

Alpine Academy

Admissions and Weighted Lottery Policy

2025-2026 Application Open: October 1st - November 15th
Lottery Notifications via Email on December 2nd
Must accept with Completed Paperwork by December 9th

Admissions

Students already enrolled in Alpine Academy will have a fixed time period, to be determined by the Board of Directors, to inform the School of their intent to return.

Any spaces which remain available will be filled in the following manner:

1. Priority will then be given to the children of members of the governing body of the charter school.
2. Priority will be given to the child of an employee of the charter school.
3. Priority will be given to the siblings of currently enrolled students. Should the number of siblings exceed the number of available spaces in any grade level; the students will be placed in a lottery to determine priority.

All remaining students will be placed in a lottery to determine priority. As a public school, we will not close, cap, delay, postpone or otherwise limit enrollment except as allowed by NAC 386.353. For the situations identified below, only, our school will establish and advertise an open enrollment window. The open enrollment period will open the first February and end March 20th, during which it will accept applications. We will announce and advertise these opening and closing dates of the open enrollment window to the community in which we plan to operate.

Enrollment Window and Waiting List Procedures

1. If the number of applications received during an enrollment window does not exceed the number of spaces available, including by grade, all pupils who applied shall be enrolled in our school.
2. If the number of applications received during the window exceeds the number of spaces available, including by grade, all enrollment applications received during the window will be subject to the lottery. The lottery will be conducted immediately after the close of the enrollment window.
3. Pupils whose applications are not selected by the lottery, if they wish, will be placed on an enrollment waiting list in the order determined by the lottery.
4. Pupils who seek enrollment after the lottery in 2 and 3, above, is conducted (after the window closes) will be added to the general application pool.
5. An enrolled pupil will not be required to re-enroll. That is, once a pupil has been enrolled, they will be able continue their schooling at the school. Our school will ask for some sort of assurance from a pupil that the pupil intends to return to the school

- for the next grade, but pupils will not be denied the opportunity to return to our school for the next grade level, once enrolled in the school.
6. As space becomes available, pupils from the waiting list will be enrolled in the school.
 7. The waiting list enrollment order will be determined by lottery.
 8. A pupil seeking enrollment in a grade that is not full shall be enrolled immediately; the pupil's enrollment will not be delayed until some future time, including until a semester break or the next school year.
 9. A pupil who is the first on a waiting list shall be enrolled immediately upon the creation of space in the pupil's grade; the pupil's enrollment may not be delayed until some future time, including until a semester break or the next school year.
 10. Our school will not "close enrollment" except as described in NAC 383.353. Enrollment is always "open" in that our school will always accept enrollment applications. Applications received after an enrollment window closes are placed in the general application pool. Pupils will be chosen for enrollment from the waiting list as described above.

Enrollment Procedures Timeline

1. Upon completion of the initial lottery, all applicants will be notified whether or not they have been accepted by email.
2. Families will have 5 days to submit the following (once school begins the deadline for submission will be 24 hours):
 - (a) On-Line Registration Packet
 - (b) Guardian's ID.
 - (c) Child's ID/Proof of the child's identity -a copy of original birth certificate.
 - (d) Proof of Residency: Note: If you are living with a friend or relative due to economic hardship, families must either:
 - (i) In the On-line Registration Packet, the Residency Questionnaire/Affidavit under the McKinney-Vento Assistance Act, answers "No" on Question
 1. This affidavit then serves as proof of residency; or
 2. A notarized statement signed by the parent/legal guardian and the owner/renter of the property indicating that it is your place of residence. Student's name must be included on the statement.
 - (ii) Immunization record. Up-to-date medical records indicating that your child has had, or at least started, the following series of immunizations:
 - (i) Minimum of 4 DTap/DTP doses: Final dose must be on or after the 4th birthday.
 - (ii) Minimum of 3 Polio doses: Final dose must be on or after the 4th birthday.
 - (iii) Two MMR doses: 1st dose must be on or after the 1st birthday. 1st and 2nd dose must be separated by at least 28 days.

- (iv) One Tdap dose: A child enrolling in 7th grade is required to have 1 Tdap (Bordetella Pertussis) regardless of when the last Tetanus (Td) was given. The < 5 year rule since the last Tetanus no longer applies.
- (v) Two Hepatitis A doses: 2nd dose must be given at least 6 months after the 1st dose. (Required for students new to Nevada or District after July 1, 2002.)
- (vi) Three Hepatitis B doses: Must have a minimum of 4 months between 1st and 3rd dose and > 6 months old when 3rd dose was given. (Required for students new to Nevada or District after July 1, 2002.)
- (vii) Two Chicken Pox (Varicella) doses: 1st dose on or after 1st birthday. 1st and 2nd dose must be separated by at least 28 days if age 13 years of age or older. Minimum interval of 3 months between doses 1 and 2 if age is less than 13 years. (Required for students new to Nevada or District after July 2, 2011). Physician verification of past disease required for Varicella vaccine exemption.
- (viii) MCV4 (MENINGOCOCCAL) (Minimum age: 10 YEARS) Required for 7th grade enrollment after June 30, 2017 (and all students new to District between 8th and 12th grade) Must receive at least 1 dose of MCV4 on or after age 10 years. (Does not apply to students enrolled before July 1, 2009)

