



3033 N. Euclid Ave. St. Louis, MO 63115 | 314.385.9502 | www.northsidecommunityschool.org

Student Application and Enrollment Process

The State of Missouri, per State Statute, requires that a charter school must have a 2 step admission process – **Step 1: Application and Step 2: Enrollment** (Statute Below)

Given the law, it's very important our admission process is well stated, transparent, and assures families that no enrollment decisions were made based on their children's abilities, behavior, special needs, etc.

Effective immediately we will move to the following admission process:

Key Admission Dates when Applying for the Next School Year:

1. **November 1st**: NSCS begins accepting Applications for the Enrollment Lottery for the next school year (Each Application must be reviewed and certified by the Building Principal. The Building Secretary is responsible for entering the Application into a Lottery Spreadsheet)
2. **February 1st**: NSCS Enrollment Lottery
3. **February 2nd**: Applications for Waiting List (if no seats available)*
*Applications do not carry over from school year to school year

Admission for the Current School Year:

1. Parent/Guardian completes an Application and provides proof of residency (2 documents).
2. The Application and Proof of Residency is submitted to Administrative Services for processing.
3. If the grade level is full and there is a Waiting List the student is placed on the waiting list. Open seats are filled from the Waiting List in order of receipt.
4. If there are open seats, Administrative Services will provide the Parent/Guardian an Enrollment Packet for completion.



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Step 1: Application for Enrollment

1. The child's parent completes an Application. The Application includes the following information:
 - a. Year Applying For (Current Year or the Next School Year)
 - b. Student's Name
 - c. Grade Applying For
 - d. Date of Birth
 - e. Gender
 - f. Address
 - g. School and Last District Attended
 - h. Parent/Guardian Name
 - i. Relationship to Student
 - j. Home Phone
 - k. Cell Phone
 - l. Work Phone
 - m. Email
 - n. Sibling(s) Name
 - o. Sibling(s) Age
 - p. Sibling(s) Current NSCS Student
 - q. Certification by Signature that all the information is true
2. The child's parent submits two Proof of Residency (utility bill, mortgage contract, lease agreement signed by landlord)
3. The Application and Proof of Residency is submitted to Administrative Services for processing.
4. If the grade level is full and there is a Waiting List the student is placed on the waiting list. Open seats are filled from the Waiting List in order of receipt.
5. If there are open seats, Administrative Services will provide the Parent/Guardian an Enrollment Packet for completion.
6. If the Application is for the next school year they are placed on a list for the next year lottery.



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Step 2: Completion of Enrollment Packet

1. Management of Enrollment Packet completion is by Administrative Services.
2. Once a child has been selected by the lottery, from the waitlist, or during a period of open enrollment the parent completes the Enrollment Packet. The Enrollment Packet includes the following information:
 - a. Student Information Sheet
 - b. Physical and Immunization Records
 - c. Parent/Guardian Picture ID (Driver's License, State Issued ID, etc.)
 - d. Copy of Legal Guardianship (if appropriate)
 - e. Copy of any Court Orders Restricting Student Contact or Release of Records
 - f. Student's Prior Academic Records (NSCS will request this information from the prior school however the parent/guardian should be asked to provide any records they have and at least the most recent report card)
 - g. [During the School Year] Notice from the child's current school that the child is in good standing (not out of school on an open suspension, expulsion, etc.)
 - h. Student's Individualized Education Plan (if appropriate)
 - i. Homeless Status Information
 - j. Student Dismissal Authorization and Information Release Form
 - k. Bus Transportation Form
 - l. Parent School Compact
 - m. Student School Compact
 - n. Student Health and Medical Consent Form
 - o. Student Asthma and Allergy Checklists
 - p. Student Records Release Form
 - q. Field Trip Permission Form
 - r. Technology Permission Form
 - s. Photo and Media Release Form
3. The parent submits the completed Enrollment Packet to Administrative Services.
4. Administrative Services,
 - a. Reviews the Enrollment Packet confirming all information has been provided.
 - b. Enters the appropriate information into Tyler SIS
 - c. Assigns the child to a classroom (after conferring with Building Principal)
 - d. Notifies the Building Principal and the Classroom Teacher with student information including start date
 - e. Notifies the Transportation Supervisor with information to set up transportation services.



