

Genesis Innovation Academy School Admissions Policy

The Governing Board of Genesis Innovation Academy, Inc. adopts the following regulation which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Admissions Eligibility

SECTION 1.1. All students who are residents of the state of Georgia are eligible to apply to Genesis Innovation Academy and have their application considered for admission.

SECTION 1.2. The School will not discriminate on the basis of intellectual or athletic ability, measures of achievement or aptitude, disability, proficiency in English, or any other basis prohibited by law.

SECTION 1.3. Students will not be required to complete any test or measure in order to be admitted to School. Once students are formally enrolled, formal and informal assessments may be administered to determine the most appropriate instructional plan and placement for each student.

SECTION 2. Application Process

SECTION 2.1. The School's application period begins on January 1 of each calendar year for the following school year and continues until the end of that school year.

SECTION 2.2. All applications received by close of business on the date applications are due will be automatically admitted if the number of applicants is equal to or less than the number of available slots in the grade being applied for. If by close of business on the date of the application deadline there are more applicants than available slots for any grade, there will be a lottery to determine which applicants are admitted to that grade.

SECTION 2.3. Applications received after the deadline will be admitted on a first-come first-served basis if seats are available.

SECTION 2.4 Families may submit an on-line or a paper-based application. If a paper application is mailed, it must be physically present in the administrative office prior to close of business on the date of the application deadline. Applications received electronically must have a time stamp "receipt" indicating submission prior to close of business on the date of the application deadline.

SECTION 2.5. All applications must be complete to be considered for admission. The official date of application will be recorded as the date a completed application was received. Applications which are received by the application deadline but are incomplete due to circumstances beyond the control of the applicant may be considered complete at the discretion of the principal or other authorized school leader, or by appeal to the Governing Board. It is an applicant's responsibility to inform Genesis in writing of the reason why information required on the application cannot be supplied or filled in.

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SECTION 2.6 All applications must correctly identify the grade the student applicant will be entering during the upcoming school year. If it is determined after the application deadline that the grade on a completed application is incorrect, the official date of application will be changed to the date of correction.

SECTION 2.7. A record of all complete applications will be kept in the school's office for review by applicants. If Genesis does not have record that an application was submitted, and a family does not have written confirmation of an application being submitted, the family will have to complete an application and secure official confirmation to be considered for admissions.

SECTION 2.8 It is each applicant's responsibility to assure that they have written confirmation that their application has been successfully submitted:

- On-Line Application - If families submit an on-line application, they should receive an automated electronic confirmation, including a time stamp. It is each applicant's responsibility to assure that they receive and save that confirmation. It is also each applicant's responsibility to report, in writing, any failure of the on-line system to provide a confirmation for a submitted application.
- Paper Application by Mail – If an applicant submits a paper application by mail, they should send it certified mail and request a delivery receipt.
- Paper Application Delivered in Person – If an applicant hand delivers a paper application to Genesis main office, that applicant should assure that a written receipt is provided, including the date and the name and signature of the attending staff member.
- Paper Application Delivered by E-mail – Applicants should save the e-mail that was sent to Genesis that included the application. Families should also request a return e-mail confirming receipt of the application and the date the application was initially received. Until families receive an e-mail confirming receipt, they should not consider their application submitted.

SECTION 3 – Admissions Process

SECTION 3.1 Priority for admission will be given in the following order in accordance with the approved charter petition:

1. Currently Enrolled Students
2. Children of faculty, staff, and current Governing Board Members.
3. Siblings of students currently enrolled at either Genesis Innovation Academy for Girls or Genesis Innovation Academy for Boys.

SECTION 3.2. **Admitted families** will receive an e-mail confirmation of their status as an admitted family. The e-mail will be sent to the address provided by the applicant. If no e-mail is provided on the application, the offer of admission will be made by phone, using the primary contact number recorded in the application file. If the applicant parent is not reached directly, a message will be left on the phone messaging system. If the message system does not allow messages to be left (and no valid e-mail address is provided), the family will forfeit their slot

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if they do not otherwise accept their seat within three days of the attempt to make the offer by the phone.

SECTION 3.3. A written, official confirmation of admissions is the only acceptable verification of admissions (e.g. verbal confirmations are not acceptable). It is a family's responsibility to ensure that they have written, official confirmation from Genesis that states that the applicant was admitted before presuming that the applicant is admitted.

SECTION 4 – Registration

SECTION 4.1. Admitted families must first “accept the seat” they were offered to begin the registration process. Once families are admitted, they will receive instructions on how to “accept their seat.” Families will have up to three business days to accept their seat.

