

Tapestry Public Charter School Policy Manual

Enrollment Policy

Adopted: 7/16/2018

Revision 1: 2/10/ 2020

Revision 2: 9/29/2025

The Tapestry Public Charter School Board adopts the following policy, effective on the date of adoption by the Board.

Sections:

I. OPEN ENROLLMENT

II. ELIGIBILITY FOR ENROLLMENT AT TAPESTRY

III. APPLYING TO TAPESTRY

IV. LOTTERY

V. ENROLLING IN TAPESTRY

I. Open Enrollment

The term "Open Enrollment" refers to the application period in which any eligible student may apply for a chance, through the Lottery process, to obtain an open seat at one of Tapestry Public Charter Schools campuses for the following school year. Applying during this Open Enrollment period does not guarantee a student a seat at the school (see IV. Lottery below).

Tapestry will offer an Open Enrollment period, usually taking place from October through February, for the upcoming school year at each campus. A minimum window of four weeks for the Open Enrollment period will be established by the Principal, CEO and the Governing Board.

II. Eligibility for Enrollment at Tapestry

Tapestry operates two separate public charter schools authorized by (1) the DeKalb County Board of Education with enrollment open to any student in an eligible grade who resides within the boundaries of the DeKalb County School District ("Tapestry DeKalb"), and (2) the Clayton County Board of Education open to any student in an eligible grade who resides within the boundaries of the Clayton County School District ("Tapestry Clayton"). Any student residing in the attendance zones in grades 6 - 12 is eligible to attend, subject to lottery and seat availability. See Rule [SBOE Rule 160-4-9-.05(2)(g)3.(iv); O.C.G.A. § 20-2-2066(a)(1)(A) and (B)].

In order for a child to attend Tapestry, parents/guardians must provide proof that they reside in the charter school's locally approving district. Children of full-time employees and board members as well as siblings of current students are automatically eligible to attend Tapestry. Siblings of graduating seniors are not eligible for sibling preference.

III. Applying to Tapestry

- Currently enrolled Tapestry students do NOT need to reapply for the upcoming school year

online. However, families must complete an *Intent to Return* form that will be sent by the Registrar.

- All prospective new students must complete an online application. This includes siblings of current students and children of full-time employees or board members, even though they are automatically eligible for a seat.
- A sibling by definition is a: biological (including half-sibling)/adoptive sibling within the State of Georgia, step-sibling residing in the same household, or foster child residing in the same household.
- Students who applied and were waitlisted for the current school year must reapply for the upcoming year. Their spot on the waitlist does NOT carry over from year to year.
- In order to exercise the sibling enrollment preference, the sibling who either already attends Tapestry Public Charter School or who was drawn in the lottery must be eligible to enroll and actually enroll and attend Tapestry Public Charter School for the following academic year.
- Students who submit an application after the lottery has taken place will be added to the waitlist.
- No student will be enrolled after the first official count by the State.

IV. Lottery

To ensure maximum transparency, public lotteries will take place at Tapestry DeKalb and Tapestry Clayton after the Open Enrollment period has ended. The number of available seats for each grade at each school will be determined by the number of students returning in addition to the number of siblings and children of employees or board members who wish to attend. Families will be advised of the student's lottery number prior to the lottery. The number of seats available for each grade will be announced at the lottery. Once a grade is full, students will be drawn in order to populate the waitlist. All applicants receive a seat or a position on the wait list. The lottery dates will be posted on the school's websites and publicized in the newsletter. The lotteries will be held at each school with the result being recorded in two places in a public manner.

Families do not have to be present to participate in the lottery. Lottery results will be posted on the website within 48 hours. Families will also be notified by email with their child's status. Currently, Tapestry conducts its own lotteries and does NOT participate in the Local Education Agency district's School Choice Lottery in DeKalb or Clayton; however, Tapestry reserves the right to change its enrollment policy at any point in the future should the needs of the school and families who wish to enroll deem this necessary.

All lotteries conducted by Tapestry Public Charter School are conducted via an independent, automated lottery system that the school uses to manage their lottery and wait list. The lottery will be recorded. In the event there is an error in the course of the lottery, the grade will be redrawn and the original results will be deemed void.

V. Enrolling in Tapestry Public Charter School

Upon admittance to Tapestry, applicants will be required to return completed enrollment documents and requested materials by the date indicated on their acceptance letter or the spot may be forfeited and the student moved to the end of the wait list.

In case of parents providing false information (e.g., address) the student will be withdrawn. If a student

has been retained and is therefore ineligible for the grade they applied for, they will be moved to the waitlist for the appropriate grade.