ENROLLMENT POLICIES

2027-28 School Year

BASIS Texas Charter Schools, Inc. operates open-enrollment public charter schools that do not charge tuition and do not administer entrance examinations. Any eligible student who resides in the state of Texas may attend, provided space is available. Enrollment is based on a fair and equitable system that provides for (1) an Open Enrollment period; (2) a lottery, if necessary; and (3) a waitlist.

As required by Texas Education Code §12.111(a)(5), BASIS Texas Charter Schools do not discriminate in admissions, based on sex/gender, national origin, ethnicity, religion, disability, academic ability, athletic ability, artistic ability, or the district the child would otherwise attend.

Geographic Boundaries

Students are required to provide approved Texas residency documentation at the time of enrollment.

Exclusion of Students with Documented Discipline Histories

Subject to and in accordance with TEC § 12.111(a)(5)(A)(i)-(iii) and the BASIS Texas Charter Schools charter, BASIS Texas Charter Schools will not generally accept students who have engaged in conduct outlined in TEC § 37.006 related to placement in a disciplinary alternative education program or a juvenile justice alternative program; or engaged in conduct outlined in TEC § 37.007 related to expulsion; or has a criminal conviction or a juvenile court adjudication. A student who has been expelled for such conduct from another school district or charter school will not be eligible for admission.

A parent may appeal this determination to the Board of Trustees if there are extenuating circumstances concerning an applicant's prior criminal or disciplinary history in accordance with the grievance policy adopted by the Board of Trustees.

APPLICATION PROCEDURES

1. Who Should Apply

a. Students seeking to enroll in BASIS Texas Charter Schools for the first time.

b. Waitlisted BASIS Texas Charter School applicants. Waitlisted applications do not roll over to the next year.

c. Current BASIS Texas Charter School students who wish to transfer to a different BASIS Texas Charter School (not their designated feeder/affiliate school).

Please note: Current BASIS Texas Charter School students who wish to attend the same campus or who will complete the highest grade offered at their current BASIS Texas Charter School and want to attend their designated feeder/affiliate campus should not apply using this process. (See below for designated affiliate school information.)

For parents who seek to have their returning BASIS Texas Charter Schools student repeat a grade in grades 1-8, the school must be notified in writing and the request should be submitted no later than 5 business days after final grades are posted. . Request forms can be found on the TEA website https://tea.texas.gov/texas-schools/health-safety-discipline/covid/repeat-a-grade-or-course

Re-registration occurs at each BASIS Texas Charter School campus during the spring for all currently enrolled students.

Designated affiliate BASIS Texas Charter Schools:

BASIS Austin Primary and BASIS Austin

BASIS Benbrook has no affiliate school

BASIS Cedar Park Primary and BASIS Cedar Park

BASIS Leander Primary and BASIS Leander

BASIS Pflugerville Primary and BASIS Pflugerville

BASIS Plano Primary and BASIS Plano

BASIS Richardson Primary and BASIS Richardson

BASIS San Antonio Primary – Jack Lewis Jr and BASIS San Antonio – Jack Lewis Jr

BASIS San Antonio Primary – Northeast and BASIS San Antonio - Northeast

BASIS San Antonio Northeast and BASIS San Antonio – Jack Lewis Jr

BASIS San Antonio Northeast and BASIS San Antonio - Shavano

BASIS San Antonio Primary - Medical Center and BASIS San Antonio – Shavano

BASIS San Antonio Primary - North Central and BASIS San Antonio – Shavano

2. When to Apply

The Open Enrollment period is the period prior to the start of each school year when a parent/guardian can complete an application for each child to the BASIS Texas Charter School(s) of their choice. Open Enrollment dates for the upcoming school year will be posted on the BASIS Texas Charter Schools enrollment website once they are finalized.

Applications received after the Open Enrollment period has ended will not be eligible for inclusion in the Open Enrollment lottery. Instead, these applications will be processed on a first-come, first-served basis, behind applications received during the Open Enrollment period.

3. How to Apply

During the Open Enrollment period, a parent/guardian completes an application for each student to the BASIS Texas Charter School(s) of their choice and for the correct grade since each grade level at each campus has an independent waitlist. Except as provided for in this policy, the application grade for a student cannot be changed after the original application has been submitted. If the parent/guardian applies for the wrong grade, the parent must cancel the original enrollment application and apply again for the correct grade and be given a new submission date and waitlist number, as applicable. Parents/Guardians are strongly urged to verify that applications are correct at the time of submission. All applications must be submitted through the online application portal. Alternative arrangements can be made upon request. Applications submitted through the online application portal do not need to be signed to be entered into the lottery or considered for an offer of enrollment.

Applicants may apply to multiple BASIS Texas Charter Schools and rank them in order of preference. This information is used to understand school demands and does not affect lottery outcomes, waitlist numbers, or enrollment results.

Applicants who receive an offer of enrollment will be given instructions on how to accept the offered seat and complete the registration process.

