



2020–21 School Year Enrollment Policies

Thank you for your interest in the Academies of Math and Science (AMS). AMS schools are open-enrollment, tuition-free public charter schools that operate based on a contract with their authorizer. This policy outlines AMS' enrollment and admission practices. If you have any questions related to the information outlined herein, please contact the school's Registrar or Principal at the campus you are interested in. AMS is happy to answer any questions you may have. AMS also encourages potential students or families to attend interviews, informational meetings, or tours at any campus of interest to learn more about us. Please note that attending interviews, meetings, or tours is not a requirement or a condition of admission or enrollment. AMS widely informs the community about the opportunity to enroll at AMS.

AMS enrolls all eligible students who submit a timely application provided the school has capacity. If the school receives more applications than the number of available seats, AMS offers enrollment based upon an equitable selection process which includes a lottery followed by a first-come, first-serve method.

Returning Students

Current AMS students returning to the same campus for the following school year will not enroll during the open enrollment period. Re-enrollment of returning students occurs annually after the lottery is completed. Returning students will receive priority and are guaranteed a seat in the next grade level so long as enrollment is completed in a timely manner.

Returning students must submit their updated re-enrollment applications generally by the end of January after AMS announces the results of the new applicant lottery, which occurs at the end of the open enrollment period. Any returning students that do not complete their re-enrollment application prior to the end of designated period will be subject to first-come, first-serve enrollment and may lose their spot at AMS. For a list of dates and enrollment time lines, please visit the school's website.

Per Arizona law, parents must update and/or verify all information with a newly-completed registration packet annually. This includes the verification and/or update of residency information.

Siblings of returning students are granted priority enrollment status but must follow the new student admission application process. It is recommended that siblings of existing AMS students apply during the Open Enrollment period.

TRANSFERS

A student may request a transfer from one AMS campus to another. Transfers are approved on a case-by-case basis. The transfer of a student and their transfer priority is approved by the current Principal. For additional information concerning the transfer process, please email enrollment@amsschools.org.

New Student Enrollment

REQUIRED INFORMATION FOR ADMISSION

The application for admission must contain each applicant's full name (first, middle, last, suffix); date of birth; home address(es) including city/town of residence; grade level for which they are seeking admission; contact information; sibling status; and transfer status.

Parents that are offered a seat for their child at an AMS school must accept the seat within the timeframe supplied within the offer letter to maintain admittance.

OPEN ENROLLMENT

The open enrollment period is the designated period when all applications must be submitted for consideration in the random seating lottery. Parents/guardians of new students can complete an admission application for each child at their desired school(s) for the upcoming school year. The open enrollment period ends prior to the date of the lottery. Open enrollment and lottery dates for the upcoming school year will be posted on each school's AMS website.

LOTTERY – OPEN ENROLLMENT PERIOD

All eligible applications submitted during the open enrollment period will be assigned a random lottery number which will determine their placement on a waitlist for open seats. If the number of students that apply exceeds the capacity for each program, class, grade level, or building occupancy specifications prior to the end of the open enrollment period, students will be admitted through a randomized lottery conducted by the district. Arizona and federal law allow AMS to prioritize the enrollment of certain students as indicated within this policy. If the number of applications received is fewer than the number of available seats, every student who seeks admission will be admitted.

POST OPEN ENROLLMENT – FIRST COME, FIRST SERVE

Admission applications received after the open enrollment period will not be eligible for the open enrollment lottery. Instead, these applications will be processed on a first-come, first-serve basis behind applications received during the open enrollment period and behind students with priority enrollment, such as returning students.

First come, first serve is defined as a process whereby admission applications are processed in order by the date and time they are received in addition to priority enrollment preference. After the open enrollment period for each school year, each completed application is processed in the order the admission was received. Parents whose students are admitted during this process, including those on waiting lists, will receive a notice of an offer of admission. Offers of admission must be accepted within the timeline specified in the offer.

For the 2019-20 School Year, AMS is currently in the first-come, first-serve enrollment period. This status will continue until the end of the 2019-2020 School Year.

For the 2020-2021 School Year, the first-come, first-serve enrollment period will occur after the open enrollment period ends.

