

<b>Section:</b>	<b>School Administration</b>	
<b>Title:</b>	<b>School of Choice Application</b>	<b>300-3</b>

## Purpose

To establish the application procedure and approval process for students to attend a School of Choice.

## Procedures

### 1. Application Process

#### a. Kindergarten

- i. After receiving the child's birth certificate, parents may complete the appropriate School of Choice Kindergarten Wait List Application Form at Edwin S. Richards Elementary or Hillside Traditional Academy.
- ii. Applications will be placed on one of the following wait lists considering the child's date of birth, the kindergarten intake year, and the date/time of the school's receipt of the application.
  1. Wait list for applicants with siblings in the school, and
  2. Wait list for applicants with no siblings in the school.

#### b. Grades one to six

- i. Parents are to contact Edwin S. Richards Elementary or Hillside Traditional Academy directly to determine the space availability for new students.
- ii. If no space is available, upon request, applicants will be placed on one of the following wait lists for the grade requested, considering the date/time of the school's receipt of the application.
  1. Wait list for applicants with siblings in the school, and
  2. Wait list for applicants with no siblings in the school.

### 2. Approval Process

#### a. Kindergarten

- i. In December each year, subject to space availability, students on the wait list for the following kindergarten year will be invited to submit a K-12 Student Registration Form.
- ii. If space is available for students on the wait lists, applicants will be invited to submit a K-12 Student Registration Form in the following order of priority:
  1. Applicants on the wait list with siblings in the school, in order of receipt of the application,
  2. Applicants on the wait list without siblings in the school, in order of receipt of the application.
- iii. The K-12 Student Registration Form must be received by the school by **January 15th**. If the form is not received by **January 15**, the space will be offered to the next applicant on the wait list.
- iv. Applicants that are **not accepted** into the School of Choice will be advised prior to **January 20**, to submit a K-12 Student Registration Form to their catchment school. Unless advised otherwise, the School of Choice will continue to keep the applicant on the appropriate wait list to be offered the opportunity to register if a space opens up in the future.

- b. Grades one to six
  - i. If space is available in the current year and there is no wait list, the applicant may be accepted into the school.
  - ii. If space becomes available, applicants may be accepted into the school in the following order of priority:
    - 1. Applicants on the wait list with siblings in the school in order of receipt of the application,
    - 2. Applicants on the wait list without siblings in the school in order of receipt of the application.
  - iii. If accepted into the school, applicants from outside of the Mission Public School system will be required to complete and submit to the school the K-12 Student Registration Form.

**Date of Original Superintendent Approval:**

**Date Amended:            January 2017**

*Cross Reference: [Catchment Areas, Cross Boundary, Schools of Choice, and Programs of Choice Policy](#)  
[Edwin S. Richards Elementary School of Choice Application Form \(Kindergarten\)](#)  
[Hillside Traditional Academy School of Choice Application Form \(Kindergarten\)](#)  
[Student Registration Procedure](#)  
[K-12 Student Registration Form](#)*