



Enrollment Policies and Procedures

Revised November 2017

Enrollment Policies and Procedures that apply to the following Great Hearts Texas academies:

Great Hearts Monte Vista North

Great Hearts Monte Vista South

Great Hearts Northern Oaks

Great Hearts Western Hills

Great Hearts Irving



Enrollment Resources:

www.Greatheartsamerica.org:

The Great Hearts website (<http://greatheartsamerica.org/>) contains a wealth of information on the Great Hearts' curriculum, locations, and educational opportunities offered by the school. Great Hearts Texas currently operates three campuses in San Antonio and one in Irving and plans to open additional San Antonio campuses in the coming years.

Online Application Log-in:

You can access the online application for Great Hearts at <https://enrollment.canopyhosting.com/>. Computer portals as well as any needed assistance are available at each location upon request.

Confirmation Emails:

Parents can expect to receive an email confirming our receipt of a completed application within 30 minutes after submitting the application to one of our schools. This confirmation will reference vital information, such as the child's name and birthdate, parental contact emails, and grade and schools for which the child's application was submitted. The confirmation email also indicates the date the application was submitted. Parents should be strongly encouraged to save the confirmation email.

Geographic Boundaries for Enrollment:

According to the Great Hearts Texas' charter, we are only authorized to accept students who reside with a qualifying parent or guardian within the geographic boundaries of within the following independent school districts.

San Antonio

Alamo Heights, Bandera, Blanco, Boerne, Charlotte, Comal, Comfort, D'Hanis, Devine, East Central, Edgewood, Floresville, Fort Sam Houston, Harlandale, Hondo, Jourdan, Judson, Kerrville, Knippa, La Vernia, Lackland, Lytle, Marion, Medina, Medina Valley, Natalia, New Braunfels, North East, Northside, Pearsall, Pleasanton, Poteet, Poth, Sabinal, San Antonio, Schertz-Cibolo-Universal City, Seguin, Somerset, South San Antonio, Southside, Southwest, Stockdale, Uvalde

Dallas/Ft. Worth

Arlington, Carroll, Carrollton-Farmers Branch, Cedar Hill, Coppell, Dallas, Desoto, Duncanville, Frisco, Garland, Grand Prairie, Grapevine-Colleyville, Highland Park, Hurst-Euless-Bedford, Irving, Lancaster, Lewisville, Mesquite, Plano, Richardson, and Sunnyvale.

Section 25.001 of the Texas Education Code outlines certain conditions that permit students who do not reside within the approved geographic boundaries listed above to attend Great Hearts. Below are a two of the most common cases for students not residing within the approved boundaries:

- A student is eligible for enrollment if the parent/guardian of the applicant resides within the approved boundaries.
- A student is eligible for enrollment if the grandparent of the applicant resides within the approved boundaries and provides a substantial amount of after-school care to the child as determined by the Board of Directors.

If your student does not live within the approved geographic boundaries and you believe you may qualify through a condition listed in TEC 25.001, please contact the school office where you intend to apply.



General Enrollment Overview:

Enrollment of a student is different from admission of a student. When a school admits a student, it offers the student a seat at the school; the student can decide to accept the seat and attend the school or not. When a school enrolls a student, the student is indicating his or her intention to attend the school and be included in the school's student count. Although a public charter school may offer admission to students simply upon submission of an application, before a student may be enrolled in and attend school, schools must obtain certain documentation from each student's parent or guardian.

Enrollment of students shall be open to persons who reside within the geographic boundaries stated in the Great Hearts Texas charter and who are eligible for enrollment based on lawful criteria identified in the charter and in law. The total number of students enrolled at Great Hearts Texas shall not exceed the number of students approved in the charter or subsequent amendments, and will also be based on staff/classroom capacity.

