

## **BASIS Washington, D.C. ENROLLMENT POLICIES 2024-25 SCHOOL YEAR**

BDC, A Public Charter School, Inc. (BDC) operates BASIS Washington, D.C. (BASIS DC), an open enrollment public charter school (PCS) that does not charge tuition and does not administer entrance examinations. BDC follows the admissions requirements for charter schools set forth in D.C. Code Ann. § 38-1802.06 and 20 U.S.C. §7221i (1)(H)1.

### **APPLICATION PROCEDURES**

**BASIS DC participates in, and follows all rules, of the MySchool DC common citywide lottery. BASIS DC adopts all of the definitions of “lottery” and “waitlist” provided by MySchool DC. Information about the application and lottery process can be found here: <https://www.myschooldc.org/>**

All students who were not enrolled at BASIS DC PCS in the prior school year must use the lottery for the subsequent school year. All preferences will apply; however, BASIS DC does not guarantee seat availability in any grade level for any year. Students who have been expelled from BASIS DC will not be able to apply in future years.

As public charter schools, BASIS Charter School campuses enroll students in accordance with state and federal law; we do not restrict admission on the basis of academic achievement or any protected class.

### **LOTTERY PREFERENCES**

BASIS DC offers these preferences in the following priority order:

- Founders
- Children of Staff
- Sibling Attending
- Sibling Offered

In addition, BASIS DC participates in the designated seat program through the MySchoolDC policy which sets aside a number of seats that varies from year-to-year that allows students who qualify as “at-risk” to run in an adjacent but separate lottery. Those families who apply for the Equitable Access lottery for BASIS DC are also welcome to apply in the regular lottery – however they will only be offered a seat once, if they decline their seat they will drop off both lotteries.

Qualifying for a lottery preference does not guarantee a seat.

Definition of Sibling: BASIS DC defines “sibling” as an individual having one or both parents/guardians in common, including a common parent/guardian on each birth certificate or official guardianship documentation, or a stepsister or stepbrother that resides under the same roof as the applicant; and where at least one of the students is already enrolled or accepted and planning to attend for the next school year. A student who applies but does not have a currently enrolled sibling but whose sibling has been matched with the school will receive “sibling offered” preference. A student who applies and has a currently enrolled sibling will receive “sibling attending” preference. If sibling status is granted, and the preference granting sibling subsequently withdraws, the sibling preference will be revoked.

Mid-Year applications: BASIS DC does not accept any student in the middle of the school year.

## **ACCEPTING/DECLINING OFFERED ENROLLMENT**

Please Note: Current BASIS DC students who wish to continue at BASIS DC for the following school year do not register using this process. Re-enrollment occurs at BASIS DC in the spring for all currently enrolled students and is described in the next section below.

- **How to Accept an Offer of Enrollment**

When an applicant is offered enrollment, the parent/guardian will receive instructions on how to accept the enrollment offer and complete the student's registration file at that school. The parents/guardians will be asked to log in to their online enrollment account to accept or decline the offer of enrollment.

Once an applicant has accepted an offer of enrollment, they will be required to submit the completed registration materials to BASIS DC. The school will provide instructions on when and where to submit all required registration documents.

If the student matched during the lottery phase and the parent would like to accept a seat, they will have a 30-day timeline to complete all registration requirements. If the parent receives an offer off the waitlist, they will have a number of days as communicated by the Registrar or other school officials to complete all registration requirements.

No seats that have been declined will be reverted to accepted status except in cases of school error documented in writing from the Registrar to the Director of Academic Programs and Head of School.

- **Completing the Registration Process**

The online registration form consists of the Student Registration Form, Emergency Contact and Medical Information Form, Home Language questions, and Media Release Form.

