2025, at 2:00 pm, at Legacy Charter School.** Any members of the public wishing to attend may do. The lottery will also be recorded on video and submitted to Chicago Public Schools, in case there are any follow-up questions.

For the lottery, names will be drawn after all available spaces have been filled in order to form a priority-ranked, enrollment waiting list. This waiting list will be the only official, legal document identifying the names of eligible students with applications to Legacy Charter School pending acceptance for the subsequent school year, or when vacancies arise, based upon the order of random selection from the lottery following a recruitment period. Any applications received after 4 pm on the last Friday in February will be placed on a late application waiting list in the order they were received. This waiting list will become active after all students placed in the lottery have been admitted into Legacy Charter School. The waiting list will remain active for the entire next school year, until all names have been offered spots and/or no more students are enrolled.

First preference will be given to returning students, who will automatically be assigned a space within the school. The next preference will be given to siblings of students already enrolled in Legacy Charter School. For definition purposes, "siblings" are two or more children that are related either by 1) birth, by means of the same father or

mother, or by 2) legal adoption. Siblings also must show proof of living at the same address to be considered for sibling status.

Legacy Charter School offers no preferences in admissions to children of particular needs or abilities. The school has made sure that all marketing efforts give students with special needs every opportunity to enroll in the school.

When conducting the lottery, the name of each student who is a resident of Chicago and has applied to Legacy Charter School with a parent/guardian signature shall be placed in an electronic randomizer. Names for each grade level shall be selected using this program. Beginning with the lowest grade level, names will be selected one at a time.

If a child's name is drawn who has older siblings in the lottery, the names of the older sibling shall be given priority on the enrollment list for that grade level and shall be accepted provided there is space available in the appropriate grade level. This process shall be open for all applicants and community members to witness. This process shall be used each year for all grades. If a child in a younger grade is selected for admission, and a sibling of that child remains on the waiting list for his/her grade level, that sibling will be placed at the top of the waiting list for admission in accordance with the sibling preference statute in the law. When seats become available scholars from the waitlist will be contacted in the order that they are on the list. The waitlist will stay open until February of the following year. Video of the lottery will be submitted to CPS upon request, via email.

**Formal notices will be mailed to the parent(s)/guardian(s) of all students who applied, notifying them of the lottery results by March 28, 2025. For students selected for enrollment, the notice will also include a letter of intent to enroll that must be signed and returned to Legacy Charter School within two weeks of notification (by April 11, 2025) to hold the student's admission position.**

The school will make one phone call to each family that has not returned the letter of intent to enroll in the timeframe required. If no commitment can be secured from the family in a reasonable timeframe, the school has the right to remove the student from the admit list and pursue other students in order from the established waitlist.

Upon enrollment or withdrawal, the student's parent/guardian must complete all paperwork required by the Chicago Public Schools to enable all records to be properly transferred and to provide the school with necessary information, such as address and immunization records. It shall then be the duty of Legacy Charter School to immediately contact the school last attended by the child to obtain relevant academic and other records.

Since all promotion decisions have not been made, students will only be admitted if there are open seats in each grade level. When seats become available in each grade level, Legacy will utilize its waiting list to select the next student to attend.