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.