Enrollment Practices Checklist

Charter schools can use this checklist to review whether their enrollment forms and practices are legally compliant and embody the best practices to welcome all students.

☐ Enrollment forms and instructions both include a comprehensive non-discrimination statement that includes at least disability, race, creed, color, gender, national origin, religion, ancestry, marital status, and need for special education services.

☐ The enrollment process has two separate and clearly labeled forms: one to apply to the lottery and one to register for school (after the lottery).

☐ The lottery application includes a description of the entire enrollment process, including a specific due date for the lottery application and date of the lottery.

☐ The school provides written confirmation of students selected through the lottery and students admitted after the lottery date (if no lottery is held).

☐ The lottery application form only requests the following information:
  o Student’s name and date of birth.
  o The grade to which the student is applying.
  o Parent’s name and contact information.
  o Sibling information, if the school allows a sibling preference.

☐ The lottery application does not request:
  o Disability, special education status, need for accommodations, or special services.
  o Language, citizenship, country of birth, or English language learner status.
  o References, criminal history, and whether the applicant has children, is married, or receives public assistance.

☐ Any additional question on the lottery application (such as how the parent learned about the school or the student’s race/ethnicity) is marked as optional.

☐ The school does not collect registration information (e.g. detailed student data, parent contracts, home language survey, or student fees) until after the lottery date and the student has been given written confirmation of admission.

☐ The lottery application is available both online and in hard copy when requested and may be submitted electronically, in-person, by mail, or by fax.

☐ The lottery and registration forms do not require Social Security number or Social Security card.

☐ Transfer applications contain a clear process and comply with the rules for initial applications.