Enrollment, Transfer, Registration, and Lottery Policy

Effective Date: 10/20/2026

IGNITE ENTREPRENEURSHIP ACADEMY

Purpose

This policy sets forth the criteria and processes that Ignite Entrepreneurship Academy ("IEA") will follow for student enrollment, lotteries, withdrawals and transfers. Per Utah Administrative Rules R277-472-6, Charter School Website Requirements, and R277-551-5, Charter School Information for Students and Parents, and Utah Code §53G-6-503, IEA must develop and post admissions procedures including lottery dates and procedures, admission forms, school calendar, governing board policies and board member information, non-discrimination assurances, a clear explanation including timelines required in the law and provided in individual charter school policies of student transfer procedures from a charter school to another charter school or to a district school, a readily accessible transfer form, and assurance and parent signature that student has been admitted to only one public school.

Policy

Eligibility

1. Ignite Entrepreneurship Academy ("IEA"), a Utah public charter school, follows Federal, State, and Utah State Board of Education regulations, guidelines and practices regarding student enrollment. IEA is authorized to enroll up to 600 students in grades K through 8 with no more than 30% of total enrollment in the distance learning program.
2. An application for admission will be accepted from all Utah resident students who meet the grade-level requirements as of September 1 of the school year for which the student is applying, subject to the limitations in Utah Code §§53G-6-502 and 53G-6-503.
3. IEA will accept applications for admission throughout the year. An application for admission must be completed and submitted by September 1 for consideration of enrollment for the current school year.
4. IEA does not discriminate on the basis of race, creed, color, national origin, religion, age, sex, or disability, and will not discriminate in its admission policies or practices on any basis on which other Utah public schools are prohibited from discriminating, consistent with Utah Code §53G-6-502(9).

Enrollment

1. IEA will enroll all eligible students who submit a timely application subject to limitations of any program applied for, class, grade level, or the total authorized enrollment of the school. Enrollment limitations will be published on the school's website.
2. When the number of applications exceeds the capacity of a program, class, grade level, or the school, students shall be enrolled on a random basis by program, class and grade level except as permitted herein.
3. Enrollment periods will be posted on the school's website. IEA may hold multiple enrollment periods throughout the year.
4. Accepted applicants must submit all state and school-required enrollment forms in accordance with posted instructions and deadlines in order to maintain their placement

status. Students who do not submit required enrollment forms by the specified deadline will be denied enrollment and removed from the application pool.

5. IEA will publish admissions application notices, forms and procedures on its website beginning no later than 60 days before the initial enrollment period. Information shall include:
    a. the number of new students who will be admitted by grade level
    b. school calendar for the upcoming school year, including the first and last days of school, scheduled holidays, scheduled professional development days, and scheduled non-school days
    c. the application timeline and timelines for enrollment periods, acceptance of students and lotteries
    d. procedures and timelines for transferring to or from another charter or district school;
    e. the governing board's policies and the name, qualifications, and contact information of each governing board member; and
    f. admission forms, transfer forms, and the assurance and parent signature form confirming the student has been admitted to only one public school
6. In accordance with Utah Code §53G-6-502(3), IEA shall enroll a foster child who resides in the same residence as a student enrolled at IEA.
7. Personal Care Independence. In accordance with Utah Code §53G-7-230 and Utah Administrative Rule R277-631, IEA may not enroll a student who does not meet the personal care independence (toilet training) requirements established by the Utah State Board of Education, unless the student's inability to meet those requirements results from a condition addressed in the student's Individualized Education Program (IEP) or Section 504 plan. As part of the enrollment process, IEA will require the parent of each incoming student to provide an assurance that the student meets these requirements. If a student is found not to meet the requirements, IEA will follow the procedures required by R277-631, including referral for family support and resources, and will provide any services required by Utah Code §53G-6-502(3).

Re-enrollment

1. Current IEA students in grades K-7 shall be automatically re-enrolled for the following academic year provided they submit their Intent to Re-enroll by February 28. Any student who fails to submit an Intent to Re-enroll by February 28 may be asked to reapply for admission following the general enrollment process and subject to all limitations and preferences.

Enrollment Preferences

1. Eligible students will be enrolled on a random basis except that students in one or more of the following groups shall be given enrollment preference, as permitted by Utah Code §53G-6-502(4), in the order listed:

    a) Currently-enrolled students in grades K-7

    b) Siblings of currently and formerly enrolled IEA students

    c) Children or grandchildren of current IEA governing board members

d) Children or grandchildren of Founding Families

e) Children of current IEA employees, including teachers and staff

1. Eligible students with enrollment preferences are not subject to the lottery procedures identified below.

2. Students claiming a preference must submit an application for admission, Intent to Re-Enroll or Intent to Enroll, as applicable, by the later of the end date of any enrollment period or February 28 for the following school year.

3. Founding Families. A family qualifies as a Founding Family by one or more members of the family completing a minimum of 150 combined volunteer hours of eligible service to IEA from March 1, 2016 through June 30, 2018. Eligible service is any service authorized and directed by a current IEA board member or administrator including service on committees and attendance at events. Service hours must be documented and validated by a current IEA board member or administrator and submitted to the Board Secretary no later than July 15, 2018. Founding Families who desire to claim an enrollment preference should complete and submit qualifying hours as soon as possible.

