



**BASIS™**  
Schools Inc.

# 2017–18 School Year Enrollment Policies

BASIS Schools, Inc. operates open-enrollment public charter schools which do not charge tuition and do not administer entrance examinations. BASIS Schools, Inc. follows the admissions requirements for charter schools set forth in A.R.S. §15–184 and 20 U.S.C. §7221i (1) (H) 1. Enrollment is based on a fair and equitable system which provides for an Enrollment Period, a lottery, if necessary, and a waitlist.

## APPLICATION PROCEDURES

### 1. Who Should Apply

- Potential BASIS students
- Waitlisted BASIS applicants as waitlisted applications do not roll over to the next year
- Current BASIS students wishing to transfer to a different BASIS campus.
- Current BASIS students that will complete the highest grade offered at their current BASIS school and wish to apply to the next grade level at another BASIS school or to a designated BASIS affiliate school. (See below for designated affiliate school information).

*Please Note: current BASIS students wishing to attend the same campus for the following school year should not register using this process. Re-registration occurs at each BASIS campus during the spring for all currently enrolled students that are eligible for the next grade level at the same BASIS school.*

### 2. When to Apply

The Open Enrollment period is the period prior to the start of each school year when parents/guardians can complete an application for each child to their desired school(s). Open Enrollment dates for the upcoming school year will be posted on each BASIS school website. Applications received after the Open Enrollment period will not be eligible to enter the Open Enrollment lottery. Instead, these applications will be processed on a first-come, first-served basis behind applications received during the Open Enrollment period.

### 3. How to Apply

During the Open Enrollment period, parents/guardians complete applications for each student to their desired BASIS School(s). All applications must be submitted online through the enrollment portal. Applications need not be signed to be entered into the lottery or considered for an offer of enrollment. Applicants who are offered enrollment will be given instructions on how to accept the seat offer, and print and sign the Registration Packet.

### 4. Applicant Age Requirements

We cannot guarantee that any student who enrolls will enroll at the age-appropriate grade level. In some cases, students will be enrolled in lower grades in order to ensure their grade level matches their level of preparation and content knowledge. Ultimately, we make every effort to set our students up for success, which includes reserving the right to place students in lower grade levels.

### **Age Requirements for Kindergarten Applicants for the 2017-18 school year:**

Children who will turn five prior to September 1, 2017: Students who wish to enroll at a BASIS school for kindergarten must turn five before September 1st of the year in which they wish to start kindergarten.

Children who will turn five on or after September 1, 2017, but on or before December 31, 2017: Students who turn five on or before December 31st, but after September 1st, of the year in which they wish to enroll, may complete an application and may be considered for early admission to kindergarten. To ensure that early admission is in the best interest of the child, consideration will be granted on a case-by-case basis as determined by an individual evaluation. This evaluation may include a maturity assessment, and interviews with the Head of School or designee, and/or academic diagnostic testing. The Head of School shall make the final determination on early acceptance at BASIS. If your child receives an offer of enrollment, the school will work with you to schedule any applicable evaluation.

BASIS offers a rigorous academic program and does not encourage early admission to the kindergarten program. Full-day Kindergarten is strongly recommended for any student enrolled through early admission (for the fees associated with the full day program, contact the school).

Children who will turn five on or after January 1, 2018: Arizona Revised Statute (A.R.S.) 15-821 prohibits the admission of any student into a public kindergarten program who does not turn five by January 1st of the school year for which they will be enrolled.

### **Age Requirements for First Grade Applicants for the 2017-18 school year:**

Children who will turn six prior to September 1, 2017: Students who wish to enroll at a BASIS Primary school for first grade must turn six before September 1st of the year in which they wish to enroll.

Children who will turn six on or after September 1, 2017, but on or before December 31, 2017: Students who turn six on or before December 31st, but after September 1st, of the year in which they wish to enroll, may complete an application and may be considered for early admission to first grade. Consideration will be granted on a case-by-case basis as determined by an individual evaluation. If your child receives an offer of enrollment, the school will work with you to schedule any applicable evaluation.

Children who will turn six on or after January 1, 2018: Arizona Revised Statute (A.R.S.) 15-821 prohibits the admission of any student into a public first grade program who does not turn six by January 1st of the school year for which they will be enrolled.

## **LOTTERY & ENROLLMENT PROCEDURES**

### **1. Procedures When Applications Do Not Exceed Capacity**

At the close of the Open Enrollment Period, the total number of students with completed applications is determined for each grade at each school. If the total number of applicants is less than or equal to the total capacity designated for a particular grade level at a particular school, all applicants for that grade level at that school will be offered enrollment.

## 2. Procedures When Registration Exceeds Capacity

If, for any grade level, the number of applicants exceeds the number of openings, there will be a lottery to determine enrollment and waitlist numbers

## 3. Open Enrollment Lottery

The Open Enrollment period for BASIS Charter Schools is NOT first-come, first served. Only applications completed during the Open Enrollment period are included within the lottery pool. Applications completed after Open Enrollment will be processed on a first-come, first-served basis behind applications received during the Open Enrollment period.

