

How to Apply

All applicants must complete the designated deadline. Applicants must provide all information requested in the application. Failure to do so will remove your application from consideration. If the number of applicants exceeds the number to be set, applicants notified, and a lottery held to fill in openings.

Methods of Applying

Applications for enrollment can be placed in one of the following ways:

1. Online: You may fill out an application online
2. Phone: Call us, and we can either fax you an application or one to your home.
3. Stop in: Come and see us and we will give you an application

In order to apply to your school, you must fall into the following criteria

- Kindergarten students must be five years old by
- Resident of the state of North Carolina

Open Enrollment

Open enrollment is designed to give all interested parents equal opportunity for their child to attend Success Institute Charter. During open enrollment, all applicants get equal consideration regardless of date submitted. An application received at the end of open enrollment receives equal treatment to one received on the first day of open enrollment. Open enrollment for the next school year will always begin the first day of school and ends on the last business day in February.

Following the close of open enrollment, if the number of applications exceeds the number of open seats, a random selection lottery determines acceptance. If the number of applications does not exceed the number of open seats, all applicants are accepted for their respective grade.

Lottery

The lottery process is set by State law and the school follows all sections of law. Lotteries are open to the public and parents are encouraged to attend. The date, time and place of the lottery is communicated in writing to applicants. Lotteries will be held for any grade in which the number of applications exceeds the number of openings. Names are randomly selected and applicants are accepted based on the order which they are selected. The lottery continues until all names are drawn. Applicants who are not accepted will be placed on a waiting list in the order their names were selected. Lottery will be held in the month of March.

Sibling Preference

In order to accommodate parents who have more than one child eligible for enrollment; siblings of currently enrolled students are given preference over students who don't have accepted or enrolled siblings. Siblings will be offered the first available seat in their respective grade or placed on a waiting list with sibling preference.

Sibling preference is defined as children who have at least one common parent/legal guardian AND are living in the same household least 50% of the time.

Waiting Lists

Students on waiting lists continue to receive school information. It is not unusual for a small percentage of accepted students to select other options prior to the start of school. Openings created by opt-outs, are filled by those on waiting lists. Do not become discouraged if your child is put on a waiting list. Openings can and do become available.

Parent Grievance Policy

The Success Institute Board of Directors would like to offer the following Grievance Policy as a guide for parents and guardians to solve possible grievance issues in the most effective manner. This policy serves as a guideline, but the *Success Institute Charter School* Board of Directors has the final decision in all matters that take place under the direction of *Success Institute Charter School*.

The following procedure will be followed whenever a parent has a particular grievance:

STEP 1: The parent/guardian is to set an appointment to meet with the teacher or staff member involved in the grievance. The teacher and /or the parent/guardian may request that the Home/School Coordinator be present.

STEP 2: If the issue is not resolved, the parent/guardian may ask for a meeting with the Principal.

STEP 3: If the issue remains unresolved; the parent/guardian is requested to write a letter of grievance addressed to the Board Chair to the following address:
1424 Rickert St. Statesville, NC 28677.

The Board Chair will decide whether to bring the grievance to the full board for discussion.

If the grievance is presented to the Board, the parent/guardian will be asked to speak with the full Board. The decision of the Board is final. The parent/guardian will receive a letter with Board's final decision.

The *Success Institute Charter School* Board of Directors believes that all decisions are made with the best interest of the child in mind.

A parent/guardian is defined as anyone who has educational decision making powers for the student as defined by State Law.