



## Admission and Enrollment Policies

Trivium Academy follows the Texas Education Agency's guidelines for open-enrollment charter school admissions. We will not discriminate on the basis of sex, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability, or the district the child would otherwise attend. However, we can and do provide for the exclusion of a student who has a documented history of a criminal offense, a juvenile court adjudication, or discipline problems under Subchapter A, Chapter 37.

We will accept applications from any student within our geographic boundaries which include the following independent school districts: Allen, Frisco, Lewisville, Little Elm, Lovejoy, McKinney, Plano and Prosper. The application will ask for basic information for each student. A separate application must be filled out for each child you are hoping to enroll in Trivium. This information will be collected initially in order to check eligibility to enroll based on our boundaries and grade levels served.

For the 2018-19 school year, applications will be accepted during a one month period between January 11 and February 11, 2018. If the number of applications exceeds the available spots in a grade level, a random lottery will be held in a public forum to determine admission or waiting list status. This lottery will be held on March 7, 2018. Notifications will be sent out the week of March 26 to inform applicants of admission or waiting list position.

A small percentage of students will be exempt from the lottery. This includes the siblings of current Trivium Academy students and children of the staff. Also, if one student is granted an enrollment spot as a result of the lottery, any sibling of that student who has also applied will receive priority placement on a space available basis.

The lottery, if necessary, will determine the order in which students will be placed on the waiting list. The waiting list will be used to fill available spots after the re-enrollment of current students and their siblings. A waiting list will be valid for one school year only, and a new waiting list will be made each year in which a lottery is necessary. Students who apply after the initial application period will be placed at the end of the waiting list created by the lottery in the order in which those late applications are received. Should a spot become available and the next person on the waiting list chooses not to accept that spot, that person will be removed from the waiting list.

Parents will be notified of admission and will have 48 hours to respond to accept the spot. Enrollment paperwork will be collected in at a time and place communicated to the parents. Previous school records, as well as any other documentation such as IEPs, will be requested.

Parents must sign a release form for all school records to be sent including attendance and behavioral/disciplinary. If any documented history of disciplinary issues that would result in the student being ineligible for admission or any other discrepancies on the application are discovered, then that family will be notified, and the next student on the waiting list will be given that spot. In addition, a student's social security card, birth certificate, and immunizations record will need to be shown as proof of age and eligibility to enroll. A current utility bill or a current lease from the address listed on the application will need to be provided in order for the school to verify that the child does reside within the stated boundaries. If a parent does not submit the paperwork in a timely manner, it will be considered as if the application(s) for that family has been withdrawn, and the spot will be given to the next student on the waiting list.

Students who gain admission for the beginning of the school year must be present on the first day of school, August 15, 2018, in order to be considered enrolled. Students not present will be considered a “no show” and will forfeit their spot. Students may withdraw from Trivium Academy for various reasons during the school year. Should an opening occur during the school year, families will be contacted in the order they are on the waiting list to see if they would like the available spot(s). If a student withdraws from the school and wishes to re-enroll in the future, he/she will have to reapply, and readmission will depend upon available spots and the current waiting list. It is also possible that a student might wish to transfer to the charter school during the year. The transfer student must live within the geographic boundaries of the school and acceptance would depend upon available spots and the existence of a waiting list.