

The following is an excerpt from Endeavor College Prep's charter, as amended and approved by LAUSD on 6/14/2016

Element 8 – Admission Requirements

“Admission Requirements, if applicable.” Ed. Code § 47605 (b)(5)(H)

8.1 Admission Requirements

Charter schools are schools of choice and admissions policies will reflect this compliance with state and federal requirements. In accordance with Education Code Section 47605(d)(2)(A), Endeavor College Prep will admit all students who wish to attend, up to the school's enrollment capacity. If demand exceeds enrollment capacity, admission will be determined by a random public lottery.

Endeavor College Prep will adhere to all provisions of No Child Left Behind regarding:

- receiving students from Program Improvement schools as part of Public School Choice.
- providing the Co-Directors' attestation of highly qualified teachers and paraprofessionals.
- meeting the needs of "at-risk" students if the school is designated a targeted assistance school.

NON-DISCRIMINATION

Endeavor College Prep shall not require a parent/legal guardian/student to provide information regarding a student's disability, gender, gender identity, gender expression, nationality, legal or economic status, primary language or English Learner status, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, or any other information that would violate federal or state law, prior to admission, participation in any admissions or attendance lottery, or pre-enrollment event or process, or as a condition of admission or enrollment. Endeavor College Prep may request, at the time of, and as part of, conducting its lottery process, the provision of information necessary to apply specific admissions preferences set forth in this Charter.

Endeavor College Prep shall not request or require submission of a student's IEP, 504 Plan, or any other record or related information prior to admission, participation in any admissions or attendance lottery, or pre-enrollment event or process, or as a condition of admission or enrollment.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

Endeavor College Prep will adhere to the McKinney-Vento Homeless Assistance Act and ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths. The Charter School will include specific information in their outreach materials, websites, at community meetings, open forums, and regional center meetings notifying parents that the school is open to enroll and provide services for all students which shall include a District standard contact number to access additional information regarding enrollment. A student's IEP will never be required prior to participation in any attendance lottery or as a condition for enrollment.

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8.2 Outreach and Student Recruitment

Endeavor College Prep attracts a diverse student population as detailed in the Community Outreach and Recruitment Plan in Element 7 and is committed to serving all students. We are committed to aggressively recruiting students from our targeted school community in Boyle Heights, which already includes a high percentage of academically low-achieving students, students with disabilities, and economically disadvantaged students.

8.3 Admission Preferences

If the school receives a number of lottery forms that exceeds the number of available spaces, enrollment for the available spaces will be offered through a public random lottery.

The following categories of students will be exempt from the lottery and will automatically be granted admission:

1. Currently enrolled Endeavor College Prep students. This preference is being extended to provide continuity in the child's education.
2. Siblings of currently enrolled Endeavor College Prep students. This preference is being extended to keep families together and simplify education access for families who might otherwise have their children attending different schools simultaneously.
3. Children of Founders¹, employees, and Board Members (no more than 10% of total enrollment may be enrolled under this exemption). We feel it is important that employees and current and Founding Board Members are willing to stand behind the quality of the program they helped create, and sending their own children to the school is a testament of their belief in the program.

The remaining available spaces will be assigned to students through a school-wide public random drawing. Children who reside within the boundaries of LAUSD will be given a two to one preference in the lottery.

Application Process

The Endeavor College Prep application process includes:

1. Open Enrollment Period (September 1 through the Wednesday, 3 days before the lottery at 4:00 p.m.)
 - a. Recruitment, informational presentations, and school tours
 - b. Completion of lottery form
2. Random Public Drawing (If enrollment demand exceeds enrollment capacity)
 - a. Lottery will be held at Endeavor's primary address at 5:00 p.m. on the second Friday of February
 - b. Notification of families of their admission or waiting list status through a letter sent by the School
3. Paperwork (within two weeks of lottery)

¹ The School will follow the District's Founding Parents/Founders policy as adopted on February 7, 2012. For these purposes, "Founders" are defined as individuals who served on the Endeavor College Preparatory Charter School Founding Board or Governing Board prior to the school's opening on September 9, 2009 or who served on the Futuro College Preparatory Elementary School Founding Board or Governing Board prior to the school's opening on September 7, 2010. A list of Founders will be provided to LAUSD in accordance to District policy.