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- f. Within 2 Business Days Administrative Services submits a Request for Student Records to the child's previous school (the student MAY begin school while we are waiting on records)*.
- g. Once all of the enrollment steps have been completed Administrative Services provides the file to the corresponding school office.

Step 3: Parent/Student Enrollment Meeting

Prior to any student beginning their first day of school, the Parent and Student must have an in person meeting with the Building Principal and the Student's Teacher to:

1. Welcome the Student
2. Review the Parent/Student Handbook
3. Review the Parent/Student Compacts
4. Develop the Student's Individualized Learning Plan (Student Profile Sheet)

“160.410. Admission, preferences for admission permitted, when — information to be made publicly available — move out of school district, effect of. — 1. A charter school shall enroll:

- (1) All pupils resident in the district in which it operates;
- (2) Nonresident pupils eligible to attend a district's school under an urban voluntary transfer program;
- (3) Nonresident pupils who transfer from an unaccredited district under section [167.895](#), provided that the charter school is an approved charter school, as defined in section [167.895](#), and subject to all other provisions of section [167.895](#);
- (4) In the case of a charter school whose mission includes student drop-out prevention or recovery, any nonresident pupil from the same or an adjacent county who resides in a residential care facility, a transitional living group home, or an independent living program whose last school of enrollment is in the school district where the charter school is established, who submits a timely application; and
- (5) In the case of a workplace charter school, any student eligible to attend under subdivision (1) or (2) of this subsection whose parent is employed in the business district, who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level or building. The configuration of a business district shall be set forth in the charter and shall not be construed to create an undue advantage for a single employer or small number of employers.

2. If capacity is insufficient to enroll all pupils who submit a timely application, the charter school shall have an admissions process that assures all applicants of an equal chance of gaining admission and does not discriminate based on parents' ability to pay fees or tuition except that:



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(1) A charter school may establish a geographical area around the school whose residents will receive a preference for enrolling in the school, provided that such preferences do not result in the establishment of racially or socioeconomically isolated schools and provided such preferences conform to policies and guidelines established by the state board of education;

(2) A charter school may also give a preference for admission of children whose siblings attend the school or whose parents are employed at the school or in the case of a workplace charter school, a child whose parent is employed in the business district or at the business site of such school;

(3) Charter schools may also give a preference for admission to high-risk students, as defined in subdivision (5) of subsection 2 of section [160.405](#), when the school targets these students through its proposed mission, curriculum, teaching methods, and services;

(4) A charter school may also give a preference for admission to students who will be eligible for the free and reduced price lunch program in the upcoming school year.

3. A charter school shall not limit admission based on race, ethnicity, national origin, disability, income level, except as allowed under subdivision (4) of subsection 2 of this section, proficiency in the English language or athletic ability, but may limit admission to pupils within a given age group or grade level. Charter schools may limit admission based on gender only when the school is a single-gender school. Students of a charter school who have been enrolled for a full academic year shall be counted in the performance of the charter school on the statewide assessments in that calendar year, unless otherwise exempted as English language learners. For purposes of this subsection, "**full academic year**" means the last Wednesday in September through the administration of the Missouri assessment program test without transferring out of the school and re-enrolling."

Records Request -

*The Missouri Safe Schools Act, (HB1301/1298) Section 167.020.7 states, within two business days of enrolling a pupil, the school official enrolling the pupil, including any special education pupil, shall request records required for student transfer and those discipline records required by sub-section 9 of section 160.261 RSMo, from all schools previously attended by the pupil within the last twelve months. Any public school district that receives a request for records from another school shall respond to such request five (5) business days upon receiving a request.