Lotteries will be held at some point after the Open Enrollment period, and results will be available after lotteries have been conducted. Dates for both events are TBD, and will be added to the BASIS Schools' enrollment pages once they are finalized.

The lottery is an electronic system that randomly identifies students for enrollment. During the lottery process all students who have completed applications during the Open Enrollment period are grouped according to applicable and verified enrollment priorities. A separate lottery is performed for each of these priority groups in the order listed below; the final lottery is for students who have no applicable enrollment priorities. Within each priority category, applicants are sorted and numbered in random order. Lottery results will determine the enrollment or waitlist status of each applicant that applied during the Open Enrollment period.

## 4. Enrollment Priorities

In accordance with Arizona Revised Statute A.R.S. §15- 184, BASIS Schools, Inc. has developed policies regarding enrollment priorities. In the lottery process, enrollment priority will be given to students who meet the following criteria in the order listed:

1. To students who are children, grandchildren, or legal wards of employees or leased employees of the school, employees of the management organization of Arizona charter schools, members of the governing body of the school or directors, officers, partners or board members of the charter holder.
2. To BASIS students graduating from a designated BASIS affiliate school applying to a designated BASIS recipient campus. (See below for designated affiliate school information).
3. To students who are siblings of current BASIS students enrolled at the same campus. (See below for the definition of sibling.)
4. To students who are siblings of current BASIS students enrolled at the designated affiliate school. (See below for designated affiliate school information).
5. To students who are transferring from one BASIS campus to another, and who have completed the required Transfer Request Form. (See below for the definition of a transfer student.)
6. To students who are siblings of current BASIS students enrolled at a different non-affiliated BASIS campus within the state of Arizona. (The term sibling is defined below.)
7. To students who had previously attended a BASIS school in Arizona, left in good-standing, and had met all the BASIS requirements for promotion to the subsequent grade. Former BASIS Student Priority Status is subject to the approval of the Head of School, and granted on a case-by-case basis.

## DESIGNATED BASIS AFFILIATE SCHOOLS:

The Designated BASIS Affiliate Schools for the 2017-18 school year are:

- BASIS Chandler Primary North Campus and BASIS Chandler
- BASIS Chandler Primary South Campus and BASIS Chandler
- BASIS Goodyear Primary and BASIS Goodyear
- BASIS Oro Valley Primary and BASIS Oro Valley
- BASIS Peoria Primary and BASIS Peoria
- BASIS Phoenix Central and BASIS Phoenix
- BASIS Scottsdale Primary and BASIS Scottsdale
- BASIS Tucson Primary and BASIS Tucson North

Affiliate school priority status is provided for BASIS students promoting\* from the exit grade of a designated affiliate school and applying to its designated recipient school.

A Transfer Request form is not needed for students who are promoting\* from the exit grade of a designated affiliate school and applying to the entry grade of its designated recipient.

*\*promotion is defined as having met all the BASIS requirements for promotion to the subsequent grade.*

**Definition of Sibling:** A sibling is defined as an individual having one or both parents in common or a step-sister or step-brother that resides under the same roof as the applicant. Documentation may be requested to confirm sibling preference. If the sibling withdraws from the school before the applicant is offered enrollment, priority status will be revoked.

**Sibling Priority Status:** All students who are enrolled at a BASIS school during the 2016-17 school year and who timely elect to re-enroll at the same BASIS campus for the subsequent school year will be enrolled—for the purposes of sibling preference, these re-enrolled students are considered currently enrolled.

For new applicants, if one sibling is randomly selected by lottery for enrollment, the other sibling(s) will be given sibling preference in the enrollment process at the same BASIS school or at the designated affiliate school for the campus to which the sibling applied.

**Definition of Transfer:** A student may only request a transfer to ONE specific BASIS campus. A completed Transfer Request form must be signed by the Heads of Schools at both campuses to be eligible for the transfer priority. Transfer requests are reviewed by the desired campus, and the application will be marked for “transfer priority” once the request is approved. Students approved for transfer are required to successfully finish out the year in their current grade at their current BASIS campus before being eligible to transfer to their new BASIS campus of choice for the next school year. Transfer priority does NOT guarantee enrollment, but rather places the transfer application in a prioritized position on the waitlist for the desired BASIS campus/grade level. Students requesting a transfer must not be in the process of being expelled from their current BASIS campus.

## ACCEPTING/DECLINING OFFERED ENROLLMENT

### 1. How to Accept an Offer of Enrollment

When an applicant is offered enrollment, his or her parent/guardian will receive instructions on

how to accept the enrollment offer and complete the student's files at that school. These parents/ guardians will be asked to login to their online enrollment account to:

- a. Accept/Decline the offer of enrollment;
- b. Print a copy of the completed registration packet; and
- c. Establish a SMART for Charters account (for payment of the refundable security deposit).

