

# Duval MYcroSchool

## Enrollment Process

Because MYcroSchool has an open-entry, open-exit policy, the enrollment period will be ongoing throughout the school year. All applications for enrollment will be date/time stamped as they are received and filed by application date and grade level (based on cohort class). Preference may be given to a sibling of a student already enrolled or accepted, and to a child of an employee of the school or a member of the Governing Board. In addition, as required by state statute, MYcroSchool will provide an equal opportunity of being selected for enrollment for students with handicapping conditions and students served in ESOL programs.

If the number of applications exceeds the capacity of the program, a lottery will determine admission, and a list will be maintained by grade level in the order of the lottery results. The lottery will be a random drawing held by the principal with at least one Governing Board member and one additional school employee in attendance. Parents/guardians will be notified of their child's acceptance no later than twenty-one (21) days past the acceptance period deadline and will have fifteen (15) days to notify the school, in writing, of their decision to attend. Deadlines will be set throughout the year dependent upon exit dates of enrolled students. If an accepted applicant decides not to attend the school, the slot will be given to the first person on the waiting list.

Parents/guardians of students who will enroll in MYcroSchool will receive an enrollment package containing information about the school and forms necessary for registration. The enrollment package will include a registration form; the Department of Health's Cumulative School Health Record form; an Emergency Dismissal form designed to indicate where the student should go if school is dismissed at an unscheduled time due to any unforeseen circumstances; and a Clinic Information card designed to indicate emergency contacts and the doctor that should be called in case of an emergency. Additional documentation required at the time of registration will include the following:

- Report card and/or transcript from last school attended
- Verification of address or parent's address through a current utility bill, tax receipt, rental lease agreement, or contract for purchase of a home
- Birth certificate or passport
- Social security card
- Immunization records showing proof of proper immunizations

Parents/Guardians will be given a copy of the Student Handbook, which is based on the Code of Student Conduct enforced by the Duval County Public Schools (DCPS) system.