

Timpanogos Academy Enrollment Policy

Policy TA5120

Board Approved 6-18-19

Amended 2-9-23, 9-14-23

In accordance with State and Federal requirements, Timpanogos Academy does not discriminate based on race, creed, color, religion, gender, national origin, or ability/disability status.

In accordance with State Law and the school's charter, Student enrollment preferences reflect the following criteria:

- **First Preference:** children and grandchildren of the school's Founders and those who have served the school as Significant Stakeholders.
- **Second Preference:** siblings of currently enrolled students
- **Third Preference:** Siblings of students who have completed the highest grade offered at Timpanogos Academy (Note: If a subsequent student is withdrawn before completing the highest grade offered, this preference does not apply)
- **Fourth Preference:** other students within Utah according to spaces available

Enrollment Deadlines:

1. Applications are accepted for the lottery from the first day of each school year through 11:59pm on January 31st of each school year.
2. If January 31st happens to fall on a Saturday or Sunday in any given year, the enrollment deadline will be at 11:59pm on the following Monday.
3. Applications submitted after the enrollment deadline will NOT be added to the lottery. Instead, they will be added to the bottom of the wait list in the order they are received.

Enrollment Procedures

1. All students currently enrolled will be automatically re-enrolled for the next school year unless their family chooses not to re-register their student(s).
2. All current wait-listed siblings do NOT need to reapply for the next school year. From year to year they will maintain their place on the wait list in the order that they were added to the sibling priority list. (Siblings are added to the wait list in the same order that their enrolled sibling was accepted into the school.)
3. The Guardians of all wait-listed non-sibling students currently on the school's wait list will receive a letter in January of each school year asking if they want to be included in the next year's lottery. If they respond, they will automatically be re-entered into the next school year lottery. They will maintain their place on the current wait list until the Lottery results for the next school year are published. After those results are published, the wait list will be placed in accordance with that lottery outcome.
4. Children whose new applications are received during the open enrollment period will be lotteried along with current wait-listed students. The outcome of that lottery will establish their acceptance or wait-listed position for the next school year.

5. Any children whose new applications are received after the lottery enrollment period has closed will not be entered into the lottery, but will be added to the bottom of the wait list for his or her grade AFTER all lotteried students and in order of date received.

6. Parents of accepted students have 24 hours from the date of notification of acceptance to decide if they will enroll their student in the school. Students who do not accept their position within 24 hours will be removed from their place and moved to the bottom of the wait list, and the next wait-listed student will be accepted instead.

7. Timpanogos Academy cannot create wait lists for classes beyond the current/upcoming school year because the lottery system used to determine which new students are accepted is reset every year. In other words, new wait lists are created each year, via the lottery process. Therefore, adding a very young child in advance to the school's wait list provides no advantage. Acceptance to Timpanogos Academy is offered to wait-listed children only through the lottery for that specific school year.

8. In accordance with Utah State Law, children must turn (5) five before September 1st in order to enroll in Kindergarten. Applications received for children who do not turn five before September 1st will be discarded.

9. New incoming students will only be accepted and enrolled:

1. In the grade following their current grade at their current schools.
2. In Kindergarten if they are entering their first year of school and are under the age of 6 before September 1.
3. In their age appropriate grade if coming from a non-traditional setting such as homeschool etc.

10 - Timpanogos Academy considers parent requests in deciding which sessions students will attend. Decision factors include things like carpooling, and parents' schedules, etc. Ultimately, however, the assignments are made by the school, after careful consideration of parents' input.

11 - Students attending Timpanogos Academy are required to have immunization records which demonstrate compliance with the Utah State Law for attendance in public school. A Parent may also obtain a waiver or an Exemption Form from the Health Department for each enrolled child and present this to the school to meet the requirements.

12 – Students are not enrolled until all required materials have been received by the school.

These Include:

1. Registration Forms
2. Birth Certificate
3. Immunization Records
4. Proof of Vision Screening (Kindergarten Only)

13 – In accordance with state law, in the event a student is enrolled and must be absent for an extended length of time during that school year due to extenuating circumstances that are not under the direct control of the parents/guardians (such as military assignment, relocation due to medical necessity as directed by a medical professional, etc.), the student will be un-enrolled the day after their last attended date and then re-enrolled the first day they return. The classroom assignment is not guaranteed. If the student does not return for the duration of the school year their enrollment and any sibling priorities are forfeited and they will need to apply for acceptance through the enrollment procedures above.

14 - If a student is unenrolled from the school by parent choice for non-extenuating circumstances as listed above, all priorities are forfeited including sibling priority.

15 - Students transferring in and out of Timpanogos Academy will be given appropriate codes according to applicable state and federal laws.

16 – Annually after October 1, new students will not be accepted unless enrollment drops below 500 total students. Exceptions for grade levels below a total student count of 70 may be made by the principal in consultation with the school board CAO.