

# Appendices

## Appendix A: Charter School Lottery Policy

American International is a public charter school that does not discriminate on the basis of disability, race, creed, color, gender, national origin, or religion. AISU admissions and transfer policies comply with the Utah Code [53A-1a506.5](#).

AISU fills its student enrollment based on the following priority:

**1. Open Enrollment** Once a student has been admitted to the school through an appropriate process, he or she may remain in attendance through subsequent grades. A new applicant for admission to the charter school, however, would be subject to the lottery if, as of the open enrollment closing date, the total number of applicants exceeds the number of spaces available at the school. Open enrollment dates will be publicly announced and will adhere to Utah state statute.

**2. Lottery Selection** A lottery is a random selection process by which AISU admits applicants. AISU will use a lottery if, during the open enrollment period, more students apply for admission to the charter school (in any grade) than can be admitted. During a public meeting, an accepted lottery process will be used to select students. The random drawing will begin with twelfth grade, proceeding down through kindergarten, and each student is assigned a number identifying the order in which they are drawn. Following the lottery, preferential enrollment is addressed and classes are filled to capacity using the sequence obtained from the lottery drawing. When a student is admitted to the school through the process, all siblings of that student are admitted immediately, if space is available. If space is not available for a particular grade, that sibling will be placed on the waiting list. Students not selected will remain on a waiting list, preserving the order as determined by the lottery, giving preference to siblings of attending students. AISU will notify applicants of the lottery results within two weeks. Students placed on the waiting list will be given the opportunity to attend the school if openings become available during the school year. Families will be notified and students have three school days to accept the opening. Students who apply after the enrollment period will be admitted as space allows or will be added to the waiting list through subsequent lotteries.

### Transfer and Withdrawal Policy

Student transfers between Utah's public charter schools and school districts are governed by Utah State Law.

**Before June 30, 2014:** If a student has accepted enrollment to AISU for the 2014-15 school year and the parent wishes to withdraw the student from AISU for enrollment in his or her school district of residence for the 2014-15 school year, the student's parent must submit a notice of intent to enroll to AISU administration no later than June 30, 2014.

If a student has accepted enrollment to AISU for the 2014-15 school year and the parent wishes to withdraw the student from AISU for enrollment in another Utah charter school for the 2014-15 school year, student's parent must submit a notice of intent to enroll to the school along with their letter of acceptance from that charter school to the AISU administration no later than June 30, 2014.

If a student's application for registration at AISU has been approved and the student wishes to enroll but has already accepted enrollment at another Utah charter school for the 2014-15 school year, the student's parent must inform the other charter school of their intent to enroll at AISU and must also submit the letter of acceptance from AISU to the other charter school no later than June 30, 2014.

***After June 30, 2014:*** If a student has accepted enrollment to AISU for the 2014-15 school year and the parent wishes to withdraw the student from AISU for enrollment in another Utah charter school or school district, the parent of a student enrolled at AISU must obtain approval from both the AISU administration and the Utah school district or charter school in which enrollment is sought.

If a student wishes to enroll at AISU but has accepted enrollment to another Utah charter school for the 2014-15 school year, the student's parent must obtain approval from both the AISU administration and the Utah charter school in which the student is already enrolled.

Student records will be released as soon as all appropriate paperwork is completed.