



## LCCA Admissions and Enrollment Policy

For current enrollment information, please visit the school's website at [lakecountryclassical.org](http://lakecountryclassical.org).

### ***Admissions Eligibility***

Lake Country Classical Academy (LCCA) is open to all students who reside within the state of Wisconsin subject to availability. At the time of enrollment and re-enrollment, students will be required to demonstrate permanent residency within Wisconsin. Students whose residence is not fixed or regular will be evaluated on a case-by-case basis in keeping with governing state and federal laws. LCCA will not discriminate on the basis of race, color, ethnic background, national origin, gender, or disability in administration of its educational policies, admissions policies, athletics, and other school-administered programs.

State law, Wis. Stat. Sec. (118.14(1)(b-c), specifies that children are eligible for kindergarten and first grade based on their age. To be eligible for 5-year-old kindergarten, a child must be 5 years old on or by September 1 of the school year. To be eligible for 1<sup>st</sup> grade, a child must be 6 years old on or by September 1 of the school year.

Students expelled from another school will be admitted at the discretion of the principal. The principal will admit students who are being processed for expulsion and/or suspension on a case-by-case basis. In general, students facing suspension and/or expulsion for discipline problems related to drugs, alcohol, or violent behavior will not be admitted. Admission forms and deadlines will be available in the school office and at [lakecountryclassical.org](http://lakecountryclassical.org).

### ***Limited Availability***

LCCA will determine the number of seats to be offered in each grade on an annual basis. Families of current students will be informed of re-enrollment procedures each year in January. Current LCCA families will be asked to re-enroll their child(ren) for the following school year in advance of the lottery for new families. Based on the re-enrollment information, the principal will determine how many seats are available to new students for the following school year. While it is our expectation that such numbers will be determined prior to the enrollment period, the school may decide to revise these numbers prior to the beginning of the new school year. An initial enrollment application period will be held prior to running the lottery. The official lottery will run in early March. Additional enrollment applications will be accepted after running the lottery, and seats will be offered as available, or names will be placed at the bottom of the waitlist. Applications will be available on the school's website and paper copies will be available in the school office. Through the lottery and waitlist system, the school will admit students in the following order:

1. Applicants who are immediate children of teachers, staff, or board members (not to exceed 10% of the total population).
2. Applicants who are siblings of verified LCCA students from the prior school year who have completed reenrollment to return.
3. All other applicants.

If the number of applicants exceeds the number of available seats in any grade, a random lottery process will be used to select admitted students from the pool of applicants. The initial lottery will also establish the order of the waitlist. Continuing students are exempt from the lottery.

The school may, by direction of the principal, establish more seats in any grade in order to accommodate applicants who are immediate children of any teachers, staff, or board members (not to exceed 10% of the total population). Families will have five (5) days from the date in which offer(s) are emailed to accept their offer(s). If families do not accept their offer(s) within that 5-day period, their offer(s) will be automatically rescinded.

Once the school year has begun, families who receive offers will have three (3) days from the date the offer was emailed to accept their offer.

Families who accept their offer(s) must complete all registration materials within a certain amount of time determined by the principal. Parents/ Guardians are required to bring an original birth certificate to show front office staff (copies will not be made) and pay the user fee as established and approved by the Board.

The school will close enrollment the week prior to the first day of school through the end of the second week of school to allow for a smooth and efficient start to the school year. The school will allow enrollment again after the close of the second week of each school year, and only until mid-January on a date to be determined by the principal.

#### Notification of Withdrawal

LCCA accepts verbal or written notification from the guardian of a student of the intent to withdraw . A records request from another school or district to LCCA is also considered a written withdrawal by a guardian. LCCA will respond to every intent to withdraw with an official withdrawal notification email. Upon a student's withdrawal, user fees will be refunded to families prior to the first day of school. Student user fees are not refundable after the first day of the school year.

#### **Revised**

*November 2022*

*July 2023*

*September 2024*