It is the policy of Great Hearts Texas to comply with all state and federal regulations regarding admission and not to discriminate during the admission and enrollment process on the basis of sex; national origin; ethnicity; religion; disability; immigration status; academic, artistic, or athletic ability; or the district the child would otherwise attend under state law.

As a public charter school, Great Hearts Texas is subject to open enrollment laws. Typically, our academies receive more applications for enrollment than there are seats available. If this is the case for any grade level at an academy, a lottery will be held to determine the order of the offers to be made. Students who do not receive offers as a result of the lottery process will be placed on a waitlist and will be offered enrollment in order as seats become available. The waitlist resets each academic year and current waitlist positions are not retained for the following year. All waitlist applicants will need to reapply for the next academic year should they not receive an offer in the current academic year. Students who are enrolled will have the opportunity to re-enroll and will not have to submit a new application each academic year as long as they provide timely written notice of intent to remain at their current academy.

Exception to Admission

As authorized by its open-enrollment charter and Texas Education Code § 12.111(a)(5)(A), Great Hearts Texas reserves the right to deny admission (enrollment) to students with a documented history of a criminal offense, a juvenile court adjudication, or other discipline problems listed under Texas Education Code Chapter 37, Subchapter A.

Enrollment Timeline:

The following is a general timeline for offers to be extended to students who submit applications for the next school year. Specific dates will be added to the main GHA website (greatheartsamerica.org) each year before open enrollment begins.

Open Enrollment Policy and Lottery- November/December of prior school year

If, at the close of the Open Enrollment period, the number of applicants for a particular grade level exceeds the number of available positions, a lottery will be conducted to determine enrollment and waitlist placement. Only those completed applications submitted during the Open Enrollment period will be included in the lottery. Once the lottery is conducted and any priority statuses have been verified, offers for enrollment will be made based on the number of available positions. Once all available spaces have been filled, all subsequent applications will



be placed on the waitlist and any additional offers for enrollment will be made as seats become available. The lottery is typically scheduled to occur in mid-January, with results being made available late January.



If, at the close of the Open Enrollment period, the number of applicants for a particular grade level does not exceed the number of available positions, students will be offered prioritized enrollment in the order in which completed applications are received.

Post Open Enrollment Policy and Period-After Open Enrollment period

Any completed applications submitted after the Open Enrollment period through the upcoming school year will still be accepted. If a seat is available at the time the completed application is received, the student will be offered enrollment. If there are no seats available at the time completed applications are received, Applications will be processed on a prioritized first-come, first-served basis on the waitlist behind the applications that participated in the lottery.

Re-enrollment Policy and Period- Early Spring of current school year

Any guardian/parent of a current student who plans to return the following school year at the same academy will complete re-enrollment paperwork to confirm the student's intent to return. This paperwork is submitted both online and in-person in order to be considered complete. During the re-enrollment period, if a parent/guardian withdraws from the enrollment system or a withdrawal form is turned into the front office of the student's academy, the student has relinquished his or her seat and the academy can offer that position to another student waiting to receive an offer.

Predicting Waitlist Outcomes:

It is not possible for us to determine a child's chances of being offered enrollment. Once classes are full, any spots that open are the result of an admitted student deciding not to enroll or by an enrolled student's withdrawal. Although we do typically see a number of spots open up before the start of school, we have no way of knowing in which grades spots will open up or how many spots will become available.

Applicants may move up or down on the waiting list. For example, consider an applicant to the 1st Grade who is offered enrollment and who has a sibling who is placed on the waitlist for 3rd Grade in spot #50. The sibling applying for 3rd Grade will be given a "sibling priority," and will therefore move to the top of the 3rd Grade waitlist (or near the top; there may be other siblings ahead of her).

Priority Status Order:

Certain applicants may be exempted from an enrollment lottery, or given "priority" status in the enrollment process. Priority status is given in the order listed below with applications ordered by application type: Open Enrollment or Post-Open Enrollment status.

