

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 1.0. 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 1.4. Students who are under a current suspension or expulsion order shall not be eligible for admission.

SECTION 1.5 If it is determined that the parent/guardian falsified application or registration responses, Genesis reserves the right to deny admission to the applicant.

SECTION 2.0. 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.

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Genesis Innovation Academy School Admissions Policy

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.

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 3.0. – Admitting Process

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

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

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Genesis Innovation Academy School Admissions Policy

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 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 is the only acceptable verification of being admitted to Genesis (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 4.0. – Registration

SECTION 4.1. Admitted families must first register ("accept the seat" they were offered) to begin the enrollment process. Once families are admitted, they will receive instructions on how to register. Families will have a maximum number of days, but not less than one business day, to register. The maximum number of days to register will be made clear in the instructions that parents receive.

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

SECTION 5.0. – Enrollment

SECTION 5.1 Admitted families who register must complete enrollment 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 5.2. Families who register ("accept their seat") by May 31 (and within the maximum number of days allowed from the time the family was offered the seat), will have two weeks to complete the enrollment process. Families who register after May 31 will have a maximum number of days, but not less than one business day, to complete the enrollment process. The maximum number of days to complete registration documents will be made clear in the instructions that parents receive. It is the responsibility of families to have their enrollment documents prepared in advance for timely submission.

SECTION 5.3. Families who fail to either register ("accept their seat"), or who register but fail to meet the enrollment 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 waitlist.

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Genesis Innovation Academy School Admissions Policy

SECTION 6.0. - Lottery

SECTION 6.1. If, by the application deadline, there are more applicants than seats in a grade level, a public lottery shall be held.

SECTION 6.2. The lottery process shall be published in advance and articulated prior to commencement of the lottery.

SECTION 6.3. The lottery shall be open to the public.

SECTION 7.0. - Wait List.

SECTION 7.1 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 7.2. 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 7.3. 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 7.4 Those offered the opportunity to enroll from the waiting list will have up to a maximum number of business days, but not less than one business day (i.e. the end of the business day after the day of notification) to register ("accept their seat"). The maximum number of days to register will be made clear in the instructions that parents receive.

SECTION 7.5. Originally wait-listed families who accept an offered seat by registering will have a maximum number of days, but not less than one business day, to complete the enrollment process before the opening will be offered to the next family/student on the waiting list. The maximum number of days to complete registration will be made clear in the instructions that parents receive from Genesis. It is the responsibility of wait-listed families to have their enrollment documents prepared in advance for timely submission.

SECTION 7.6 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.

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Genesis Innovation Academy School Admissions Policy

SECTION 8.0. – Re-enrollment

SECTION 8.1 – 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 8.2 – 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.

SECTION 8.3 – 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 8.4 – 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 9.0. Attendance and No Shows

SECTION 9.1. – Families who have completed and met all the requirements of enrollment, must attend class within the first two official days of school. Any enrolled student that does not attend class 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 9.2 – Any enrolled family/applicant designated a no-show that wishes to still attend Genesis will have to submit a new application. The new application will be treated as any other new application, as per this policy.

SECTION 10.0 Placement

SECTION 10.1 – If it is determined that an applicant was retained at their prior school but admitted to the promotion grade, Genesis reserves the right to place the applicant in the grade he/she was retained in by the prior school. If it is determined that the parent/guardian falsified application or registration responses, Genesis reserves the right to deny admission to the applicant.

SECTION 10.2. - Genesis reserves the right to place admitted scholars into a grade deemed more appropriate for their demonstrated skill level (whether that is a grade higher or lower than the grade of admittance), based on placement tests, past Milestones tests, past G-KIDS assessments, past norm-references assessments, and/or past grades.

SECTION 11.0 – Exceptions and Appeals

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Genesis Innovation Academy School Admissions Policy

SECTION 11.1 - Immunizations (Form 3300) are required to be on file for all public-school children, as per Georgia state law/policy. As such, Form 3300 is included in the list of required enrollment documents for Genesis.

- As per state policy, families have 90 calendar days from the first day of school to provide Form 3300 to Genesis administration.
- The 90 day grace period for providing Form 3300 is valid only if the parent or legal guardian either 1) provides evidence that that the child is in the process of completing required immunizations or 2) presents an affidavit of religious objection as provided in DPH Rule 511-2-2-.07.

SECTION 11.2 - Health Certificates (Form 3231) are required to be on file for all public-school children, as per Georgia state law/policy. As such, the required forms are included in the list of required enrollment documents for Genesis. As per state policy, families have 90 calendar days from the first day of school to provide the required forms to Genesis administration.

SECTION 11.3 – Families may appeal any decision based on this policy to the Genesis Board of Directors.

Section 12.0 - The School's admission procedures will be published annually.