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- a. Acceptance letter signed by parent/guardian and returned to school office staff, who will maintain a database of family responses
- b. Completion of all necessary paperwork, including but not limited to:
 1. Proof of age
 2. Immunization records
 3. Home language survey
 4. Emergency medical information
4. Orientation (June)
 - a. Parent attendance at school orientation is strongly recommended
 - b. Student attendance at school orientation
 - c. Parent and student signature of school Commitment to Excellence²

Open Enrollment

All students interested in attending Endeavor College Prep will be required to complete a lottery form and submit it directly to the school before the annual deadline. Lottery forms will be available during a publicly advertised open enrollment period each year, generally beginning the first business day after September 1 and continuing through 4 p.m. on the Wednesday three days before the lottery. Submitted lottery forms are date- and time-stamped by the office staff who receive them and student names added to a lottery roster to track receipt.

Lottery forms that are received by the posted deadline are counted to determine if any grade level has received a number of lottery forms which exceed available seats. In this event, the school will hold a public random lottery to determine enrollment for the impacted grade level.

8.4 Public Random Lottery

Should the number of students applying for school admission exceed the number of spaces available in any given grade, a random public lottery will be held at Endeavor's principal address at to determine admission, per the requirements of Education Code 47605(d)(2)(B). The lottery for the 2017-18 school year and all subsequent years will be held at 5:00 p.m. on the second Friday in February. No child will be forced to attend Endeavor College Prep. Families have the right to withdraw their child's admission application at any time, including after the lottery date.

Lottery forms are due to the Endeavor office by 4:00 p.m. the Wednesday before the lottery. Any student whose lottery form is received after that deadline will not participate in the lottery. Instead, their name will be added to the waiting list after the last name from the lottery, in the order they are received. The names of all applicants whose lottery form is received by the deadline will be entered into the computerized lottery program, and will receive verification from the system based on their preferred mode of communication (text message, email, or postal mail).

All students participating in the lottery will be assigned an identification number by the lottery software. These numbers are what will be displayed to the public on the day of the lottery.

² Not a requirement for admission, but strongly encouraged. The Endeavor College Prep Commitment to Excellence is a compact between the parent, teacher, and student.

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Before beginning the drawing, the rules and procedures of the lottery will be explained in English and Spanish.

The lottery itself will be conducted using school lottery software such as School Mint. Parents attending the lottery in person will be told their child's identification number at the lottery site before the lottery begins so they will know their child's place on the list by the conclusion of the drawing.

The lottery will be facilitated by an uninterested third party such as leader of a local community organization and fair execution of the lottery will be verified by a member of the Endeavor College Prep Board of Directors.

Copies of all lottery forms, lottery results, and waiting lists will be readily available for inspection at the school office.

Acceptance letters will be distributed to families whose students earn space through the lottery. All families, including those whose children are admitted through the lottery but are not present at the time of the drawing, will be notified by a letter mailed out by Endeavor College Prep office staff within two weeks of the lottery. All admitted students must return acceptance letters within ten calendar days of the date of mailing to secure their seat.

Waiting List

The waiting list will be established from the applications that do not receive admission through lottery exemption or the lottery itself and shall be used to fill enrollment vacancies that occur during the year. If a position opens during the school year, an Office Assistant will contact the family at the top of the waiting list via telephone to offer their student admission to the school. If the family is unreachable by phone on the first day, a letter will also be sent via certified mail. Should the family decline the seat or fail to respond within three business days of the initial phone contact or five business days of the date of mailing notification in the case of no phone contact, the next family on the list will be contacted in the same manner until the open position is filled.

Students who submit a lottery form after the deadline will be added to the end of the waiting list in the order received. The waiting lists are valid for any entire school year through the last day of school. After the last day of school, the waiting lists are reset and the new waiting list order that was determined in the most recent lottery becomes effective. Waiting lists do not carry forward from year to year. A student who is on the waiting list must submit a new lottery form each year until they are admitted.

Attendance Accounting

Endeavor College Prep utilizes an electronic student information system for attendance tracking and reporting purposes and attendance accounting procedures that satisfy requirements for LAUSD, LACOE, and CDE. Required reports are completed regarding daily attendance and submitted to the requesting agencies. This includes reporting enrollment and attendance figures to LAUSD as required by the District.

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Endeavor College Prep shall provide to the LAUSD the following information for each academic year:

- Norm Day Classification
- List of all highly qualified Certificated Personnel in core subjects as defined in No Child Left Behind and State policy and regulations
- Total School Enrollment
- List of Emergency Credentialed Teachers in non-core subjects
- Number of Students by Grade Level
- Unfilled Classroom Teacher Positions
- Number of Students by Ethnicity & Grade Level
- Fiscal Year-End Financial Report
- Number of Students Living Outside LAUSD Attendance Area
- List of Register-Carrying Teachers