

## **General Admissions and Enrollment Information**

Admission and enrollment of students shall be open to persons who reside within the geographic boundaries stated in the School's charter, and who are eligible for admission based on lawful criteria identified in the charter and in state law. The total number of students enrolled in PTAA shall not exceed the number of students approved in the charter or subsequent amendments. Total enrollment may further be limited by PTAA based on occupancy limitations, code compliance and staffing requirements as deemed necessary.

*In accordance with state law, PTAA does not discriminate in its admissions policy on the basis of sex; national origin; ethnicity; religion; disability; academic, artistic, or athletic ability; or the district the child would otherwise attend.*

## **Submission of Applications and Admissions Lottery**

Students wanting to attend PTAA must submit an application during the School's open enrollment period, which takes place from **January 10<sup>th</sup> to March 15<sup>th</sup> each year**, or as otherwise set by the administration. Enrollment forms are available at campus offices and online through the School's website during the month of February.

If fewer applications than spots available are received, students will be offered admission on a first-come, first-served basis. If PTAA receives more applications than it has spots available in any grade level, it will conduct a random lottery. Each applicant selected during the lottery (until all open seats are filled) will be offered admission. Once all enrollment spots have been filled by the lottery, the lottery will continue, and applicants will be placed on a waiting list in the order in which they are drawn. If a vacancy arises before the commencement of the next school year, the individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list.

If an application is received after the application period has passed, the applicant's name will be added to the waiting list behind the names of the applicants who timely applied.

Families offered an enrollment seat will be sent a registration packet with instructions for registering. This notice will be sent **no later than April 1st**. Families must complete and return the registration packet by the published deadline in order to secure enrollment. If an enrollment offer is declined or if you do not complete the registration packet by the established deadline, your child's seat will be offered to the next potential student on the waiting list.

*Exceptions to Lottery Process:* Federal guidelines permit PTAA to exempt from the lottery students who are already attending the School; siblings of students already admitted to or attending PTAA; and children of the School's founders, teachers, and staff, so long as the total number of students allowed under this exemption constitutes only a small percentage of the School's total enrollment.