



UTOPIAN
ACADEMY FOR THE ARTS
CHARTER SCHOOLS NETWORK
EST. 2013

Utopian Academy for the Arts Recruitment and Enrollment Policy and Procedures

The Utopian Academy for the Arts Charter School Network (UAFA) has at its core the desire to recruit and retain a diverse community of scholars with an interest in learning through the arts or in an arts-integrated environment to develop and cultivate their unique talents, develop self-agency, and prepare scholars for college and career readiness in a global society. UAFA will comply with the open enrollment and admissions provisions set forth in O.C.G.A. 20-2- 2066 and does not discriminate against any student on the basis of disability, gender, nationality, race or ethnicity, religion, or sexual orientation.

All admission and registration deadline dates are set by the enrollment team under the direction of the Director of Operations. Target enrollment numbers are set by the CFO and Executive Director in partnership with the School Principals and are then approved by the Governing Board on an annual basis.

Enrollment Procedures

The Enrollment team meets on an annual basis to review the enrollment procedures and adjust, as needed. These procedures are then shared with the larger enrollment team including the CFO, the Executive Director, the Director of Strategic Initiatives, the Director of Arts Education, and the school Principals. Once the procedures are shared and agreed upon by the larger group, the website is reviewed and updated with the new timeline and any new procedures that may have been developed are posted or revised.

The following procedures and timeline represent the enrollment process from start to finish.

November 1	Reenrollment Begins for all Currently Enrolled Scholars
December 1	New Student Open Enrollment & New Student Recruitment Begins
March 15	Open Enrollment Closes
March 26	Lottery for grades or levels with applicants above the available seats

UAFA Re-Enrollment Procedures

Current families of UAFA schools are sent an Intent to Return Letter with a re-enrollment link/letter/form in November, annually. The letter is sent out in various communication streams, including the Infinite Campus communication system and through Parent Square. The reenrollment link or form must be returned by the deadline, and families must verify residency information.

- Families wishing to return must notify the UAFA Enrollment Coordinator for the school by February 1st and provide proof of residency in accordance with DSA policies



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- Families who move outside of the Clayton County attendance zone are no longer eligible for enrollment in the Ellenwood and Morrow campuses and must immediately withdraw their student(s). Utopian Academy for the Arts-Trilith has a statewide attendance zone.
- Families who are experiencing homelessness must keep the school updated on their status throughout the enrollment cycle per the McKinney-Vento Homeless Assistance Act (Act), 42 U.S.C. Section 11434a (2) et.seq. (If false information is provided, or the circumstance under which enrollment was granted changes, enrollment may be revoked.)

Enrollment of Siblings and Children of Staff

UAFA families who indicate on the reenrollment paperwork that they have the sibling of a currently enrolled UAFA scholar, will be given enrollment preference for the following school year. Similarly, children of current full-time staff members who are enrolling for the first time are given preference and must indicate their intention to enroll the child by submitting a completed enrollment application form by the stated deadline. Full-time staff members must be the custodial parent/legal guardian/step-parent with whom the child is domiciled and may live outside of the defined attendance zone.

UAFA Open Enrollment

The UAFA Open Enrollment begins November 1st and ends March 26th of each year. UAFA sends out enrollment notification through social media, a posted message on the electronic board or local school community boards and are posted in a prominent location on the UAFA Website. Additional notifications may go out through the local legal arm or local papers. Enrollment dates and the admissions application in both a digital and pdf format are made available on the website along with the enrollment and lottery timeline. All admission application materials are posted with an FAQ and instructions to support the enrollment process.

A paper copy of the admissions application, support times, and laptops are made available in the front office to make enrollment accessible to the entire community. The open enrollment period runs from November 1st thru March 26^h of each year to allow ample time to enroll for any new students that are in the Clayton County attendance zone for the Ellenwood and Morrow Campuses and for all applicants who reside in the state of GA, as UAFA-Trilith has a statewide attendance zone.



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Open Enrollment Lottery

Prior to the opening of the open enrollment period, the number of seats are noted for each campus and grade level. Upon receipt of the admissions application, the date of receipt is noted. Should a grade level or grade band's applicants exceed the grade level or grade band limit, an open enrollment lottery will be held. If there are not enough applicants for a grade band or grade level by the end of the enrollment period, all applicants will be accepted, the marketing recruitment efforts will continue, and there will not be a lottery held. Admissions applications received after the deadline will be accepted only if there is an open seat or the applicant will be placed on a wait list in the order received.

After open enrollment closes, UAFA will hold a lottery at the school. The lottery is open to the public, but families are not required to attend the drawing. UAFA will utilize an online lottery application to determine each prospective student's placement for enrollment or waitlist for their grade level. All prospective students will either be placed for enrollment or assigned to the waitlist. All families will receive an email through the online lottery application indicating their lottery status and ACCEPT OR DECLINE the enrollment seat.

All families that accept their placement must complete and submit the entire registration and residency verification paperwork by the deadline before the seat is confirmed for enrollment and a class assignment is made.

Marketing & Recruitment

UAFA continuously seeks to build positive relationships within the communities defined by the schools' attendance zones.