

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 based on 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 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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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 school being applied to, the student's name, and the grade the student applicant will be entering during the upcoming school year. If it is determined after the application deadline that any of the information provided on the application is incorrect, the official date of application will be changed to the date of correction or the date a new correct application is received.

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 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.

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3. Siblings of students that are 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 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. – Acceptance

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

SECTION 4.2. Admitted families who accept the offered seat 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 the family's responsibility to ensure that they have written, official confirmation that their acceptance was successfully processed.

SECTION 5.0. – Registration

SECTION 5.1 Families who accept an offered seat must submit registration documents to be officially enrolled. The list of required documents will be made public on the school's website, on the school's registration platform, and will be available in the school administrative office.

SECTION 5.2. Families who “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 registration process. Families who register after May 31 will have a maximum number of days, but not less than one business day, to complete the registration process. The maximum number of days to complete registration will be made clear in the instructions that parents receive. It is the responsibility of families to have their registration documents prepared in advance for timely submission.

SECTION 5.3. Families who fail to accept their offered seat, or who accept an offered 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

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offered a seat, if available. If no seat is available, the applicant family will be placed at the end of the waitlist.

SECTION 5.4. During the registration and enrollment process, Genesis will verify all information provided on the application and registration documents to confirm eligibility. This includes, but is not limited to, the student's age, sex, residency, and grade. If the student is found to be ineligible for the previously awarded seat, the student's admission will be rescinded, and the student must submit a new correct application to be considered for admission. If there are no available spots in the appropriate grade or school, the applicant will be added to the waitlist for the appropriate grade or school as of the date the new complete application is received.

5.4.1 Pursuant to Georgia law, a student must be five years old on or before September 1 to enter a public Kindergarten and six years old on or before September 1 to enter first grade.

5.4.2 Students will only be eligible for enrollment at the single-sex school that corresponds with the sex identified on the student's birth certificate.

5.4.3 Students transferring from another school, system, or state will be eligible for enrollment in the grade immediately following the last successfully completed grade in accordance with the records obtained from the student's previous school.

SECTION 5.5. A student who is subject to an active suspension or expulsion imposed by another school or system for an offense that could similarly result in suspension or expulsion if committed by a Genesis student, shall not be eligible for admission or enrollment until the previously imposed discipline has been completed.

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 waitlisted 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.

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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.

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 8.5 – Families who submit an Intent-to-Re-enroll form by the established deadline must also submit registration documents for the upcoming school year.

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- Those forms are due by the last day of the current school year (to be enrolled for the next school year).
- The list of required documents, and information on the submission process and deadlines will be made available on the school's website, on the school's registration platform, through e-mail communication, and in the school's main office.

SECTION 8.7 - Families already enrolled and attending Genesis who do not submit registration documents by the deadline will be removed from the Academy's "Returning Family List," and that family's seat will be offered to a new applicant, as per this policy.

- Families who miss the deadline, but wish to return to Genesis, must submit a new application.
- Those family will be placed at the end of the waitlist (if applicable).

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 a student has been accepted or enrolled in a grade and it is later discovered that the student was recommended for retention in a lower grade by their previous school, Genesis reserves the right to place the student in the grade he/she was deemed to have unsuccessfully completed by the prior school, or remove the student's application to the end of the waitlist if there are no openings in the appropriate grade.

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 10.3. – A student admitted to first grade that is later discovered to be younger than six years old, per Georgia law, will be placed on the waitlist for kindergarten if a slot is not available for the student in kindergarten at that time.

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SECTION 11.0 – Exceptions and Appeals

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.