



**LEEP Dual Language Academy Charter School
Admissions and Enrollment Policy – Revised December 17, 2019**

Non-Discrimination Statement: *A charter school shall not discriminate against or limit the admission of any student on any unlawful basis, including on the basis of ethnicity, national origin, gender, disability, intellectual ability, measures of achievement or aptitude, athletic ability, race, creed, religion or ancestry. A school may not require any action by a student or family (such as an admissions test, interview, essay, attendance at an information session, etc.) in order for an applicant to either receive or submit an application for admission to that school.*

WHO CAN APPLY

LEEP Dual Language Academy Charter School is open to all New York children in eligible grade levels. As a charter school, we do not discriminate based on race, ethnicity, language spoken in the home, or any other unlawful basis. We do not screen students for achievement or ability.

Immigration status is not asked or considered as part of the admissions process, or operations of the school, in any way.

We admit students in Kindergarten and First Grade, where they are immersed in the Spanish language. In order to help each cohort of students continue progressing together in two languages, we do not practice backfill enrollment (i.e. filling a seat when a student leaves the school) in grades 2 and higher.

Families of currently enrolled students do not need to apply again. Each year, however, they must confirm, in writing, their intent for the student to remain in the school for the following year.

ADMISSION PREFERENCES

Following New York State law, our school does provide certain preferences as part of our random lottery admissions process.

Students who Reside in New York City’s Community School District 15 are admitted before students living outside of CSD 15, within each grade level with available seats. Families who are

homeless or in temporary housing may identify their Community School District of residence as either the district in which they were last permanently housed, or the district in which their temporary housing is located. CSD boundaries are set by the New York City Department of Education and searchable in the online map available at <http://schools.nyc.gov/>. Please see the “Enrollment” section below for details about documentation that will be required to prove residency prior to enrollment.

English Language Learners / Multilingual Learners receive a weighted preference in the lottery, consistent with New York State Education Department guidelines. Any student from a home where a language other than English is primarily spoken, as voluntarily reported in the application process, will be treated as an ELL/MLL. The school reserves the right to revoke this preference in the event of an intentionally false application.

Siblings of Current Students are admitted before non-siblings.

- The school defines “sibling” as any child whose guardian(s) are the same as the guardian(s) of a child already enrolled at the school. The school defines “primary guardian” as a guardian with primary custody for at least 50% of the time.
- Siblings may include half-siblings, step-siblings, adopted siblings, or other family members such as cousins, nieces, or nephews being cared for as primary dependents of the primary guardian.
- If multiple siblings from the same family apply, and one child’s name is selected in the lottery, his or her siblings will also be offered enrollment if there are seats available at the appropriate grade level.

Children of School Employees are admitted to any available seat, provided that children of employees may constitute no more than fifteen percent of the charter school's total enrollment.

HOW TO APPLY

A parent or guardian may apply to our school in any of three ways. The method of application makes no difference in a student’s chance of admission. Please direct inquiries about the application process to enroll@leepschools.org or inscriba@leepschools.org, or call 917-819-LEEP (5337).

Option 1: Online Application

Our application is conveniently available online. Visit www.LEEPacademies.org for details.

Option 2: Paper Application

Applications may be mailed or hand-delivered to the school’s address. Before the school opens, please mail or hand-deliver to our temporary address:

LEEP Dual Language Academy Applications
5323 5th Avenue, 2nd Floor
Brooklyn, NY 11220

Option 3: Emailed Application

Application forms may be emailed to enroll@leepschools.org or inscriba@leepschools.org.

APPLICATION DEADLINE

Applications are accepted for inclusion in the lottery through April 1 of each year. Students who apply after this deadline are admitted if there is a space available, or be added to the end of the waitlist.

ADMISSIONS LOTTERY

The admission lottery is held on April 5 of each year, or the first business day after April 5 if that date falls on a weekend. Each year, in accordance with Public Officers Law §104, we widely publicize the date, time, and location of lottery to the public in Spanish, English, and other languages predominantly spoken in CSD 15. Publicity includes at least one week's advance notice to the news media and all families who have submitted applications. The lottery is also publicized in English and Spanish (and other languages as needed) on the school's website and within its social media channels. Families are welcome but not required to attend the lottery, nor are they be penalized in any way for not attending. Our lottery is held in a public and accessible location using a computerized system and is witnessed by a third-party impartial observer.

OFFERS AND WAITLISTS

Families of accepted students are notified at least by mail and phone, and may also be informed by email when possible. Families have two weeks after notification to accept their offered seat by returning a signed acceptance form.

Any student not selected through the lottery for an immediate offer of admission is placed on the waitlist for his or her grade level, in order according to the same randomization process and with the same preferences as described above.

When a family does not accept a seat, another student is accepted from the waitlist, until all available seats, in all grade levels, are filled, or the waitlist is exhausted. When a family declines a seat, or does not respond to an admission offer within two weeks, the student is removed from the waitlist and may not apply again until the following year.

If a seat becomes available after the school year begins, we offer the seat to a student on the waitlist if the seat is in kindergarten or first grade or second grade, up to and including January

15 of each academic year. If a seat becomes available after January 15, it remains empty. Kindergarten seats and first-grade that are vacated after January 15 are filled through the lottery for the following year.

We maintain waitlists in a secure location. Waitlists expire on January 15 of each year and do not roll over from year to year.

ENROLLMENT

After providing written confirmation of their intent to accept an offered seat, families must provide proof of residency, unless the family is homeless. Proof of residency must be established by presenting at least two of the following documents:

- A residential utility bill (gas or electric) in the resident's name issued by National Grid, Con Edison, the Long Island Power Authority, or other utility service dated within the last 60 days;
- An original lease agreement, deed or mortgage statement for the residence;
- A current property tax bill for the residence;
- A water bill for the residence dated within the past 60 days;
- Official payroll documentation from an employer such as a form submitted for tax withholding purposes or payroll receipt, dated within the past 60 days;
- Documentation or letter on letterhead from a federal, state or local government agency, indicating the resident's name and address, and dated within the past 60 days.

To complete the enrollment process, families must provide a copy of the student's birth certificate and immunization record. Our staff is available to help families understand these requirements and request necessary documentation.

Because the last date to be offered a seat is January 15, no student may enroll after January 30.

Students may be removed from the enrollment process if the family does not accept an offer of admission within two weeks; does not complete the enrollment process (including all required documentation) by the first day of school; or intentionally provides false or misleading information as part of the application and enrollment process. When a student is being removed from the enrollment process, the school will notify the family in writing and attempt to communicate by phone.

Because enrollment at our school is always voluntary, a family always has the option to remove a student from the school. We request that such families indicate their decision in writing and attend a meeting to explore possible alternatives. Regardless of whether the family agrees to such a meeting, our staff will facilitate the timely transfer of records and other activities needed to promote a successful transition.