



# Enrollment Policy

## Policy Number: 3101

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### I. Board Policy

The Summit Academy Board of Trustees has an open enrollment policy. Student population at Summit Academy is capped at 3,000 students for grades K-8. Student population at Summit Academy High School is capped at 1,200 students. The Summit Academy LEA and Summit Academy High School LEA use a variety of methods to inform prospective students and their families about the school and how to apply for enrollment.

### II. Overview

The methods include:

- School website ([www.summitacademyschools.org](http://www.summitacademyschools.org)).
- Information packets available at Front Office
- Newsletter/email updates
- Social Media/marketing links

Summit Academy is committed to an equal opportunity application process. The process neither solicits nor captures any data related to gender, race, religion, national origin, color, disability, or age. Parents may submit their student(s) for consideration by completing either an electronic application (available on the school website). School offices offer support for completion of the online application on site.

If Summit Academy is oversubscribed, an enrollment lottery will be held that includes all eligible applicants. The lottery will be conducted under the direction of Summit Academy Administration and in accordance with Utah State Law and Administrative rules.

Accordingly, the following timeline is followed:

#### **First Monday in December to the third Friday in February**

Summit Academy collects applications for the following school year.

Summit Academy begins collecting Student Intent to Return forms for current students.

#### **Open Enrollment**

Each new student applicant is assigned a priority number in the lottery.

#### **First Run of Lottery – Tuesday following Martin Luther King Jr. Day**

#### **Second Run of Lottery - Fourth Week in February**

#### **After March 31**

After the first and second lottery run, we will continue to accept applications, and spaces will be offered as they become available.

### III. Administrative Guidelines for Enrollment Policy and Procedures

- a. Summit Academy's open enrollment application period is from December through the third Friday in February each year. Should the available openings exceed the applicants in specific grades, Summit Academy shall accept applications until the applicants meet or exceed the openings in each grade or until December 31 of the year.

- b. Summit Academy uses a software application to randomly assign each new student applicant a priority number for the selection process. This helps ensure that the selection process is open and fair to all applicants.
- c. If a student is selected, the household of that student will be notified with a written notice of acceptance no later than March 31, in accordance with state law.
- d. The selection process is partitioned into sub-sessions. The process will be applied consistently for each selection session. Selection sessions will take place in March of each year and as needed to fill vacancies as they arise.
- e. At any time during the year, employee and sibling preferences are open for enrollment, dependent upon availability by grade level. This determination is made under the direction of the Principal (or designee).
- f. If there are any available openings in the grade required in the current school year, an applicant may be enrolled immediately for the current school year if they meet either of the following additional conditions:
  - Enrollment occurs prior to January 1st of the current school year.
  - Enrollment occurs after the lottery acceptance notifications have gone out for the upcoming school year (as early as the day after the third Friday in February), AND the new applicant has been accepted and enrolled for the upcoming school year through the normal lottery process.

#### **Sub Session 1 - Existing Student Selection**

Existing Summit Academy students are asked to confirm enrollment in their respective grades for the upcoming year by filling out a Student Intent to Return form and returning it to the Front Office. In the effort to collect Student Intent to Return forms for all existing students, parents will be contacted a minimum of three (3) times via a form sent home, direct e-mail, and telephone.

#### **Sub Session 2 - Sibling Priority Selection**

All siblings of students currently attending Summit Academy, who are not themselves registered students at the school, will be given the next preference in the selection process. If the number of sibling applicants exceeds the number of available openings in a specific grade, the siblings will be assigned based on their respective randomly assigned priority numbers. Any sibling applicants who are not selected will retain their priority number, and sibling preference should any openings become available.

#### **Sub Session 3 - Employees' Priority Selection**

The children or grandchildren of Summit Academy employees, who are not themselves registered students at the school, will be given preference in the selection process. If the number of applicants exceeds the number of available openings in a specific grade, the students will be assigned based on their respective randomly assigned priority number. Any applicants who are not selected will retain their priority number, and preference should any openings become available.

#### **Sub Session 4 - Standard Applicant Selection**

Standard applicants consist of at-large applications received during an open enrollment period. If the number of applicants exceeds the number of available openings in a specific grade, students will be assigned based on their respective priority number. Each standard applicant is selected at random, based on their assigned priority number.

## **IV. References**

Utah Code 53G-6-501

## **V. Attachments**

N/A

## **VI. Revision History and Approval Date**

Version 1: May 2007: Effective

Version 2: November 2015: Updated

Version 3: November 2018: Updated

Version 4: February 20, 2020: Updated – Added employee students and siblings of current students may enroll at any time if space is available at the discretion of Principal.

Version 5: October 22, 2020: Updated – Section 3 (a), open enrollment until applicants meet or exceed openings.

Version 6: March 3, 2021: Added (f) to Section 3.

Version 7: November 20, 2025: Update to lottery timeline and current verbiage. Change to order of Sub Session 2 and 3 to match Exhibit A. Update formatting.