



EQUITABLE SELECTION
MODEL PROCEDURES
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Idaho Public Charter School Commission
514 W. Jefferson St. Suite 303
Boise, Idaho 83702
Phone: (208)332-1561
pcsc@osbe.idaho.gov

Alan Reed, Chairman

PURPOSE

Charter schools enroll students based on admission procedures in Idaho Statute, Administrative Code and IPCSC Policy and Procedures. The purpose of these laws, rule and procedures are to provide transparency of the enrollment process (not just the data going in and the data coming out) and to ensure consistency in enrollment practices across all charter schools in Idaho.

“The Idaho Public Charter School Commission shall adopt policies and procedures establishing a framework for the equitable selection process and make available to all public charter schools a model procedure. Petitioners are required to adopt admission procedures that align with the Commission approved model procedures.”
(IDAPA 08.02.04.203)

This guide will help you navigate the process of collecting requests for admissions and processing those requests through the registration process. As always, the IPCSC staff are happy to answer any questions you have and/or direct you to the experts who can best help you.

Establishing the Deadline for Request for Admissions

- A charter holder shall establish an enrollment deadline for each school year and may establish an enrollment capacity below that stated in the public charter school's performance certificate.
- The deadline shall be established either by annual vote of the charter holder's board of directors or by establishment of charter holder policy.
- The enrollment deadline shall be the date by which all written requests for admission to attend the public charter school for the next school year must be received.
- Neither the enrollment deadline nor a lowered enrollment capacity may be changed once the enrollment information is disseminated

Notifying the Public of the Deadline

- A charter holder shall ensure that citizens in the primary attendance area, as it is defined in the school's performance certificate, are made aware of the enrollment opportunities of the public charter school.
- The notice must include the enrollment deadline, the public charter school's total enrollment capacity for the next school year, and an advisory that all prospective students will be given the opportunity to enroll in the public charter school, regardless of race, color, national origin, ethnicity, religion, gender, socioeconomic status, or special needs;
- One (1) or more notices must be publicly disseminated within the primary attendance area by an independent third party. Notices include, but are not limited to, printed publications, technology and social media broadcasts, or signage displayed by community partners outside of the school's physical location.

Request for Admission

- A parent, guardian, or other person with legal authority to make decisions regarding school attendance on behalf of a child residing in this state, must make a request in writing in electronic or hard-copy format for such child to attend a public charter school.
- The written request for admission shall contain the name and contact information of a legal guardian of the prospective student; the name of the student, the last grade level completed, and address of the prospective student if different from the legal guardian. Requests must indicate whether the prospective student is a sibling of a currently enrolled student. The request for admission may only request that information that is necessary for determining the student's eligibility for admittance as approved in the charter school performance certificate.

- In the case of a family with more than one (1) child seeking to attend a public charter school, a single written request for admission must be submitted on behalf of all siblings.
- The written request for admission must be submitted to, and received by, the public charter school on or before the established enrollment deadline school.
- The written request for admission shall contain the name, grade level, address, and telephone number of each prospective student in a family.
- Where a weighted lottery has been approved through the charter school's petition and in compliance with the admission preference requirements established in Section 33-5206, Idaho Code, the charter school may request such data as is necessary to apply the provisions of the weighted lottery.

Need to Conduct an Equitable Selection Process

- If the number of requests for admission does not exceed the number of open seats in every grade, the public charter school shall offer enrollment to all prospective students and no equitable selection process shall be held.
- If the number of requests for admission exceeds the number of open seats in at least one grade, the public charter school shall conduct an equitable selection process. A new equitable selection process shall be conducted each year.

Waitlist

- A waitlist of prospective students shall be compiled each year. The waitlist shall prioritize:
 - a. First, prospective students for whom a request for admission was received before the enrollment deadline and for whom a seat was not available at the time of selection during the equitable selection process in the order in which they were selected, and
 - b. Second, prospective students for whom a request for admission was received after the enrollment deadline in the order in which the request was received.
- Written requests for admission received after the established enrollment deadline will be added to the bottom of the waiting list for the appropriate grade. If there is an opening in one grade, a sibling, if any, from a late submitted application must go to the bottom of the sibling list.

Seat Vacancies

- All enrollment vacancies shall be filled throughout the school year up to the enrollment capacity stated in the public charter school's performance certificate or up to a lower enrollment capacity if such was established by the charter holder.
- Students retained from one school year to the next shall not be included in the equitable selection process. Any student whose legal guardian has accepted the offer of enrollment in a public charter school in writing, shall retain a seat each school year the student is enrolled in a grade level served by the public charter school unless the student is withdrawn by his or her legal guardian or the student is expelled as per the charter holder's policy.
- The seat of any student whose legal guardian indicates in writing intent to withdraw the student at the end of the current school year shall be treated as an open seat during the equitable selection process for the next school year.
- Currently enrolled students for whom no written notice of intent to withdraw has been submitted shall not be included in the equitable selection process but shall be guaranteed a seat for the next school year.

