

Title: Enrollment

Control Information

Control Item	Details
Owner/Curator	Kathy Tate
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Supersedes	None
File Location	
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Revision History

Revision	Date	Revision Description	Originator
A		Initial Release	Kathy Tate

1. Enrollment and Admissions

1.1. Objective:

The objective of this policy is the following

1. To establish enrollment and admissions policy for the Sheridan Japanese School.
2. To establish definition of preferences.
3. Define procedures for enrollment and admissions.
4. Define procedures for creation and use of a waiting list.

1.2. Enrollment Policy

Student enrollment in the Sheridan Japanese School will be voluntary. All students who meet the age requirements applicable to a particular grade level will be eligible for enrollment. Other than the age of a student and the preferences allowed by law (see 1.3: Definition of Preferences), there will be no criteria for selection of students.

1.3. Definition of Preferences

1. Students who were enrolled in the Sheridan Japanese School in the prior year
2. Applicants who have siblings who are presently enrolled in the Sheridan Japanese School and who were enrolled in the prior year.
3. Applicants whose parent or guardians are currently employed by the Sheridan Japanese School.
4. Applicants whose parent or guardian was a founding member of the board.

1.4. Procedures for Enrollment

The Sheridan Japanese School shall be allowed to conduct a multi-phased enrollment process. At the election of the Sheridan Japanese School each year, there may be a series of open enrollments, provided the process conforms to the Sheridan Japanese School Contract between the Sheridan School District and the Japanese Sheridan Japanese School. Each year, the Sheridan Japanese School will set deadlines by which such applications must be received for each phase of the enrollment process. These deadlines may change from year to year at the discretion of the Sheridan Japanese School. The Sheridan Japanese School board will approve any forms and policies that may otherwise be needed to govern the enrollment process, and may change those from time to time as they determine what works best.

1. On a date set by the Sheridan Japanese School board, prospective students could apply for admissions to the Sheridan Japanese School for the school year that begins the following September. For the first phase of the enrollment process, if the number of applicants received by the deadline for the first phase is less than or equal to the

maximum number of students allowed, then all completed applications will be accepted (including applications from nonresidents, as described in 1.6 Nonresident Students: Limitations.

2. If the Sheridan Japanese School receives fewer applications than the maximum number of students allowed, then the Sheridan Japanese School may set a second application deadline. The admissions process will be the same as with the first phase, but will apply only with respect to the “available spaces.” However, the Sheridan Japanese School may also accept additional applicants in order to create or expand a waiting list.

If, after the second enrollment, there still remain “available spaces” or the Sheridan Japanese School desires to create or expand a waiting list, the Sheridan Japanese School may set further application deadlines before the school year begins. The admissions process will be the same as with the second phase, again applying only with respect to the “available spaces” (or to create or expand a waiting list). Thereafter, including during the school year, additional students who apply will be added to the waiting list in the order the applications are received.

The rule for available space and enrollments does not apply to a foreign exchange student who is accepted into the Sheridan Japanese School per District policy.

1.5. Procedures for Waiting List

If, at any time, a student who has been enrolled declines to attend the Sheridan Japanese School, or if an attending student withdraws or is permanently expelled, the Sheridan Japanese School may admit the next student on its waiting list. The parties acknowledge that after the final phase of enrollment has been completed and during the school year, a situation could arise where an opening created [for example, if a student leaves the School], but at that time there may not be a waiting list, or all students on the waiting list might have already enrolled. In that situation, the Sheridan Japanese School may enroll the first student who applies for that available space, so that there is no delay or unnecessary expense incurred in an additional marketing effort and open enrollment process.

END OF POLICY
