

Waiting List Policy-DRAFT 151105

The Gate City Charter School for the Arts Board of Trustees understands that from year to year it may be necessary to establish a waiting list of students whose parents/guardians wish to enroll them in the Gate City Charter School for the Arts. In the event that a waiting list becomes necessary, the Director shall implement a waiting list in accordance with the following guidelines:

1. The waiting list shall comply with all aspects of RSA 194-B, Chartered Public Schools.
2. The waiting list shall be established by grade level.
 - a. It is the responsibility of the parents of children whose names appear on the waiting list to keep the Gate City Charter School for the Arts informed of any changes in contact information.
3. When student vacancies occur, the Director, or designee, shall contact the parent whose child's name appears first on the waiting list and offer that child enrollment to the Gate City Charter School for the Arts. In the event that the parents of the child whose name appears first on the waiting list do not reply to repeated and documented efforts by the Director or designee to contact those parents, the Director may, after 48 hours, decide to move the next child's name on the waiting list. This process may be repeated until parent contact is successful.
 - a. Parents shall be given 48 hours to decide to accept or reject the offer of enrollment. Failure of the parents to reply within of 48 hours shall be deemed to be a rejection of the offer of enrollment.
 - b. Parents who accept enrollment for their child will have that child enrolled as soon as possible given the registration procedures of the Gate City Charter School for the Arts.
 - c. Parents who reject the offer of enrollment shall be asked if they want their child's name kept on or removed from the waiting list. Parents who reject the offer of enrollment and wish to have their child's name remain on the waiting list shall be informed that their child's name shall be moved to the bottom of the waiting list.
4. Sibling preference is offered in the best effort to keep families together and strengthen our school community. Preference shall be given to siblings of students who are currently enrolled in the Gate City Charter School for the Arts. During the lottery process, once a student's name is drawn, his/her siblings names will also be drawn and either enrolled in an available seat at that appropriate grade level or moved to the top of the Waiting List at the appropriate grade level and in lottery order.
5. The waiting list shall be maintained and utilized throughout the Gate City Charter School for the Arts' school year.
6. Each school year, a new waiting list shall be established prior to the first day of school. Names of students from the prior school year's waiting list shall not automatically carry over to the new waiting list.
7. Prior to June 1, the Director or designee shall contact the parents of all children whose names remain on the waiting list and inform them that their child's name will not automatically be carried over to the waiting list for the following school year
8. Prior to June 1, 2018, parents of children whose names remain on the current 2018-2019 waiting list shall be informed in writing as to the new waiting list policy and corresponding procedures.