



Enrollment, Partial Enrollment, Dual Enrollment & Lottery Policy

I. Statement of Disclosure

Channing Hall is a public charter school open to all Utah students without discrimination and on the same basis as other public schools. Channing Hall will consider the application of any student who submits a timely application. Channing Hall admission, enrollment, and transfer procedures comply with Utah Code §53A-1a506.5, which governs such processes in the State of Utah. Channing Hall does not discriminate on the basis of race, religion, gender, ability, ethnicity, socioeconomic status, proficiency in English, national origin, or sexual orientation. Channing Hall does not charge tuition, but does charge those fees as allowed by law.

II. Enrollment

- A. Channing Hall considers admission for all students who reside in the State of Utah and submit a timely application.
- B. Enrollment for each new school year begins in January of the corresponding calendar year according to the posted calendar.
- C. Channing Hall accepts applications beginning in the month of December for the next school year and continues to accept applications through the enrollment period ending on October 1 of each school year.
- D. Channing Hall will accept students who apply outside of the designated window, based on space available in grade levels or programs.

III. Preferences

- A. In compliance with Utah Code §53G-6-502(4), Channing Hall first enrolls its existing students for the following school year and secondarily gives enrollment preference to the following groups:
 1. Children or grandchildren of founding Board members;
 2. Children or grandchildren of an individual who actively participated in the development of the charter school;
 3. Children of employees at the school;
 4. Siblings of students who are actively enrolled at Channing Hall; or
 5. Students who reside within a two-mile radius of Channing Hall, if a student's resident school is at capacity, as defined by the school district
- B. Channing Hall may give a different lottery preference for families of part-time students, either dually enrolled or partially homeschooled, than to families of full-time students.

IV. Lottery

- A. If the size of the applicant pool exceeds the capacity of a grade level during the enrollment period, a lottery will be held.
- B. Channing Hall posts lottery dates on the Channing Hall calendar.
- C. Notifications regarding placement are sent via email according to posted dates.
- D. All students registered for the Channing Hall lottery will be in a non-numbered, non-prioritized lottery pool. Exceptions are made only for those groups identified above.
- E. Applicants who have been accepted through the lottery must submit all state and school-required enrollment forms in accordance with posted instructions and deadlines in order to maintain their placement status.
- F. Students who do not submit required enrollment forms by the indicated deadline may be denied enrollment and removed from the application pool.
- G. Consistent with Utah law (R277-472-6 F. and G.), students who have been expelled from another public school or students who are in the disciplinary process at another public school may be denied enrollment until the expulsion is completed or until the disciplinary allegations have been resolved.

V. Student Transfers and Withdrawals

- A. Utah Code §53G-6-503(2)(c) prevents a student who is enrolled in a charter school or who has accepted an offer of admission to a charter school from duplicating enrollment for the student in another charter school or a school district without following the withdrawal procedures expressly described in the law.
- B. Unless provisions have previously been made for a student's enrollment in another school, Channing Hall is required to notify the student's resident school district immediately upon releasing a student from enrollment at Channing Hall during the school year.
- C. Student records are sent upon request from the subsequent school.

VI. Less than Full-time Enrollment at Channing Hall

- A. Less than full-time or part-time enrollment is defined as a student enrolling in less than a full schedule of classes at Channing Hall, as defined by Channing Hall.
- B. If a student is enrolled for fewer than three hours or three courses per day, the student may be released in accordance with U.C.A. §53G-6-204(1) or shall be released for homeschooling in accordance with U.C.A. §53G-6-204(2) and (3).
- C. Part-time students shall be subject to all Channing Hall policies, including not remaining on campus when they are not scheduled for classes, required excuses for absences and other policies that apply to full time students.
- D. Channing Hall will claim a state weighted pupil unit (WPU) proportionally for a student who is enrolled part-time at the school.
- E. Channing Hall may give a preference to full-time students over part-time students for school awards, honors, travel or leadership opportunities.

VII. Dual Enrollment at Channing Hall and another Public School

- A. Dual enrollment is defined as a student enrolling at both Channing Hall and another public traditional or charter school simultaneously.
- B. Parents must notify Channing Hall immediately if students are enrolled in two public schools, as well as update the school if enrollment changes.

- C. Channing Hall will claim the state weighted pupil unit (WPU) proportionally for a student who is also enrolled in another public school.
- D. Channing Hall may require the parent to facilitate a written agreement with another public school if a student desires to be dually enrolled in two public schools.