WAITLIST

Students who enter the Lottery but do not gain admission due to a lack of capacity or students who apply for admission in grade levels in which there is no room will be placed on the waitlist under the first-come, first-serve period.

Waitlisted students will be offered admission by order of their application after priority preferences have been considered. Parents who do not accept admission or complete the enrollment application after acceptance within the timeframe provided may be removed from the waitlist and must reapply. Waitlists do not roll over year to year.

As defined within this policy, enrollment preferences may cause the order of students to be admitted from the waitlist to change. For example, students with a sibling preference will move ahead of students who do not have a sibling preference once their sibling begins attending the AMS charter school.

Enrollment Preferences

AMS shall grant enrollment preference and/or reserve capacity for:

1. Students returning to the charter school in the second or any subsequent year of its operation
2. Siblings of students currently enrolled at the school
3. Children who are in foster care or meet the definition of unaccompanied youth in the McKinney-Vento Homeless Assistance Act (42 U.S. Code § 11434a)
4. Children, grandchildren or legal wards of employees of the school or any affiliate school
5. Students or pupils of students who are transferring from one AMS campus to an affiliated campus and have completed the required steps for consideration of transfer
6. Siblings of students currently enrolled at any AMS affiliate campus

DEFINITION OF SIBLING:

Students will be considered siblings if they share a common parent/guardian or legal ward, either biologically or legally through adoption, and foster children who have a sibling already enrolled or attending the school at the time of enrollment.

DESIGNATED AMS AFFILIATE SCHOOLS:

The Designated AMS Affiliate Schools for the 2020-2021 School Year are:

- AMS Prince
- Math and Science Success Academy (MASSA)
- AMS Flower
- AMS Camelback
- AMS Desert Sky
- AMS Glendale
- AMS Peoria Advanced
- AMS Avondale
- AMS South Mountain

PARENTAL RIGHTS AND EDUCATIONAL DECISION-MAKING:

AMS complies with all applicable court orders. For parents who have joint educational decision-making authority for their child, AMS may rely and act upon the decision of either parent unless AMS is aware that the parents disagree about that decision. If parents with joint educational decision-making authority disagree about an educational decision for their child including a decision about enrollment, AMS will maintain the status-quo and require the mutual agreement of the parents before acting.

COMPLETION OF ENROLLMENT

Parents who accept an offer of admission must submit a registration packet before the deadline provided by the registrar to officially enroll their child. Extensions may be permitted upon request due to hardships such as issues with the application or if a parent requires assistance. Parents are also required to provide the following in a timely manner to stay enrolled: proof of age/identity, proof of residency, and immunization records.

If the offer of admission is not accepted or the enrollment application and registration packet are not submitted and received within the established timeframe, the accepted offer will be withdrawn and admission will be offered to the next student. Parents who decline an enrollment offer or fail to submit an enrollment application and registration packet timely must reapply in order to be considered again.

PLACEMENT ASSESSMENTS

New students offered enrollment will be scheduled for a readiness placement assessment to determine which grade level the student would be best served. The student's grade placement may differ from the application based on the results of the readiness assessment.

AMS does not discriminate enrollment based on race, color, religion or creed, national origin or ancestry, birth place or citizenship, homeless or foster status, sex, age (excluding the minimum age for kindergarten), disability, gender identity or expression, athletic or academic ability, income level, proficiency in the English language, or any classification that may be designated a protected class now or in the future to determine admission or enrollment.

INFORMATION COLLECTED DURING ENROLLMENT

AMS will collect the following documents after the parent/guardian has accepted an admission offer (unless the items below were previously turned in with their admission application):

- Proof of age/identification
- Proof of residency
- Immunization records
- A home language survey form (PHLOTE form)
- A free and reduced-price lunch form
- Release of Information (internal and external media release, directory information)
- Commitments to success form
- A records release form
- Other student records (e.g., transcripts from former school(s), health records, Individualized Education Plan from a previous school)

PROOF OF AGE/IDENTITY

All Arizona schools must obtain age and identity documentation for students from their parent(s)/guardian(s) within 30 days of enrollment. Failure to provide this information shall obligate the school to contact authorities.