1. Current students who have submitted timely notice to re-enroll in their current academy.
2. Children of a Great Hearts teacher or staff member, so long as the total number of students admitted through this exemption constitute only a small percentage of the school's enrollment.
3. Applicants with siblings attending, or alumni siblings of, the same academy.
4. Transfer student who have submitted timely notice of intent to transfer from one Great Hearts Texas academy to another.
5. Board member child.
7. Non-prioritized Open Enrollment applicants (by original lottery number).



8. Non-prioritized Post Open Enrollment applicants (by date of application).

Please note: Priority status does not guarantee an offer of enrollment for any grade or academy. Further, any false statement on an application, including falsely indicating priority eligibility, may result in revocation of enrollment or offer of enrollment.

Priority for Children of Great Hearts Teachers and Staff:

Priority for children of Great Hearts teachers and staff is available to the children of full-time or part-time benefits-eligible Lead Office staff, Academy Faculty, and Academy Administrators. The following guidelines also apply:

1. The qualifying employee must have a signed offer sheet with Great Hearts Academies before the enrollment priority benefit will be applied to employee child application/s.
2. The employee must be the parent/legal guardian to the applicant through birth, marriage, adoption or guardianship.
3. The eligible applicant will receive priority status at any academy within the Great Hearts Texas network.
4. The employee is responsible for notifying the academy/s to which he or she applies of the submitted application and of his or her priority status eligibility.
5. If employment is terminated by the employee or Great Hearts before a student applicant is offered enrollment, or before the student attends one day at a Great Hearts academy, priority status will be revoked.
6. If an employee signs an offer sheet with Great Hearts Academies but is terminated or resigns before an official employment agreement is signed, priority status will be revoked.
7. Once marked as an “employee” application, these priority applications are ordered by original lottery number.
 - a. If the student/applicant does not apply during Open Enrollment to be in the lottery, the application will be a post-open application and be organized after the prioritized open enrollment applications by time/date stamp.
8. Priority status does not guarantee placement.

Sibling Priority Policy:

Sibling priority only applies when the applicant has a sibling that is officially enrolled, currently attending, or has graduated from the same academy to which the applicant is applying.

1. A “sibling” is defined as an immediate family member of the applicant, or a blended family member of the applicant through marriage, adoption or guardianship. Birth certificate, marriage certificate or court documentation may be requested to verify the sibling priority.
 - a. Does not apply to extended family of sibling unless legal documentation of guardianship is provided.
2. The sibling must be currently enrolled at or graduated in the most recent school year from the same academy or designated feeder/recipient* academy to which the applicant is applying.
3. The applicant can only receive priority status for the same academy or designated feeder/recipient* academy at which their sibling is currently enrolled or from which they have recently graduated.
4. If the sibling withdraws from the academy before the applicant is offered enrollment, priority status will be revoked.
5. If the sibling withdraws from the academy before attending at least one day of attendance for the year



they are registered, the priority status and any offer/registration of the applicant will be revoked.



6. Once marked as a “sibling” application, these priority applications are ordered by original lottery number.
 - a. If the student/applicant does not apply during Open Enrollment to be in the lottery, the application will be a post-open application and be organized after the prioritized open enrollment applications by time/date stamp.
7. Priority status does not guarantee placement.

*Please note that Monte Vista South and North are considered designated feeder/recipient academies along with Great Hearts Northern Oaks Upper and Lower academies for the purposes of sibling priority status.

Transfer Policy (for Currently Enrolled Students):

Transfer priority is for students who are currently attending a Great Hearts Texas academy and would like to transfer to another Great Hearts Texas academy.