4. Grade Level Enrollment

Once a seat offer has been accepted, the school will enroll the student in the grade level requested on the application; or for grades 7-8, the grade level appropriate for his/her level of preparation and content knowledge. In some cases, students in grades 7-8 may be enrolled in a lower grade than they applied for, or their age would predict. This process may include benchmark testing and/or review of the student's transcript. Ultimately, we make every effort to set our students up for success, which includes reserving the right to place a student in a lower grade if we determine it is in the best interest of the student. Applicants who have been enrolled in grades nine or higher, however, may only apply to the grade that would be next in their grade progression. No grade changes are permitted once a student commences high school grade levels. As public charter schools, BASIS Texas Charter Schools enroll students in accordance with state and federal law; we do not restrict admission on the basis of academic achievement or any protected class.

Kindergarten Age Requirements

A child must be at least five (5) years of age on or before September 1 of the year in which they wish to start kindergarten.

First Grade Age Requirements

A child may be enrolled in the first grade if the child is at least six (6) years of age at the beginning of the school year or has been enrolled in the first grade or has completed kindergarten in the public schools in another state before transferring to a public school in this state. A child who turns six after September 1, but on or before September 30, of the year in which they wish to enroll may be considered for first grade. Consideration will be granted if the child has completed at least one year of kindergarten in an accredited kindergarten program and after completion of an individual assessment.

ENROLLMENT AND LOTTERY PROCEDURES

1. Procedures When Applications Do Not Exceed Capacity

At the close of the Open Enrollment period, the total number of students with completed applications is determined for each grade at each school. If the total number of applicants is less than or equal to the total capacity designated for a particular grade level at a particular school, all applicants for that grade level at that school will be offered enrollment.

2. Procedures When Applications Exceed Capacity

If, for any grade level, the number of applicants exceeds the number of openings, there will be a lottery to determine enrollment and waitlist numbers.

3. Open Enrollment Lottery

If an Open Enrollment lottery is required, only the applications submitted during the Open Enrollment period will be included in the lottery. Any application received after the Open Enrollment period has ended will be processed on a first-come, first-served basis, following applications received during the Open Enrollment period.

Lotteries will be held after the Open Enrollment period has ended, and results will be available once the lotteries have been conducted. Dates for both events are determined on a year-to-year basis and will be added to the BASIS Texas Charter Schools enrollment website once they are finalized.

The lottery is an electronic system that randomly identifies students for enrollment. All applicants who are not exempt from the lottery process, as discussed below, will participate in the lottery.

4. Lottery Exemptions

If a class or grade is oversubscribed, BASIS Texas Charter Schools will place applicants with an exemption in the lottery in the following order and before applicants without an exemption:

a. Children of the school's founders and board members, so long as the total number of students constitutes a small percentage of the school's total enrollment.

b. Children of the school's teachers and staff, so long as the total number of students constitutes a small percentage of the school's total enrollment.

c. BASIS Texas Charter School students who are currently attending a school impacted by a reduction of grades served, including siblings attending the

same school, or BASIS Texas Charter School students attending a school affected by a long-term or permanent closure.

d. Siblings of students already admitted to or attending the same BASIS Texas Charter School or siblings of students admitted to or attending their designated affiliate BASIS Texas Charter School. To be exempt from the lottery process, siblings of currently enrolled students must submit a completed application before the close of the Open Enrollment period. (See above for designated affiliate school information.)

e. Students who have been deemed as in attendance at a BASIS Texas Charter School and who have submitted a new student application to transfer enrollment to another BASIS Texas Charter School. (See below for the definition of a transfer student.)

Definition of Sibling

A sibling is defined as an individual having one or both parents in common or a stepsister or stepbrother that resides under the same roof as the applicant, a legally adopted brother or sister residing in the same household as the applicant, or a child residing in the same household through foster placement or legal guardianship. Cousins, nieces, nephews, and unrelated children sharing an address with the applicant are not considered siblings. Documentation may be requested to confirm sibling status.

Sibling Exemption Guidelines

All current students who timely elect to re-enroll at the same school campus for the subsequent school year are deemed as "enrolled" for purposes of the lottery process. If an enrolled student withdraws from the school before a sibling of the student is offered enrollment, the sibling will not be eligible for an exemption from the lottery. If one sibling of a student in attendance is randomly selected by lottery for enrollment, any other siblings of the enrolled student will be exempt from the lottery process. Sibling enrollment is not guaranteed, however, and is dependent on the available space in the requested grade or class. If there is no available slot, a sibling will be placed on the waiting list within the sibling exemption group of the requested grade.

Definition of Transfer

Students approved for transfer are required to successfully finish out the year at their current BASIS Texas Charter School before being eligible to transfer to another BASIS Texas Charter School campus of choice for the next school year. The transfer exemption does NOT guarantee enrollment but rather places the transfer application in a prioritized position on the waitlist for the desired BASIS Texas Charter School campus/grade level. Therefore, transfer applications should be submitted during or shortly after the Open Enrollment period to maximize placement opportunities. While transfers receive priority, space is limited, and submitting a transfer request late in the enrollment cycle may significantly reduce the likelihood of receiving an offer. If the student withdraws from their current BASIS Texas Charter School, then they are no longer eligible for the transfer exemption.

