

Admissions and Enrollment Policy for Yellowstone College Prep

According to Texas Education Code, TEC §25.001, a child must be at least five years of age on or before September 1, of the school year where enrollment is sought in order to be offered admission. To determine age eligibility Yellowstone College Prep will accept the following documentation:

- birth certificate
- statement of the child's date of birth issued for school admission purposes by the division of the Texas Department of State Health Services responsible for vital statistics
- driver's license
- passport
- school ID card, records, or report card
- military ID
- hospital birth record
- adoption records
- church baptismal record
- any other legal document that establishes identity

Yellowstone College Prep is an open-enrollment public charter school that does not charge tuition and does not administer entrance examinations. Any student who resides within the geographic boundaries set by Yellowstone College Prep can attend if there is space available. Enrollment is based on a fair and equitable system which provides for (1) an Open Enrollment period; (2) a lottery, if necessary; and (3) a waitlist.

As required by Texas Education Code § 12.111(a)(5), Yellowstone College Prep does not discriminate in admissions based on sex/gender, national origin, ethnicity, religion, disability, academic ability, athletic ability, artistic ability, or the district the child would otherwise attend.

Per Yellowstone College Prep's charter, we are only permitted to enroll students who reside within the geographic boundaries of the following independent school districts: Houston ISD, Galena Park ISD, or Pasadena ISD. Proof of Residence will be determined by providing Yellowstone College Prep with a current utility bill (water, gas or electric), Deed of Trust, or an unexpired lease agreement showing the physical address.

Open Enrollment Lottery:

If an Open Enrollment lottery is required, only the charter student admission applications (CSAA) submitted during the Open Enrollment period will be included within the lottery pool. Yellowstone College Prep's Open Enrollment period runs from November 1 to February 15 each year. Any applications received after the Open Enrollment period has ended will be processed on a first come, first-served basis behind any students placed on the waitlist. The lottery is an electronic system that randomly identifies students for enrollment. All applicants who are not exempted from the lottery process, as discussed below, will participate in the lottery.

Waitlist Procedures:

Applicants who are not randomly selected for enrollment in the lottery process will be placed on a grade-specific waitlist based on lottery results. Students who submit completed applications after the Open Enrollment period will be placed on the waitlist behind those students added to the waitlist through the lottery process, based on the date the application is submitted. Each time an opening becomes available in a particular grade, the school will contact the parent of the student next on the waitlist for the grade and offer them the open spot for their child. If the parent declines the spot, it will be offered to the parent of the next student in line on the waitlist for that grade, and so on. Parents with children on the waitlist are encouraged to advise the school of any change in their contact information so that they may be reached if an opening develops for which their child is eligible. Parents are also

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asked to notify the school if they no longer wish to have their child included on the waitlist, so that the waitlist can be updated accordingly. Our waitlists do not roll over from year to year; parents with students on a waitlist for the current school year must complete the registration process for the next school year. It is not possible for a school to determine applicants' chances of being offered a spot if they are on a waitlist. Once classes are full, any spots that open up are the result of student withdrawals. Although we do typically see a number of spots open up before the start of school, we have no way of knowing in which grades spots will open up or how many spots will become available.