1. Students eligible for transfer are required to successfully complete the academic year at their current academy to be eligible to transfer to their new academy of choice within the same geographic region for the next school year.
 - a. Students are not eligible for transfer between Arizona and Texas academies.
 - b. In the case of siblings, all transfer requests submitted must be for the same academy or feeder/recipient academy as transfer requests submitted for all other siblings. Sibling priority will be applied once any of the siblings have been registered at the requested transfer academy.
 - c. Transfer applicants must not be in the process of being expelled or recommended for expulsion from their current academy.
 - d. The following criteria will be considered by the Great Hearts Texas academy to which a student requests a transfer:
 1. Family residence move or relocation – The transfer applicant has moved or relocated and now resides closer to another academy.
 2. Parent employment change - A parent has a change in employment to a workplace location that is closer or more accessible to another academy. The parent may be asked to provide confirmation from an employer stating that the parent’s work site has changed.
 3. After school care arrangements have changed - A family’s after school care arrangements change, leaving another academy closer or more accessible.
 4. Military/Reserve duty considerations - A parent is an active duty service member and has a change of station or base that leaves another academy closer or more accessible. The parent may be asked to provide confirmation of a change in duty orders.
 5. Discipline history - the recipient academy will review the applicant’s discipline history.
 6. Successful completion of the academic year at current academy - Transfers cannot occur during a student’s first year of enrollment; transfer applicants must be a part of the Great Hearts Texas network for at least a year. Transfers are only possible during the second year of enrollment or later.
2. Students may only submit for one transfer request per academic school year.
3. Students requesting a transfer must:
 - a. Complete an application for the next school year to their desired transfer academy.
 - b. Complete and submit a Transfer Request form to the Office Manager of their desired transfer academy. (<http://www.greatheartsamerica.org/enroll/transfer-requests/>)
 - c. It is the responsibility of the parent/guardian to notify the academy of the intent to transfer, to complete a new application and to submit the completed transfer form to the receiving academy before.
4. A family’s request to transfer does not guarantee the transfer priority will be accepted and applied to the application. The transfer priority approval is based on the discretion of the Headmaster of the receiving academy.



- a. If the Headmaster does not accept the transfer priority, the application to the academy will remain in the order which it was originally submitted.
5. Once marked as a “transfer” application, these priority applications are ordered by original lottery number.
6. Priority status does not guarantee placement at the desired academy, but rather it places the transfer application in a prioritized position on the waitlist for the desired academy / grade.
7. If a student is being retained at their current academy, their transfer application and any other enrollment applications will be changed to the retained grade level.

Great Hearts Board Member Child Priority Policy:

Board Member Child priority is for children of an official, board-approved member per Lead Office. For the purposes of federal and state law and guidelines on charter school admission, Great Hearts considers a Board Member to be a member of staff.

1. The board member must be the parent or legal guardian of the applicant through birth, marriage, adoption or guardianship.
2. The board member must be an official, board-approved member.
3. The board member must be an active participant and serve on the academy site board for a minimum of 6 months before the student can receive the “board child” priority.
4. The eligible applicant will receive priority status at any academy within the Great Hearts network.



5. The board member is responsible for notifying the academy/s to which they apply of their submitted application and of their priority status eligibility.
6. If the board member's service on the board ends before the applicant is offered enrollment at a Great Hearts academy, priority status will be revoked.
7. Once marked as a "board" application, these priority applications are ordered by original lottery number.
 - a. If the student/applicant does not apply during Open Enrollment to be in the lottery, the application will be a post-open application and be organized after the prioritized open enrollment applications by time/date stamp.
8. Priority status does not guarantee placement.

Enrollment Application Submission Policies:

Enrollment for Expelled Students

As authorized by section 12.111(a)(5)(A) of the Texas Education Code, the Great Hearts Texas charter allows an academy to refuse to admit any applicant who has been expelled from another educational institution, or who has a documented history of a criminal offense, a juvenile court adjudication, or other discipline problems listed under Texas Education Code Chapter 37, Subchapter A.

Incorrect grade submission

Parents/guardians must submit a completed enrollment application to be eligible for an offer from an individual academy. An offer is for a specific grade at an academy and is not a network or a schoolwide offer. The parent/guardian must apply for the correct grade for the enrollment year to which they are applying since each grade level at each academy's waitlist is independent from other waitlists.