ACCEPTABLE DOCUMENTATION INCLUDES:

- A certified copy of the student's birth certificate; or
- Other reliable proof of the student's identity and age, such as the student's baptismal certificate, an application for a social security number or original school registration records, to be submitted with an affidavit explaining the inability to provide a copy of the birth certificate; or
- A letter from the authorized representative of an agency having custody of the student pursuant to a juvenile court proceeding, certifying that the student has been placed in the custody of the agency as prescribed by law

PROOF OF RESIDENCY

AMS is required to obtain and maintain verifiable documentation of a student's Arizona state residency within 10 days following enrollment. The Arizona Department of Education has prepared the following Residency Guidelines available for review.

AMS will accept one of the following documents as proof of residency:

- Valid Arizona driver's license or Arizona Identification Card
- Valid Arizona motor vehicle registration
- Valid Arizona Address Confidentiality Program authorization card
- Property deed/Mortgage documents
- Property tax bill
- Rental agreement or lease (including Section 8 agreement or off-base military housing)
- Utility bill (water, electric, gas, cable, phone)
- Bank or credit card statement
- W-2 wage statement
- Payroll stub
- Certificate of tribal enrollment (506 Form) or other identification issued by a recognized Indian tribe located in Arizona
- Other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans' Administration, Arizona Department of Economic Security, etc.)
- Temporary on-base billeting facility (for military families)
- Shared residency: The parent or legal guardian must have an affidavit of shared residency form completed indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and submit a signed, notarized affidavit for the person who maintains the residence where the student lives attesting to the fact that the student resides at that address, along with a document from the bulleted list bearing the name and address of the person who maintains the residence. Should you need a copy of such affidavit, please contact the school's front office and one will be provided to you.

IMMUNIZATION RECORDS

Immunization records are required unless the parent or guardian provides a signed immunization waiver form. Either are required to be received within prior to the student's attendance.

- A.R.S. § 15 – 872 dictates that a student shall be suspended and not allowed to attend school without submitting proof of required immunizations, absent an applicable immunization exemption form. Immunization records should be submitted as a part of the enrollment application.
- A student may be enrolled without immunization records but may be withdrawn after 10 consecutive days of suspension if the parent does not turn in the immunization records or waiver timely.

AGE REQUIREMENTS FOR KINDERGARTEN APPLICANTS

Any student enrolling in kindergarten must be five (5) years old before September 1 for the school year they wish to start kindergarten.

Students that turn five years old (5) on or after September 1 but before January 1 will be considered “Early Kindergarten” applicants.

Early kindergarten applications will be considered for enrollment on a case-by-case basis. Early kindergarten applicants must satisfy readiness requirements identified through an emotional and academic and/or readiness assessment before being accepted to a school. This process ensures that early admission is in the best interest of the child. The Superintendent shall have sole discretion in determining whether to offer admission to an early kindergarten applicant.

AGE REQUIREMENTS FOR FIRST GRADE APPLICANTS

Any student enrolling in first grade must be six (6) years old before September 1 for the school year they wish to start first grade.

Students that turn six (6) on or after September 1 but before January 1 will be considered “early first grade” applicants.

Early first grade applications will be considered for enrollment on a case-by-case basis. Early first grade applicants must satisfy readiness requirements identified through an emotional and academic and/or readiness assessment before being accepted to a school in 1st grade. This process is designed to help ensure that early admission is in the best interest of the child. The Superintendent shall have sole discretion in determining whether to offer admission to an early first grade applicant.

EXPELLED STUDENTS

Pursuant to A.R.S. § 15 – 184, AMS does not admit students who were expelled from other schools or are in the process of being expelled unless granted an exception at the sole discretion of the Superintendent.

NOTICE OF NON-DISCRIMINATION

In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, the Boy Scouts of America Equal Access Act and all current and future applicable state & federal law, AMS does not discriminate on the basis of actual or perceived race, color, religion, national origin or ancestry, sex, age (excluding the minimum age for kindergarten pursuant to state law), disability, bankruptcy status, income, homelessness or foster status, athletic or academic ability, proficiency in the English language, birth place or citizenship status, gender identity or expression, or any other classification protected by law in any of its business activities, including its admission and enrollment and educational programs and activities which fully comply with the requirements of state and federal law and Title IX.