



Enrollment Policy

I. OVERVIEW

- A. Providence Hall Charter School (PHCS) is a public charter school open to any student regardless of race, color, national or ethnic origin, religion, gender, social or economic status and/or special needs. PHCS accepts kindergarten through 12th grade students per R277-472-6,
- B. Consistent with Sect.53A-11- 904 (3) students may be denied enrollment if they have been expelled from a public school. Students may be denied enrollment in a public school if they leave a public school with disciplinary procedures pending at the previous Utah public school until previous allegations have been resolved.
- C. There are no academic enrollment requirements.
- D. PHCS reserves the right to decline enrollment to students if false, misleading or incomplete information is included on the enrollment documents.

II. ENROLLMENT PREFERENCE

Enrollment preference is given to:

- 1st - Current students
- 2nd - Children of school founders and Board of Trustee (Board) members
- 3rd - Children of full-time certified employees
- 4th - Siblings of current students

III. LOTTERY

- A. State law requires that an equitable selection process, such as a lottery, be held to determine who will be enrolled if more students apply than there are openings at any grade level.
- B. PHCS holds an annual lottery to determine placement on the waiting lists for all grade levels.
- C. The date for the lottery will be made public for at least 30 days prior to the posted lottery date.
- D. The school-wide lottery will be held on the 2nd Thursday in February at 10:00am.

IV. ENROLLMENT PROCESS

- A. All potential students wishing to enroll at PHCS must complete an enrollment request form, which is accessible on www.providencehall.com.
- B. To be eligible for the annual lottery, the enrollment request form must be submitted after the 2nd Monday in December and received at least 24 hours prior to the lottery.
- C. Only one enrollment request may be completed for each child.
- D. Parents/guardians of potential kindergarten students may not submit an enrollment request form for their child until the December enrollment date prior to when their child is eligible to be enrolled in Kindergarten.
- E. The names of students who apply after the due date will be placed at the bottom of the applicable waiting list in the order the application was received.

V. CONTINUED ENROLLMENT

- A. Students currently enrolled at PHCS automatically qualify for readmission for the next academic year.
- B. Parents/guardians must complete and return an Intent to Return Form by a given due date to secure or release their child's enrollment spot for the following school year.



- C. Any parent/guardian who chooses to have their student leave PHCS must complete and return a Withdrawal Form and their student's spot at PHCS will be filled by another student on the waiting list.

VI. KINDERGARTEN ENROLLMENT

To be eligible for kindergarten, a child must be 5 years old on or before September 1st of the year of kindergarten enrollment.

VII. ENROLLMENT OFFERS

- A. In order to be fair to all families of students on the waiting list and in order to fill class rosters in a timely manner, an enrollment offer will be sent by email.
- B. A parent/guardian must reply to the enrollment offer indicating acceptance within 48 hours of when the enrollment offer email is sent.
- C. If no response is received within 48 hours to the enrollment offer, the child's name will be removed from the waiting list, but the parent/guardian can add the child to the waiting list again, which would put the child at the bottom of the waiting list.
- D. If an enrollment offer is declined, the child's name will be removed from the waiting list, but the parent/guardian can add the child to the waiting list again, which would put the child at the bottom of the waiting list.
- E. If a parent/guardian accepts an enrollment offer but then later does not meet deadlines for required registration forms and/or documents, the child's name will be removed from the waiting list, but the parent/guardian can add the child to the waiting list again, which would put the child at the bottom of the waiting list.

VIII. SIBLING PRIORITY

- A. PHCS gives sibling priority to those students who currently have a sibling enrolled in a PHCS school.
- B. Sibling priority is only granted once the first sibling is **fully** enrolled in PHCS. Once the first sibling is fully enrolled, all other siblings will be placed on the sibling priority lists in the order they were received.
- C. If the first sibling enrolled in PHCS does not attend PHCS for a minimum of 90 days, any and all siblings accepted based on the first sibling's enrollment will lose their spot at PHCS and WILL BE UNENROLLED, even if the siblings have already been attending classes at PHCS their spot will be forfeited based on the first sibling not attending for a minimum of 90 days.
- D. Parents/guardians will be required to sign a sibling priority document stating the above information prior to enrolling any children that obtained enrollment status due to sibling priority.
- E. If a student ceases to be enrolled at PHCS, his/her siblings who are still awaiting enrollment will be placed at the bottom of the general grade level waiting list.

IX. ADDITIONAL GUIDELINES

- A. It is the responsibility of parents/guardians to notify PHCS of any siblings who they wish to enroll at a PHCS school. If the parent/guardian fails to notify the school prior to positions being filled, the sibling will be placed on the waiting list in the order the notification was received.
- B. Recent additions to families (stepchildren, adopted children, foster children, legal guardianship) qualify as siblings under this policy. It is the responsibility of the parents/guardians to notify PHCS of these additions.
- C. Cousins, friends, or other children who are not named in A or B above living under the same roof do not qualify for sibling priority.



- D. The parent/guardian of enrolled siblings must have legal guardianship to qualify for sibling priority.
- E. If a parent/guardian accepted an enrollment offer for a child at PHCS and then registers that child and has that child attend another school, then PHCS's enrollment offer is automatically withdrawn and any siblings on sibling priority status will lose their position in the school or on the sibling priority wait list.

X. FOREIGN EXCHANGE STUDENTS

- A. A special placement/registration permit is required by the Department of Planning and Student Service for students who are non-immigrant, foreign exchange students, or non-resident students not living with at least one natural parent or with a legal guardian.
- B. PHCS will adhere to the requirements of Subsection 53A-2-206. These provisions create a safe environment for foreign exchange students and school district/charter school students.
- C. Prior to accepting foreign exchange students through an agency, the agency must:
 - 1. Provide a sworn affidavit of compliance that shall include confirmation that the agency is in compliance with all applicable policies of PHCS' Board of Trustees (Board).
 - 2. Complete a household study, including a background check consistent with Section 53A-3-410, of all adult residents of each household where foreign exchange students will reside.
 - 3. Review the information revealed through the background checks required with PHCS' Registrar or administrators;
 - 4. Complete a background study to assure that the foreign exchange student will receive proper care.
 - 5. Provide host families with training appropriate to their positions, including information about enhanced criminal penalties for persons who are in a position of special trust.
 - 6. Send a representative to visit each foreign exchange student's host family's place of residence at least monthly during the foreign exchange student's stay in Utah.
 - 7. Cooperate with PHCS and other public authorities to ensure that no foreign exchange student becomes an unreasonable burden upon PHCS or other public agencies.
 - 8. Give each foreign exchange student the name(s) and telephone number(s) of agency representatives and others who could be called at any time if a serious problem occurs, in the foreign exchange student's native language.
 - 9. Provide alternate placements so that no foreign exchange student is required to remain in a host family's household if conditions appear to exist which unreasonably endanger the foreign exchange student's welfare.
- D. PHCS shall provide each approved foreign exchange student agency with a list of names and telephone numbers of individuals not associated with the agency who could be called by a foreign exchange student in event of a serious problem.
- E. Foreign exchange students will be considered for enrollment at PHCS if PHCS has not reached its cap as set forth by the PHCS Board in accordance with what is established by the Utah State Board of Education.
- F. If more local students have applied to PHCS than the cap allows, a lottery will be used to determine which of those students may enroll at PHCS. In this case, foreign exchange students will not be considered eligible to enroll at PHCS.