

COMMUNITY HIGH SCHOOL ENROLLMENT POLICY AND PROCEDURES

1. Enrollment is by random selection for incoming 9th graders. In grades 10-12, enrollment is based on a waiting list.
2. Families moving into the district may place their child's name in the lottery, but enrollment will not be offered to those who do not yet reside in the district.
3. In the lottery for incoming 9th graders, the first 108 numbers will be offered seats. The remaining numbers establish a waitlist for that grade. This waitlist is used to maintain enrollment levels as follows:
 - 9th grade – 108 seats
 - 10th grade – 114 seats
 - 11th grade – 114 seats
 - 12th grade – 114 seats
4. Before submitting an application, parent AND student must attend an orientation meeting to be entered in the lottery.
5. Enrollment priorities are in the following order:
 - a. Correct number of students in grade.
 - b. Children of Community High School staff members.
6. Students with special needs are enrolled following the same policies as apply to regular education students. Community High School is not appropriately recommended as a change of placement on a child's IEP unless that child has already been admitted through the lottery or waitlist process. Students with special needs may enroll at Community High School only if the recommendations of the IEPC can be accommodated within our program.
7. During the initial phases of enrollment, no students will be enrolled in a grade in excess of the target enrollment. If a student leaves the school but the number of students in the grade remains at or above the target enrollment, that student's space will not be filled.
8. When called to fill a spot, parents have one week to respond. At the Dean's discretion, this time could vary if consistent with others being called at that time.
9. If parents are called and turn down an opening, their child will be removed from the waitlist.
10. At the discretion of the Dean, a spot may be reserved for a student who travels overseas (semester abroad) or who transfers to another educational program or treatment center with the intent of returning to Community High School.
11. Each spring, letters/postcards are sent out requesting confirmation that families wish to remain on the waitlist. Those not returning the form will be dropped from the waitlist.
12. The school community places a high value on maintaining a diverse student body. Every effort will be made to attract and retain families from a variety of backgrounds by getting them to enter the lottery.
13. *The Superintendent or Board of Education may place a student at Community High School if there are legal or safety issues that cannot be addressed otherwise. This will occur very rarely.*

(See enrollment forms attached)