

Flint Cultural Center Academy

Administrative Regulation 5111-Student Admissions

1. Who is eligible to attend Flint Cultural Center Academy?

The Flint Cultural Center Academy is a tuition-free, non-selective public charter school serving children in kindergarten through fifth grade beginning with the 2019-2020 school year.

2. How do you determine which applicants are offered a seat at the Flint Cultural Center Academy?

If there are more applicants than spaces available, applicants are placed in a lottery and selected in order of the Academy's enrollment priorities (see #4). Students who are not seated are placed on a waitlist in the order in which their names were selected.

3. Who participates in the lottery?

All prospective students who submitted qualifying applications through the online lottery application webpage by 4:30 pm on the last Friday in April will be included in the lottery and will either be offered a seat or placed on a waitlist.

4. What is the priority structure for admission for the 2019-2020 school year?

Admissions and enrollment priorities for the 2019-2020 school year are as follows.

Priority A

- i. Children of the Flint Cultural Center Academy board members and full-time employees, identified as working for or at the Academy a minimum of 30 hours per week.

Priority B

- ii. Siblings of students selected through the lottery process will receive priority for enrollment, given there are enough seats available and an application has been submitted on behalf of the sibling(s) during the application period. Siblings are identified as children having a common mother or father. Students residing at the same residence do not qualify for priority under this administrative regulation unless they are siblings.

Priority C

- iii. Students that are not selected for the lottery will be placed on a wait list and if open seats remain after priority A & B are executed, students on the wait list will be provided enrollment opportunity based on their lottery number.

5. How many spots are available in each grade?

The number of available spots varies per grade. The Flint Cultural Center Academy reserves the right to manage the number of offers made from the waitlist in each grade level in order to balance class size and to follow best practices.

6. When will the lottery take place?

The lottery for the 2019-2020 school year will take place on Monday, May 6, 2019 at The Whiting Auditorium at 5:30 pm. The Whiting is located at 1241 East Kearsley Street, Flint, MI 48503.

7. Can I come to the lottery?

Parents/guardians and other adults are welcome to attend the lottery.

8. How does the lottery work?

Applications will be organized by grade according to the school's charter admission priorities (see #4). Each student who submits a qualifying application will be assigned a unique lottery identification number. Students will be identified only by their unique lottery identification number, not by name.

The lottery will be conducted using the services of a third party. For the 2019-2020 school year Rehmann Robson, LLC. will conduct the lottery on the Academy's behalf.

The lottery drawing will begin with kindergarten and will continue, by grade, through grade five. Before each grade's drawing begins, the Academy's CEO will announce the number of spots anticipated to be available in that grade for the lottery. A representative of the FCCA's certified public accounting firm, Rehmann Robson, LLC, will observe the lottery and certify the results. Once the lottery results have been certified, they will be available for review on the FCCA website at www.fccacademy.org. It may take a day or more to certify the lottery results given the large number of applications received.

9. Who do I talk to if I have questions during the lottery?

During the lottery, staff will be available at the Lottery Information Desk, located in the theater lobby.

All questions during the lottery should be directed to the Lottery Information Desk, not to the school CEO or representatives of Rehmann Robson, LLC.

10. How will I know the enrollment status of my child(ren)?

A letter will be e-mailed to the e-mail address provided on the lottery application (if one was given) no later **Tuesday, May 14**, followed by a hardcopy of the letter (with enrollment information) sent via U.S. Postal Service to the address on the lottery application form. Those who are on the waitlist will also receive an email and a letter advising them of their status.

11. What do I need to do if my child is accepted?

Parents/guardians of students who have children selected by the lottery for enrollment must complete the enrollment packet by June 20, 2019 and return it to the Academy or enrollment will be considered declined.

Enrollment may be declined by emailing atamalunas@fccacademy.org. Offers for enrollment to attend the Flint Cultural Center Academy that are neither accepted nor declined by 4:30 pm on June 20, 2019 will be considered expired, and that seat may be made available to the next student on the waitlist.

12. What happens when my child's name is put on the waitlist?

Your child will remain on the waitlist throughout the 2019-2020 school year until a spot opens in the applicable grade. Please ensure the school has your most updated contact information (address, phone numbers) so we can contact you if a spot becomes available.

13. What happens when my child is on the waitlist and his/her name is next in line for an offer of admission?

When your student is next in line on the waitlist and a spot becomes available, you will receive a phone call from the Academy extending a verbal offer of admission. A letter with a written offer of admission will be mailed that same day and you will have five business days from the date of the letter to accept or decline the offer. You will also need to contact the school (810) 600-9550 to arrange for the enrollment packet to be picked up and completed. If you do not respond to the offer of enrollment by 4:30 p.m. on the fifth business day after the date of the letter, the enrollment opportunity will expire and the seat may be offered to the next child on the waitlist.

14. How long will my child remain on the waiting list?

Your student will remain on the waiting list until s/he is offered admission to FCCA during the 2019-2020 school year, or until you elect to remove him/her from the waitlist.

The waitlist for the 2019-2020 school year will not carry over to the 2020-2021 school year.

15. If I missed the application deadline, will the application still be available?

Yes. Applications submitted after April 26, 2019 will be added to the end of the waitlist in the order received.

16. If my child receives a seat in the lottery and an acceptance letter to enroll at the Flint Cultural Center Academy, what documents are required to complete the enrollment process?

- Certified Birth Certificate (with raised seal)
- Current Immunization Record provided by Primary Care Physician (see enclosed Required Vaccines)
- **3** Proofs of Residency
 - Picture ID with current address
 - And **two** of the following
 - Utility Bill (within 2 months)
 - Check stub (employment/social security/FIA subsidy/welfare)
 - Purchase/Lease Agreement
 - Bank Statement (loan/credit/insurance/tax bill)
- If student has an active 504 or IEP you must bring the most recent copy