

CONSERVATORY LAB

CHARTER SCHOOL

Conservatory Lab Charter School Enrollment Policy

Introduction

Conservatory Lab Charter School, located in Brighton, MA, enrolls students in Grades K1-8 through a lottery process. Conservatory Lab does not discriminate on the basis of race, color, national origin, creed, sex, gender identity, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or prior academic achievement (MGL Chapter 71, Section 89(m); 603 CMR 1.06(1)).

Conservatory Lab annually creates, and follows, a Recruitment and Retention strategy that governs its recruiting efforts.

Eligibility In order to be eligible for the lottery process, applicants must be a resident of Massachusetts at the time of application, and supply two proofs of residency. A copy of the student's birth certificate is also required for applications to K1 (other forms of documentation are also accepted in lieu of a birth certificate). Reasonable proof of current residency is also necessary at the time an offer of admission is made. *Proof of residency is waived for homeless students.*

The following documents are acceptable to establish proof of residency:

- A Utility Bill (not water or cell phone) dated within the past 60 days
- A Deed, Mortgage Payment dated within the past 60 days, or Property Tax Bill dated within the last year
- A current Lease, or Section 8 Agreement
- A W2 form dated within the year or a Payroll Stub dated within the past 60 days
- A Bank or Credit Card Statement dated within the past 60 days
- A Letter from an Approved Government Agency dated within the past 60 days

If applying for K-1, applications must include a copy of the student's birth certificate. Students must be four years of age by September of the school year for which they are applying for the K1 program.

Conservatory Lab does not require potential students or their families to attend interviews or informational meetings as a condition of enrollment. Conservatory Lab does not administer tests to potential applicants or predicate enrollment on results from any test of ability or achievement.

Application for Admission

Beginning in October of each year, applications are available on-line at www.conservatorylab.org under "Admissions," available at the school, and at all agencies referenced in the Recruiting and Retention Plan. Applications ask for basic data such as Student

Information (Name, Address, DOB, Gender, Current Grade, and Language Spoken at home) and Parent/Guardian Information (Name, Address, Phone, and Email Address). The application contains a non-discriminatory disclaimer. All information requested is not intended and will not be used to discriminate.

Full applications must be received by March 1st in order to be considered. Application deadlines and reminders are posted one month in advance of the lottery date. The Lottery takes place the first full week in March, and is held in the second floor orchestra classroom. Incomplete applications are not admitted into the lottery.

Interested families are encouraged to attend a school tour. Tours are held monthly October through February each year, or more often if necessary. Attendance at tours is not a condition of enrollment.

Lottery Procedures

Conservatory Lab will hold a lottery each year, and the school will determine the number of spaces available each year by grade level. The lottery is held in public, at 25 Arlington Street, Brighton, MA 02135. An unbiased party is contracted to draw the lottery results. One week prior to the event, a press release is issued with time and location of lottery, and this reminder is posted on the school website. Each application is assigned a lottery number; families are notified of their lottery number prior to the drawing. Numbers are posted in the order they are drawn. Siblings, resident or non-resident, of students who are already in attendance at the school in the year of application are given preference for admission over non-siblings. Residents of Boston are given preference for admission over non-resident students. All applicants not selected in the enrollment lottery are placed on a waiting list in the order the numbers were selected while also taking into account sibling and resident preference. Those students for whom enrollment at Conservatory Lab would cause the sending district to exceed their tuition cap will not be offered admission but will remain on the waiting list. If those students are siblings of students currently in attendance at the school, the state may pay the child's tuition, subject to appropriation. If the principal enrollment process fails to produce an adequate number of enrolled students, the lottery process may be repeated if a wait list does not exist and the required lottery process is strictly followed, including public notification and deadlines (603 CMR 1.06(5)).

Enrollment Process

Families are notified of their acceptance via phone call and letter. After the lottery, parents and guardians of incoming students are invited to attend an information session to further understand the commitment, curriculum, and the music component. Attendance at this information session does not influence enrollment. All students offered enrollment must confirm or decline by May 1st. A log will be kept and updated of student notifications. The school will determine the number of spaces available each year by grade level. Waitlisted families will receive a letter with their waitlist number and are encouraged to call in and check on status, as well as to provide updated contact information, as necessary.

Wait List Policy

If a student stops attending Conservatory Lab or declines admission, the next available student on the wait list for that grade will be offered admission until the vacant seat is filled. No student will be admitted ahead of other eligible students on the waiting list unless said student is either a sibling of a previously enrolled student or a resident of Boston, MA. Students on the wait list

being offered admission will be contacted via phone. In order to decline an offer of admission, Conservatory Lab requires direct contact with the school. Offers will be tracked via spreadsheet. The wait list, from year to year, rolls over and an updated log is kept capturing date and time of phone call or letter generated; information such as “disconnected phone,” “no longer interested,” “wrong phone number,” and “moved out of city” is recorded to accurately reflect attempts made to contact the family. If a student stops attending Conservatory Lab, for any reason, the school will attempt to fill vacant seats up to February 15th in all grades. Conservatory Lab keeps accurate records of the wait list, which contains the names, home addresses, telephone numbers, and grade levels of students who entered the lottery but did not gain admission. A vacancy not filled after February 15th moves into the subsequent grade to be filled the following September for all grades.

Disclosure of Information

Conservatory Lab does not share student information. Upon request, the school will provide the names and addresses of students to a third party mail house for mailings unless the parent requests that the school withhold their child’s information. Students and parents will be given a form with the enrollment packet to consent or deny disclosure of student information.