Lottery

1. For each enrollment period, if the size of the applicant pool exceeds the capacity of a program and/or grade level, a lottery will be held. Lottery dates, times, locations and procedures shall be posted on the school's website.

2. IEA will conduct each lottery electronically or manually by program and grade level. Parents/Guardians of students included in the lottery are not required but are welcome to attend the lottery. Lotteries shall be conducted by a school administrator, a founding or current board member, and an outside observer.

3. Lotteries shall not be weighted to favor any group or student classification.

4. Each student included in the lottery shall receive a number in a random selection process by program and grade level beginning with the highest grade level to be enrolled. Students with the lowest assigned number will be selected for admission subject to any limitations for the program and/or grade. For each student selected, a review will be made for siblings of the selected student among other lottery participants. Subject to any limitations of the program and grade, each sibling of a student selected in the lottery shall be selected for admission. Newly applying siblings of current or former IEA students shall be admitted in the order of enrollment of the first sibling.

5. Parents/Guardians of students selected through the lottery will be notified via email or mail. Parents/Guardians will be provided with the opportunity to opt in to electronic communications during the lottery. During the lottery process, students and their parents or guardians will be given the option to request electronic copies of school communications. IEA will ensure that any student who does not opt in will receive

timely and equivalent information in paper format. Parents/Guardians of students not selected through the lottery and placed on a wait list shall be notified via email.

6. Parents/Guardians are required to provide written acceptance of an offer of admission within a time period specified in the offer notification, after which the student's place may be offered to another student should a waitlist be generated during the lottery process.
7. Wait Lists. Any student not selected through the lottery is added to one of three (3) wait lists for priority admission once space is available. Students will be assigned to one of the following wait lists in order of lowest random number assigned in the lottery, and students will be selected from the wait lists in the following priority:

    a. Sibling Wait List. Siblings of currently-enrolled students or students selected in the lottery for whom space was not available will be given the first opportunity to enroll if space becomes available. Students on this list with the lowest lottery random number will be selected first.
    b. Board Member/Founding Family/Employee Wait List. The children or grandchildren of current IEA governing board members or Founding Families and the children of current IEA employees who were not selected through the lottery will be given a second opportunity to enroll if space becomes available. Students on this list with the lowest lottery random number will be selected first in accordance with the order of preferences identified above. Students not selected due to the limitation on preferred enrollment will automatically be included on the General Wait List in the order of their random lottery number.
    c. General Wait List. All other students not selected in the lottery and not placed on one of the priority wait lists will be given the third opportunity to enroll if space becomes available. Students on this list with the lowest lottery random number will be selected first.

Wait lists are valid for the current school year only.

Transfers and Withdrawals

Utah Code §53G-6-503 prevents a parent of a student who is enrolled in a charter school or who has accepted an offer of admission to a charter school from duplicating enrollment for the student in another charter school or a school district without following the withdrawal procedures described below:

A. The parent of a student enrolled in IEA may withdraw the student for enrollment in another charter school or a school district by submitting to IEA:
    i. On or before June 30, a notice of intent to enroll the student in the student's school of residence for the following school year;
    ii. After June 30, a letter of acceptance for enrollment in the student's school district of residence for the following school year;
    iii. A letter of acceptance for enrollment in the student's school district of residence in the current school year;
    iv. A letter of acceptance for enrollment in a nonresident school district; or

v. A letter of acceptance for enrollment in a charter school.

B. Unless provisions have previously been made for a student's enrollment in another school, IEA is required, in accordance with Utah Code §53G-6-503, to notify the school district of residence immediately upon releasing a student from enrollment at IEA during a school year.

Registration Communication

IEA recognizes the importance of providing accessible communication methods for all students. In compliance with Utah Code, IEA will allow all students to opt in to receiving electronic communications regarding school policies, schedules, and other essential information.

During the registration process, students and their parents or guardians will be given the option to request electronic copies of school communications. IEA will ensure that any student who does not opt in will receive timely and equivalent information in paper format. This policy is intended to support student access to information while maintaining compliance with applicable state regulations.

Forms

- Admission Application
- Intent to Enroll
- Intent to Re-enroll
- Transfer Form
- Assurance of Enrollment in Only One Public School (parent signature)
- Personal Care Independence Assurance

References

Utah Administrative Rule R277-472, Charter School Student Enrollment and Transfers and School District Capacity Information (including R277-472-6, Charter School Website Requirements)

Utah Administrative Rule R277-551-5, Charter School Information for Students and Parents

Utah Administrative Rule R277-631, Student Toilet Training (Personal Care Independence) Requirements

Utah Code§53G-6-502, Eligible Students

Utah Code§53G-6-503, Charter School Students -- Admissions Procedures -- Transfers

Utah Code§53G-4-402, Powers & Duties Generally

Utah Code §53G-7-203, Kindergartens- Establishment- Funding- Assessment

Revisions

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