IPCSC Model Equitable Selection Procedures

- The equitable selection process must be held within seven (7) days of the enrollment deadlines as defined in Subsection 203.02 and must take place in a public setting, the date and time of which must be noticed to the public at least forty-eight (48) hours in advance. (IDAPA 08.02.04)
- Only those written requests for admission submitted on behalf of prospective students that are received prior to the enrollment deadline established by the public charter school shall be permitted in the equitable selection process.
- A charter school's procedures must be approved by the authorizer and must include the following:
 - Each prospective student for whom a request for admission was received before the established enrollment deadline must be individually entered into the equitable selection process.
 - Siblings for whom a request for admission was made on a single request form must be separated from their siblings before the equitable selection process begins.
 - Before the equitable selection process begins, all grade levels served by the school (regardless of the number of open seats in any given grade) must be randomized to determine the order in which seats are to be filled.

- All students eligible for preference categories must be identified prior to conducting the equitable selection process.

Required Procedures During the Public Selection Process:

- All grade levels must be randomized.
- Students in the first drawn grade level are selected at random.
- As each student is drawn, the student is placed on the enrollment list.
- Index Cards/Student Name Cards, electronic applications or other means to identify individual students shall be separated by grade.
- The selection procedure shall be conducted (1) one grade level at a time with the order for each grade level being selected randomly before the selection process begins.
- Grade level and student selection shall not be done in alphabetical or numerical order.
- A neutral, third party with no interest or personal gain of selection results shall draw the grade levels at random. Such person shall also select individual students at random, documenting the selection number for each student. In addition, after selection has taken place, the students selected will be compared to the proposed attendance list to determine whether any preference are applicable to such student. This determination should take place prior to the school's communication of accepted students.

Application of Preference Categories

- All students eligible for preference categories must be identified prior to conducting the selection process. (Remember that some students may not be eligible for sibling preference until the selection process has begun).
- Preference categories shall be applied to selected students after the completion of each grade level draw.
- Selected students should be sorted by preference category and then by chronological order of the selection number of each student. This will be done for all grade levels and students.
 - a. After students have been selected, sorted and preferences applied to applicable students, the names shall be transferred by grade level, to the final selection list.

Drawing of Final Selection List

- Begin randomly selecting students in the first grade level drawn
- Place each student at the bottom of the highest preference list for which the student is eligible in the applicable grade level.
- At the time a student is selected, any siblings of the selected student become eligible for sibling preference and shall be moved to the bottom of the sibling preference category in their respective grade levels.
- Complete this process for all grade levels in the order in which grade levels were randomized.
- Finally, place any student for whom a request for admissions was received after the established enrollment deadline at the bottom of the last enrollment preference category in each grade level, in the order in which the requests for enrollment were received.
- This completes the final selection list.

Final Selection List

- With respect to students selected for admission to the public charter school, within seven (7) days after conducting the equitable selection process, the public charter school shall send an offer letter to the legal guardian who submitted a written request for admission on behalf of a student, advising such person that the student has been selected for admission to the public charter school. The offer letter must be signed by such student's parent, or guardian, and returned to the public charter school by the date designated in such offer letter shall be retained by the public charter school in the student's permanent record.
- The names of the persons in highest order on the final selection list shall have the highest priority for admission to the public charter school in that grade, and shall be offered admission to the public charter school in such grade until all seats for that grade are filled.
- A waitlist of prospective students shall be compiled each year after the equitable selection process has been completed. The waitlist shall consist of students for whom no open seat is currently available and shall prioritize first, prospective students for whom a request for admission was received before the enrollment deadline in the order in which the students were selected during the equitable selection process, and second, prospective students for whom a written request for admission was received after the enrollment deadline in the order in which the request was received.

Notification and Acceptance Process

- The first enrollment offer is made to the student with the highest draw order on the Final Selection List in each grade level. Offers for enrollment continue down the final selection list in numerical order until all open seats have been offered.
- The student in the next numerical order after the last open seat has been offered begins the waitlist.
- Legal guardians must be notified in writing of an offer to enroll or position on the waitlist within seven days of the equitable selection process.
- If a legal guardian fails to accept an offered seat by the deadline established by the public charter school in the offer letter, the public charter school shall offer the seat to the next student on the waitlist in the applicable grade.
- There shall be no carryover from year to year of the waitlist maintained to fill vacancies.