Students requesting a transfer must not be undergoing expulsion from their current BASIS Texas Charter School campus.

ACCEPTING/DECLINING OFFERED ENROLLMENT

1. 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. The parent/guardian will be asked to log in to their online enrollment account to:

a. Accept/Decline the offer of enrollment.

b. Submit the online registration form, including all required registration documents.

Once an offer of enrollment has been accepted, all other offers for that student at other BASIS Texas Charter Schools will be automatically declined.

Parental Rights and Educational Decision-Making

BASIS Texas Charter Schools comply with all applicable court orders. If a court order gives one parent the sole authority to make educational decisions, that parent's decision will control. For parents who share educational decision-making authority, BASIS Texas Charter Schools may rely and act upon the decision of either parent. If parents with joint educational decision-making authority disagree about an educational decision for their child, including a decision about enrollment, BASIS Texas Charter Schools will maintain the status

quo and require the mutual agreement of the parents or an updated court order from the family court system before acting.

2. Registration Form

The registration form consists of the Student Registration Form, Student Record Transmittal Request, Emergency Contact and Medical Information form, Media Release form, and copies of the student's proof of identification and immunization records. Parents will also be asked to provide proof of Texas residency and any applicable custody information, medical alerts, legal alerts, and IEP/504 Plan documentation/evaluation, if applicable. All forms must be filled out in full, signed, and submitted to the school.

3. Date Registration Complete

The date of pre-registration is the date the parent/guardian completes the online registration form.

4. First day Attendance

Students are expected to attend school on the first day. Failure to do so without proper notification, and in accordance with the school's applicable attendance policies and procedures, may result in disenrollment.

WAITLIST PROCEDURES

Applicants who are not randomly selected for enrollment in the lottery process will be placed on a grade-specific waitlist, based on lottery results.

Students who submit completed applications after the Open Enrollment period has ended will be offered enrollment if there is space available in the grade level of interest. If space is not available, the student will be placed on the waitlist. The student's waitlist number is based on the time and date the application was submitted to the school. Students with applicable and verifiable enrollment exemptions will receive waitlist numbers according to their exemption group.

When an opening becomes available in a particular grade, the school will contact the parent/guardian of the next student on the waitlist for that grade and offer them the open spot. If the parent declines the spot, it will then be offered to the next student in line on the waitlist for that grade, and so on.

Parents/Guardians with waitlisted children are encouraged to advise the school of any change in their contact information, so that they may be reached if an opening becomes available for their child. Parents are also asked to notify the school if they no longer wish to have their child included on the waitlist, so that the waitlist can be updated accordingly.

BASIS Texas Charter School waitlists do not roll over from year to year; parents with students on a waitlist for the current school year must submit a new application for the next school year to be eligible for enrollment for that school year.

It is not possible for a school to determine an applicant's chances of enrollment. Once classes are full, any spots that open up are the result of student withdrawals. Although we do typically see some spots open up before the start of school, we have no way of knowing which grades or how many spots will become available.

McKinney-Vento Homeless Assistance Act and Students Experiencing Homelessness

The McKinney-Vento Homeless Assistance Act ensures that students experiencing homelessness have access to the same educational opportunities provided to other children and youths. The term "homeless" means individuals who lack a fixed, regular, and adequate nighttime residence and includes children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.

BASIS Texas Charter Schools understand that homelessness should not result in separation of students from the mainstream school environment and may provide students experiencing homelessness access to appropriate resources and services. Parents/guardians of students experiencing homelessness may request assistance to complete an enrollment application. If, during the registration process, a student is identified as experiencing homelessness or as an unaccompanied homeless youth the school will take steps to remove barriers to the student's enrollment at the school where the seat has been offered and accepted. For assistance in these areas or for more information about the McKinney-Vento Act, please contact the School's Registrar/McKinney-Vento Liaison.

Interstate Compact on Educational Opportunity for Military Children

For military dependents in kindergarten and first grade who transfer to a BASIS Texas Charter School, students shall be allowed to continue their enrollment at grade level commensurate with their grade level from a local education agency in the state from which the child of a military family is sent (sending state), at the time of transition, regardless of age. A student that has satisfactorily completed the prerequisite grade level in the local education agency in the sending state shall be eligible for enrollment in the next highest grade level in the receiving state, regardless of age. A student transferring after the start of the school year shall enter the school on their validated level from an accredited school in the sending state. A student transferring after the start of the school year shall enter the school on their validated level from an accredited school in the sending state.

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 any actual or perceived 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. Inquiries regarding BASIS' nondiscrimination policies should be directed to* complianceservices@basised.com*.*

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