SECTION 4.2. Admitted families who accept their seat, will receive an e-mail confirmation that they have officially claimed their seat. A written, official confirmation of seat acceptance is the only acceptable verification. It is a family's responsibility to ensure that they have written, official confirmation that the seat acceptance was successfully processed.

SECTION 4.3. Admitted families who accept their seat must complete registration documents to be officially enrolled. The required documents will be made public on the school's website and will be available in the school administrative office.

SECTION 4.4 Families who accept their seat by May 31 (and within three days from the time the family was offered the seat), will have two weeks to complete the registration/enrollment process. Families who accept their seat after May 31 will have up to three business days, but not less than one business day, to complete the registration/enrollment process. It is the responsibility of families to have their registration documents prepared in advance for timely submission.

SECTION 4.5. Families who fail to either accept their seat, or who accept their seat but fail to meet the registration deadline, will forfeit their slot. Families who forfeit their slot but who later decide they want to enroll for the school year they originally applied for, will be offered a seat, if available. If no seat is available, the applicant family will be placed at the end of the wait-list.

SECTION 5 - Lottery

SECTION 5.1. If, by the application deadline, there are more applicants than seats in a grade level, a public lottery shall be held.

SECTION 5.2. The lottery process shall be published in advance and articulated prior to commencement of the lottery.

SECTION 5.3. The lottery shall be open to the public.

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SECTION 6 - Wait List.

SECTION 6.1 Families who are not admitted via the lottery or who apply after all slots have been filled, will be placed on a wait list.

SECTION 6.2. It is the responsibility of the wait listed parent or guardian to provide updated contact information including a phone number and email, if possible. Waitlist parents must also provide an emergency contact person in the event they cannot be reached regarding an opening. Failure to keep updated information throughout the school year resulting in an inability to notify the parent of an opening waives the student's placement on the waitlist.

SECTION 6.3. When an enrollment slot becomes available, the next person on the wait list will be offered that slot by e-mail. The e-mail will be sent to the address provided by the applicant. If no e-mail is provided on the application, the offer of admission will be made by phone, using the primary contact number recorded in the application file. If the applicant parent is not reached directly, a message will be left on the phone messaging system. If the message system does not allow messages to be left (and no valid e-mail address is provided), the family will forfeit their slot if they do not otherwise accept their seat within three days of the attempt to make the offer by the phone.

SECTION 6.4 Those offered the opportunity to enroll from the waiting list will have up to three business days, but not less than one business day (i.e. the end of the business day after the day of notification) to accept their seat.

SECTION 6.5. Families who accept a seat before or on June 30 will have two weeks to complete the registration/enrollment process before the opening will be offered to the next student on the waiting list. Families who accept their seat after June 30 will have up to three business days, but not less than one business day, to complete the registration/enrollment process. It is the responsibility of wait-listed families to have their registration documents prepared in advance for timely submission.

SECTION 6.6 Lottery positions and waiting list positions will not be secured from year to year. Anyone who fails to respond to an offer of admission by any published deadlines will be placed at the end of the waitlist.

SECTION 7.0. – Re-enrollment

SECTION 7.1 – Families already enrolled in Genesis who wish to return for the next school year must submit an Intent-to-Re-enroll form. The form will be made available to families on the Genesis website and at the school site in January of each year.

SECTION 7.2 – Families must return the Intent-to-Re-enroll form by the date that school administration sets and publishes each year, but that date must be before the lottery for admitting new applicants is held.

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SECTION 7.3 – Families already enrolled and attending Genesis who do not submit an Intent-to-Re-enroll form by the published deadline will be removed from the Academy’s “Returning Family List.” When previously enrolled families are removed from the Returning Family List, the newly available seats will be allocated to new applicants as per this policy.

SECTION 7.4 – Previously enrolled families who miss the deadline to submit the Intent to Re-enroll form will have to submit a new application if they decide they want to return to Genesis. Their new application will be treated as any other new application, as per this policy.

SECTION 8.0. No Shows

SECTION 8.1. – Families who have completed and met all the requirements of registration and enrollment, must show up within the first two official days of school. Any registered/enrolled student that does not show up by the end of the second day of school will be considered a “no-show” and will forfeit their seat (unless prior written approval of the absence has been granted by administration).

SECTION 8.2 – Any family/applicant designated a no-show that wishes to still enroll in Genesis will have to submit a new application. Their new application will be treated as any other new application, as per this policy.

SECTION 9.0 The School’s admission procedures will be published annually.