



BROOKLYN LAB
CHARTER SCHOOL

Brooklyn Laboratory Charter School Admissions Policy and Procedures

Introduction

Brooklyn Laboratory Charter School (“LAB” or “the School”) is a non-sectarian, tuition free, public charter school serving students in grades nine through twelve who are New York State residents. Any child who is qualified under the laws of the State of New York for admission to a public school is qualified for admission to LAB.

LAB does not discriminate against or limit the admission of any student on any basis, including on the basis of ethnicity, gender, gender orientation, sexual orientation, disability, intellectual ability, measures of achievement or aptitude, athletic ability, race, creed, national origin, religion or ancestry.

LAB does not require any action by a student or family (such as an admissions test, interview, essay, attendance at an information session, etc.) in order for an applicant to either receive or submit an application for admission to the School. The School will ensure compliance with all applicable anti discrimination laws governing public schools, including Title VI of the Civil Rights Act and § 2854(2) of the New York Education Law governing admission to a charter school.

Student Outreach and Recruitment

Outreach to the community and informal recruitment of incoming students occurs throughout the year. These efforts include canvasses, street-based outreach, literature distribution, direct mail, school outreach, phone calls, referral incentives, and visibility work.

In particular, LAB has a focus on serving educationally disadvantaged students. LAB will conduct outreach in order to recruit students with disabilities and English language learners (ELLs), such that they each exceed the percentages of the sending district population. LAB will also conduct outreach in order to recruit students eligible for the free and reduced-price lunch program so that they constitute at least that of the sending district population.

It will be expressly stated that all methods of outreach used during the recruitment period, including information sessions, tours, and interviews, are not a requirement for admission.

Application and Admission Periods and Procedures

LAB will admit students in grades 9 through 12. Each year, the School will publicize the number of open seats in these grades. Applications will be accepted starting on December 1st through April 1st of each year. Early submission of applications will not increase odds of admission. Applications submitted after April 1st will be placed at the end of LAB’s wait list, behind students who applied by April 1st, and will not be considered for admission until every student who applied prior to April 1st is admitted or declines the seat at LAB.

LAB will enroll students for all available seats in grades 9 through 12. Vacancies occurring in grades 9 through 12 during the school year will be backfilled from the School’s waitlist (see below). Students are generally accepted up until the age of 21 years old, but the individual educational needs

of all applicants are considered on a case-by-case basis.

All applicants must submit an application, which can be completed in person or online. Applications will be faxed, mailed, or emailed as an attachment to anyone requesting an application. Applications completed online are provided with email confirmations once submission is complete. All completed applications must be dated to indicate receipt and must show the initials of the staff member accepting the application.

Procedures if Student Applications Numbers Exceed Available Space

If the number of timely submitted applications exceeds the number of available seats, a formal public lottery will be conducted between April 6th and April 15th of each year, and students will not be admitted prior to the lottery. To be eligible for admission through the lottery, interested families must submit applications from December 1st through April 1st. Separate lotteries will be conducted for each grade.

Enrollment Preferences

LAB shall provide an enrollment preference, in the following order, to:

1. Students returning to the LAB in a second or any subsequent year of operation;
2. Siblings of pupils already enrolled in LAB;
3. Students who are children of employees, provided that children of employees will not constitute more than 15% of LAB's total enrollment; and

Students residing in Community School District 13 (CSD 13), where LAB is located If an admissions preference is checked, applicants must provide proof of eligibility by the enrollment deadline. Misrepresentation by parents or guardians that incorrectly results in an admissions preference will result in revocation of the admissions offer, and the applicant will be moved to the end of the waitlist.

Enrollment preferences will be implemented by first ensuring that students who were previously enrolled at LAB are admitted. Next, LAB places all sibling applicants in a separate pool and draws as many sibling applicants as there are available seats. If an applicant drawn in the lottery has a sibling who is also an applicant in that lottery, that sibling will receive the place on the list directly below that of the applicant whose name was drawn. If a sibling applicant is not in the same grade, that applicant will receive priority in the grade he or she applied for. Next, LAB will admit applicants who are children of employees, provided that such children will not constitute more than 15% of LAB's total enrollment. The remaining seats will be available for all other applicants, with priority given to applicants who reside in CSD 13.

LAB will provide public notice of the date, time and place of the lottery at least one week prior to the lottery in a manner that is consistent with the New York Open Meetings Law. The notice will include the number of spaces available each year by grade level.

