

## ARTICLE V: STUDENTS

### 5.01 ENROLLMENT REQUIREMENTS

- A. Middle College High School accepts applications from students entering their 9<sup>th</sup> through 12<sup>th</sup> grade years, with enrollment being contingent on the availability of space in the program. The School is authorized to serve 35 students per grade level. In the event that a grade level has fewer than 35 students, additional slots will be distributed among the remaining grades as equally as possible, not to exceed the 140-student enrollment cap. Prior to enrolling at MCHS, families will be asked to provide verification of New Mexico residency.
  
- B. A lottery selection process will be used if the number of applicants exceeds the number of openings.
  - 1. The lottery will occur during the regularly scheduled Governing Council meeting in March. The deadline for applications will be 5:00 pm on the day prior to this meeting. At the start of the meeting, the Governing Council will randomly draw the names of applicants. All names recorded will remain confidential until after the lottery selection process.
  
  - 2. After student names have been randomly selected, names will continue to be randomly selected and added to a waiting list. Should space become available, students from the waiting list shall be notified and given an opportunity to enroll, starting with the first name on the waiting list. If a response is not received within ten (10) calendar days, that space will be released to the next student on the waiting list.
  
  - 3. Students selected by the lottery will be officially notified, beginning on the first day after the lottery drawing, and be given an opportunity to enroll. Students who do not confirm acceptance or respond within ten (10) calendar days of the lottery will be removed from the list of accepted candidates, releasing their spot to the next student on the list.
  
  - 4. The waiting list will be retained for the duration of the academic year for which the applicant has applied. The list will **not** be maintained into the subsequent academic year. Students who are not admitted during the year for which they have applied must update their applications if they wish to be included in the lottery for the subsequent year.
  
  - 5. In the event that the school anticipates additional openings to become available beyond what may be covered by the waiting list, a second lottery will occur during the regularly scheduled Governing Council meeting in May.

C. Following selection by lottery, students will have 10 days to complete an application that includes the following necessary documents:

- Completed application for admission to UNM-Gallup
- Copy of birth certificate
- Copy of social security card
- Up-to-date immunization and dental records
- Household information form
- CIB/Certificate of Indian Blood, if applicable
- Copy of IEP, if applicable
- Copy of parent's driver's license, mortgage or lease agreement, utility bill, or other acceptable proof of NM residency, or signed affidavit confirming residential address
- Copy of a Release of Liability for Open Campus Form
- Copy of a Release of Information Form (with parent or guardian's signature)

Incomplete applications will not be accepted.

#### 5.02 SIBLING RULE

- A. According to NMAC 6.80.4.12.D.4, a charter school will give enrollment preference to previously properly admitted students who remain in attendance and siblings of students already admitted to or attending the school.
- B. This rule allows for the mitigation of hardships that could arise with respect to family transportation if students were attending separate schools in separate locations. As such, specific parameters apply to this rule:
1. Siblings may only be granted enrollment if each of them will be in attendance during the same academic year (if one will be graduating prior to the other's entry into the school, the rule does not apply), and;
  2. Siblings must meet the aforementioned Admissions Requirements of the school, as outlined in Section 5.01 and must submit all required enrollment documentation prior to the application deadline for the academic year in which they become eligible to enroll. A sibling who becomes eligible beyond the application deadline will be given enrollment preference for the next available opening.
  3. Siblings who decline or withdraw from enrollment forfeit their place to the next student on the waiting list and would be required to resubmit a lottery form for any future consideration.

#### 5.03 ACCEPTANCE AND ALLOWANCE OF CREDITS

- A. Credits transferred into the Middle College High School must be in accordance with the policies of the New Mexico Public Education Department. Acceptable credits include those that are received from an accredited school or state-registered home school.