After completion and submission of all required registration forms and documents; the child will be registered. If registered prior to the first day of school your child will be required to begin school on the first day of school, should your child not attend during the first week of the school year, your seat will be returned to the lottery. If registered after school is in session your child will be required to begin school with Alpine Academy by the start of the next school week. If registered during a school holiday, your child will be required to attend the first day school is in session after registration is completed. If your child does not begin active attendance by this date, the seat will be released and returned to the lottery. *If parents need more time to submit a registration document, parents must contact the school for approval of additional time.

Additional documentation requested:

- A recent copy of the student's transcript or academic records.
- Previous records regarding placement in special programs, a copy of your child's IEP or 504 Plan.
- Information about any disabilities or special health problems.

It is the parent responsibility to review applications for accuracy.

If grade or date of birth are entered incorrectly or omitted, acceptance will be rescinded and student will be placed at the end of the correct grade level wait list.

All applications that contain false, incorrect, or misleading information or are not complete, will be voided and the applicant will have to reapply with the correct information. If the incorrectly submitted information, when corrected, would render the student ineligible for enrollment, the application will be voided. If the false, incorrect, or misleading information is discovered after the student is enrolled or already attending classes, the student will be unenrolled and must reapply. Parents/guardians may not submit more than one application per student per campus in an attempt to increase the likelihood of being selected in the lottery. If multiple applications are discovered for the same student at the same campus, their applications will be voided and/or they will be unenrolled and removed from the school. All applications may be reviewed by using the apply/application status link on the school webpage. Parents must add siblings to all applications submitted. If a transfer request is submitted all siblings parents wishing to be included on the requested schools waitlist must be added to application for the requested school.

Weighted Lottery Policy

Pursuant to the Nevada Department of Education Regulation R131-16 Sec. 12, Alpine Academy Charter High School adopts this policy to ensure that the student population of Alpine Academy will closely resemble the student population of the community where the school is located. Alpine Academy will accomplish this by giving a weighted preference of 5.0 in its enrollment lotteries to students who qualify for free or reduced price lunch. The weighted lottery will take place only if it is determined that the percentage of students at the Alpine Academy campus who qualify for free and reduced lunch is less than 90% of the percentage of students eligible for free or reduced price lunch in Washoe County School District comparison school(s). The process for the weighted lottery will be as follows:

- 1) Prior to the enrollment lottery at Alpine Academy, the campus will determine the percentage of students who are eligible for free or reduced price lunch in Washoe County School District comparison school(s), rounded to the nearest tenth of one percent ("FRL Comparison %). Data used for this comparison percentage will be taken from the most recent full year data available on www.nevadareportcard.nv.gov.
- 2) The FRL Comparison % will then be compared to the validated current school year free and reduced lunch percentage at Alpine Academy ("Alpine Academy FRL %).
- 3) If the Alpine Academy FRL % is less than 90% of the FRL Comparison %, the weighted lottery will apply. If the Alpine Academy FRL % is greater than or equal to 90% of the FRL Comparison %, the weighted lottery will not apply.
- 4) If the weighted lottery is applied, a weight of 5.0 will be applied to each applicant who provides sufficient documentation to indicate they would have qualified for free and reduced lunch based on the previous year's USDA income guidelines for free and reduced lunch.
- 5) Alpine Academy's enrollment application will be revised to request that applying students inform Alpine Academy whether they are:
 - a. Eligible for TANF, SNAP, FDPIR, or Medicaid, or

- b. Qualified for a free or reduced price lunch at their previous school, or
 - c. Eligible to receive a free or reduced price lunch.
- 6) Any student who indicates they are eligible for the 5.0 weighting in the enrollment lottery will be asked to complete and sign an income verification form and provide proof of current income or provide proof of current FRL eligibility at least 5 days prior to the lottery date. Any refusal to provide the required documentation necessary to validate eligibility for the weighted lottery will result in the student receiving a standard 1.0 weight in the enrollment lottery.
 - 7) Qualifying for a 5.0 weight in the Alpine Academy enrollment lottery DOES NOT qualify the student for free or reduced-price lunch. In order to qualify for free or reduced price lunch, the parent will have to complete the Household Application for Free and Reduced Price School Meals released by the USDA in July of each year.
 - 8) In the event a weighted lottery is not applied, any information collected for the purpose of the weighted lottery will not be used in any way by Alpine Academy.