The lottery will be open to the public and held in a space that is open and accessible to the public and capable of accommodating the anticipated number of attendees. If anticipated attendance exceeds capacity, separate grade level lotteries will be held in separate locations and each lottery will be publicized in a manner consistent with the requirements of the New York Open Meetings Law. Parents, persons in parental relationships, guardians and/or students participating in the admissions process are neither required, nor excluded from attending the lottery.

The lottery will be conducted and/or observed by a disinterested party. The random process used in the lottery shall be generated by a technology-based software or other methodology that generates random results. Once the lottery is complete, students accepted in the lottery are notified by staff members via phone call and email of their admittance status. Admitted students are provided materials to accept or deny their seats, along with registration materials and documents to submit. Open house and enrollment events are offered as optional, but not required, sessions for families to

attend in-person for assistance with registration and enrollment.

The names following acceptances will comprise the waitlist, which will also be released at the public lottery. Waitlisted students are also notified by staff members via phone call and email.

Enrollment

Admitted students will receive a LAB enrollment packet within two weeks of the lottery. The enrollment packet will contain information about the requirements and deadlines for requests by parents for the school district to provide transportation to students attending the school and information regarding special services. LAB staff will be available to answer family and student questions via phone, email, or in person to review the required enrollment papers. Parents with limited English proficiency will be provided with translation services upon request.

All students (with the exception of homeless students) must show proof of residency in the State of New York. Proof of residency (except in the case of homeless students) in two of the following forms must be provided:

- Utility bill (gas or electric) for the residence; must be dated within the past 60 days
- Water bill for the residence; must be dated within the past 90 days
- Original lease agreement, deed, or mortgage statement for the residence
- Current property tax bill for the residence
- Official payroll document from an employer (example: payroll receipt); must be dated within the past 60 days
- Document or letter from a federal, state, or local government agency indicating the resident's name and address (example: document from Internal Revenue Service (IRS), City Housing Authority, the Administration for Children's Services (ACS)); must be valid or dated within the past 60 days

Students who are admitted to the School based on an admissions preference must also submit documentation showing that the student qualifies for the admissions preference, as follows:

1. For the sibling preference, a sibling is defined as a child who resides in the same household as a current student and shares a parent or legal guardian with a current student. Legal proof of guardianship is required to receive sibling preference. Legal proof of guardianship can be in the form of a birth certificate, with name of parent submitting an application listed on the certificate, or court documentation from the State of New York verifying legal guardianship.

2. For the Community School District preference, parents or guardians must show proof of residency (see above) in Community School District 13.

LAB will expect all enrollment packets to be returned to the school within four weeks of notification of admission. Applicants who fail to return completed enrollment packets to the school within four weeks of notice of admission will risk forfeiting their seat at the school and LAB will replace the seat in accordance with the appropriate waitlist procedures. LAB will ask families to confirm that students plan to re-enroll for the upcoming school year in order to promote and ensure maximum enrollment in each grade. Students admitted off the waitlist will receive a LAB enrollment packet upon acceptance of a seat.

Waitlist Policy and Procedures

LAB will maintain a waitlist that will include an accurate record of the names of all students not accepted for admission through the lottery, as well as their home addresses, telephone numbers and

grade levels. Applications received after April 1st will be added to the waitlist in the order in which they are received. When space becomes available, either before or during the school year, applications will be pulled from the waitlist in order and calls will be made to parents offering admission. The waitlist is subject to the same preferences as the lottery. Parents will be required to accept placement within two weeks of the phone call or their space will be forfeited. Before and during the school year, names on the waitlist are considered active until the name is pulled from the waitlist (and a parent either accepts or declines the offer) or a parent withdraws their child's name.

The waitlist will expire annually on December 1st.

Procedure for Removal or Withdrawal of Students from Enrollment

Parents may choose to withdraw their students from LAB at any point by submitting LAB's Intent to Withdraw form. The withdrawal process is complete when the signed Intent to Withdraw form is returned to the main office and is logged into the appropriate data systems. If a parent/guardian's signature cannot be obtained, then the student is considered officially withdrawn only after enrollment at the new school is confirmed.

A student who withdraws or is removed from admission or enrollment will not be entitled to reinstatement; but a student may reapply for a subsequent school year, subject to LAB's Admissions Policy and Procedures, or to be placed on the waitlist.