To complete the registration process, these online registration forms must be completed prior to submitting the required residency, medical, and dental forms to the school. Proof of DC residency, as well as required medical and dental forms change from year to year, and will be provided from OSSE in the form of the OER Handbook, and through other city guidance. Forms that must be submitted to complete the registration process will include the DC Residency Verification Form (DCRV), all required supporting documents, the DC Universal Health Certificate Form, and the DC Universal Dental Certificate form. Parents/guardians may also be asked to provide custody information (e.g. court decision regarding sole custody), Medical Alert (e.g. physician's instructions for severe health conditions), and Legal Alert (e.g. custody or protection order documentation) if applicable. For families registering at BASIS DC for the first time, a birth certificate, and state issued ID will also be required from all families. All forms must be filled out in full, signed, and submitted to the school in order for the student to be registered. Parents/guardians of students who are new to the public system in DC will also be required to complete the Home Language Survey.

- **Registration Completion Date**

The date of pre-registration is when all required registration materials are completed and correctly submitted to the school by the parent/guardian. The Registration Completion Date must be within 30 days of the original seat offer for a student matched in the lottery, or, for a student subsequently drawn off the waitlist, a number of days as communicated by the Registrar or other school official. Failure to respond within the timeline outlined above will result in the seat being declined by the school. A parent who accepts the seat and completes the online portion, and then requests an extension, in writing, to the Director of Academic Programs or Head of School and the Registrar, may be granted an extension for completing the residency documentation requirement for registration. The extension request must come five (5) business days before the student's registration deadline.

## **RE-ENROLLMENT FOR RETURNING FAMILIES**

Each year parents must re-enroll their students to retain their seats at BASIS DC PCS. There are two steps needed to successfully complete re-enrollment: completion of the online re-enrollment form, and submission of the required residency, medical, and dental forms. Both steps must be completed prior to the deadlines set by the school. Specific deadlines and systems may shift from year to year and will be announced each school year.

The online re-enrollment form must be completed prior to submitting the required residency, medical, and dental forms to the school. The online re-enrollment form will ask parents/guardians to indicate their intent to re-enroll their student for the subsequent school year, and to confirm or update any information currently on file in the school's Student Information System.

Proof of DC residency, as well as required medical and dental forms requirements change from year to year, and will be provided from OSSE in the form of the OER Handbook. Forms that must be submitted to complete the registration process will include the DC Residency Verification Form (DCRV), all required supporting documents, the DC Universal Health Certificate Form, and the DC Universal Dental Certificate form. Parents/guardians may also be asked to provide custody information (e.g. court decision regarding sole custody), Medical Alert (e.g. physician's instructions for severe health conditions), and Legal Alert (e.g. custody or protection order documentation) if applicable. All forms must be filled out in full, signed, and submitted to the school in order for the student to be re-enrolled.

To receive an extension, a parent/guardian must request one in writing to the Director of Academic Programs or Head of School and the Registrar. No extension will be granted if the request comes after the deadline. If both the online re-enrollment, as well as Proof of DC residency/required medical and dental forms are not completed by the deadline set by the school, and an extension has not been granted, then the family will be directed to reapply through MySchool DC lottery.

## **PARENTAL RIGHTS AND EDUCATIONAL DECISION MAKING**

BASIS DC complies with all applicable court orders. For parents who have joint educational decision-making authority for their child, BASIS may rely and act upon the decision of either parent unless we are aware that the parents disagree about that decision. If parents with joint educational decision-making authority disagree about an educational decision for their child, including a decision about enrollment, BASIS DC will maintain the status-quo and require the mutual agreement of the parents before acting.

## **NOTICE OF NON-DISCRIMINATION**

In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, the Boy Scouts of America Equal Access Act and applicable state law, BASIS\* does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, disability, gender identity or expression, or any other classification protected by law in any of its business activities, including its educational programs and activities which comply fully with the requirements of state and federal law and Title IX. The following person has been designated to handle inquiries regarding BASIS' non-discrimination policies: Beverly Traver, Compliance and Equity Investigator, BASIS Educational Group, LLC., 7975 N. Hayden Rd, Scottsdale, AZ 85258, (480) 289 2088.

*\*As used in this policy, the term "BASIS" refers to: BASIS Educational Group, LLC, BASIS Charter Schools, Inc., BASIS Texas Charter Schools, Inc., BDC, A Public Charter School. Inc., BBR Schools, Inc., and all affiliated entities.*