Once an applicant has accepted an offer of enrollment and printed their completed registration packet, they will be asked to bring their completed registration packet to the school in order to finalize enrollment and complete the student's enrollment file. The school will provide specific drop-off dates and times for submitting completed registration packets.

## **2. Registration Packet**

The Registration Packet consists of the Student Registration Form, Student Record Transmittal Request, Emergency Contact and Medical Information Form, Media Release Form, Primary Language other than English (PHLOTE) Form, Arizona Residency Documentation Form or Affidavit of Shared Residency, and copies of the student's proof of identification and Immunization Records. Parents will also be asked to provide custody information (e.g. court decision regarding sole custody), Medical Alert (e.g. physician's instructions for severe health conditions), and Legal Alert (e.g. custody or restraining order information) if applicable. All forms must be filled out in full, signed, and submitted to the school in order for the student to be registered.

### Arizona Residency Documentation:

A.R.S. § 15-802(B) requires school districts and charter schools to obtain and maintain verifiable documentation of Arizona residency upon enrollment in an Arizona public school. Students with out- of-state or international addresses at the time of application may complete the application process. Only applicants who are offered enrollment must provide proof of residency in the state of Arizona no later than the first day of the 2017-2018 school year.

## **3. Date Registration Complete**

The date of pre-registration is when the completed registration packet is submitted by the parent/guardian.

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<sup>1</sup> Pursuant to ARS §15-184(J) BASIS Schools, Inc. does not admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

## **WAITLIST PROCEDURES**

Applicants who are not randomly selected for enrollment in the lottery process will be placed on a grade-specific waitlist based on lottery results.

Students who submit completed applications after the Open Enrollment period will be offered enrollment if there is space available in the grade level of interest. If space is not available, the student will be placed on a waitlist for the grade level based on the date he/she submitted the completed application to the school; however, students with applicable and verifiable enrollment priorities will receive waitlist numbers according to their priority type. Consult the section of this document on Enrollment Priorities for more information.

Each time an opening becomes available in a particular grade, the school will contact the

parent of the student next on the waitlist for the grade and offer them the open spot for their child. If the parent declines the spot, it will be offered to the parent of the next student in line on the waitlist for that grade, and so on in accordance with the requirements of A.R.S. §15-184A.

Parents with children on the waitlist are encouraged to advise the school of any change in their contact information so that they may be reached if a spot opens for which their child is eligible. Parents are also asked to notify the school and decline the seat from the enrollment portal if they no longer wish to have their child included on the waitlist, so that the waitlist can be updated accordingly.

Our waitlists do not roll over from year to year; parents with students on a waitlist for the current school year must complete a new application for the next school year in order to be eligible for enrollment for that school year.

It is not possible for us to determine your child's chances of being offered a spot if they are on a waitlist. Once our classes are full, any spots that open up are the result of student withdrawals. Although we do typically see a number of spots open up before the start of school, we have no way of knowing in which grades spots will open up or how many spots will become available.

### **Security Deposit**

The school requires a refundable security deposit that becomes due when registration packets are submitted (i.e. once your student has secured a spot at the school). The security deposit for students enrolling in grades K-7 is \$150 and for grades 8-12 is \$300.

The Security Deposit is to:

1. Assure students return Instructional Materials (e.g. textbooks, workbooks, resource books, software, art supplies, and science lab supplies) provided by the school in satisfactory condition;
2. Cover any cost resulting from the student's destruction of property; and
3. Assure payment of fees and/or other charges due to BASIS, such as extracurricular or Late Bird fees.

Families may apply for financial aid or financial payment plans. For specific details please contact the Head of Operations at your BASIS campus.

The deposit will be refunded at the parent/guardian's request upon the notification of the student's withdrawal or graduation from BASIS, and after all Instructional Materials have been returned in good condition and all of the parent's financial obligations to the school have been met.

### **NOTICE OF NON DISCRIMINATION**

*In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, the Boy Scouts of America Equal Access Act and applicable state law, BASIS\* does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, disability, gender identity or expression, or any other classification protected by law in any of its business activities, including its educational programs and activities which comply fully with the requirements of state and federal law and Title IX. The following person has been designated to handle inquiries regarding BASIS' non-discrimination policies: Chelsea Gaberdiel, Legal Counsel & Director, Exceptional Student Services, BASIS Educational Group, LLC., 7975 N. Hayden Rd,*

Scottsdale, AZ 85258, (480) 289-2088.

*\*As used in this policy, the term "BASIS" refers to: BASIS Educational Group, LLC, BASIS Schools, Inc., BTX Schools, Inc., BDC, A Public School, Inc., BBR Schools, Inc., and all affiliated entities.*