New Student Enrollment Procedure

1. **Online Enrollment Interest Form**
   a. Parents/guardians submit their interest via the [Enrollment Interest Form](#)
2. **Information in PowerSchool**
   a. Campus teams view the Enrollment Interest Form data in PowerSchool Enrollment.
3. **Identify Available Openings**
   a. Campus teams refer to their Projected Class Lists to determine the number of openings based on capacity per grade level and program.
4. **If a grade level has more interest than openings, enter into the double blind lottery**
   a. **Run 1st Lottery:** Campus teams randomly draw names for each grade level for students to be invited for a campus tour, student meet & greet, and parent/guardian interview.
   b. **Meet and Greet Invites:** Office Managers and Attendance Clerks send invitations via Calendly for those students selected for a campus tour, student meet & greet, and parent/guardian interview.
   c. **Conduct Meet and Greet:** Campus teams provide parents/guardians with a tour of the school, students complete their meet & greet by visiting a classroom where observational notes are taken ([observation](#) & [PEAK](#) forms), and [interviews](#) of the parents/guardians are conducted.
   d. **Determine Program Recommendation:** Campus teams review data collected during the student meet & greets and parent/guardian interviews to determine each student's [program](#).
   e. **Run 2nd Lottery:** After the program recommendations are determined, campus teams randomly draw names for each grade level and program for students to be invited for enrollment.
5. **Update PowerSchool Enrollment:**
   a. Office Managers and Attendance Clerks upload any documents parents voluntarily provide and the interview and observation forms into PowerSchool Enrollment
   b. Campus Directors enter program determinations, update fields, and mark the student enrollment lottery column yes or no to identify which students should and should not be invited to enroll
6. **Offer Enrollment:**
   a. The Registrar emails enrollment offers to families.
   b. Parents/guardians have two weeks to respond to the enrollment offer to confirm they want a spot.

i. If parents/guardians complete the enrollment offer, the Registrar sends the enrollment link.
1. Parents/guardians complete enrollment via the PowerSchool Enrollment link.
a. The Registrar adds the student to the Projected Class List.
2. Parents who have started but not yet submitted their forms receive daily reminders with instructions, and a deadline is set for two weeks after they begin the process.
ii. The Registrar tracks enrollment offer results in the Enrollment Offer spreadsheet.
1. Orange means there is a document that is needed.
2. Red means that they have declined enrollment.
3. Green means enrollment paperwork is complete.
4. White indicates that the parent/guardian has accepted the enrollment offer but has either not started the enrollment paperwork or has not yet submitted it.