Great Hearts cannot change the application grade for a student 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. Parents/Guardians are strongly urged to verify that applications are correct at the time of submission.

Editing/Adding an academy

Separately, if a parent/guardian wants to edit or add an additional academy to the original application, the new academy's application will be submitted as of the date the updated application is submitted and added to the waitlist. Editing an application or adding an academy will not affect the wait list position of previously submitted academy applications.

Duplicate applications

Great Hearts does not allow more than one application per applicant at the same academy for the same/multiple grades because it does not allow a fair and equitable enrollment process. If the Great Hearts' enrollment team or front office of any academy finds a duplicate application for a student, the guardian/parent of the student will be notified to determine which application should be canceled so there is only one valid application for that academy.

Offer Policies:

Initial Offer of Enrollment

Every family will receive an email via the enrollment Parent Portal and/or a phone call from the academy to which they applied if and when an offer is extended to their child. Please contact the main office of the



specific academy if you have any questions concerning the initial offer of enrollment. Offers must be accepted at the time they are given; offers cannot be deferred. If a family declines an offer, they will be removed from



the waitlist. If a family does not respond to an offer of enrollment by the date determined by that specific academy, the offer will automatically rescind and they will be removed from the waitlist. They must reapply and receive a new waitlist position if they wish to be considered again for enrollment in the current or future school years.

Registration Packet

Submission of an admissions application or acceptance of an offer of enrollment from Great Hearts Texas *does not* constitute official registration. Applicants offered admission will receive a registration packet via the enrollment Parent Portal, and must complete the registration packet by the accepting academy's deadline in order to finalize registration. *Failure to submit a registration packet by the accepting academy's deadline will result in the offer of enrollment being rescinded.*

Following is a list of some of the documents that will need to be submitted with a registration packet. This is not a comprehensive list, but it can be useful to begin gathering these documents now in order to have them ready if and when you receive a registration packet.

1. All Texas schools must obtain age and identity documentation from students when they enroll. Specifically, within 30 days of enrollment, the person enrolling the student must provide the school with **ONE** of the following:
 - The child's birth certificate or another document suitable as proof of the child's identity; and
 - A copy of the child's records from the school the child most recently attended if the child has been previously enrolled in a school in Texas or another state. Texas Education Code § 25.002.
 - A record showing that the child has the immunizations required under Texas Education Code § 38.001, or proof showing the child is not required to be immunized or that the child is entitled to provisional admission. Texas Education Code § 25.002(1)-(2).

Any of the documents listed above are acceptable to verify a student's age or identity.

2. As with all public schools in Texas, charter schools are required to obtain and maintain verifiable documentation of a student's Texas state residency upon enrollment. Texas Education Code § 25.001(b). Residency documents are different from citizenship or immigration documents. Great Hearts does not request or require documentation regarding a student's citizenship or immigration status in connection with enrollment or at any other time.

1. Proof of Texas residency and residency within the geographic boundaries in which Great Hearts Texas operates may be demonstrated by (**one** item from the list below):
 - a. Valid Texas driver's license, Texas identification card
 - b. Valid Texas motor vehicle registration
 - c. Valid United States passport
 - d. Property deed
 - e. Mortgage documents
 - f. Property tax bill
 - g. Rental agreement or lease (including Section 8 agreement)
 - h. Utility bill (water, electric, gas, cable, phone)
 - i. Bank or credit card statement
 - j. W-2 wage statement
 - k. Payroll stub
 - l. Certificate of tribal enrollment or other identification issued by a recognized Indian tribe
 - m. Other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans' Administration, Texas Department of Economic Security, etc.)

3. Immunization Records

- Within 30 days of enrollment, the person enrolling a student must provide a record showing that the child has the immunizations required under Texas Education Code § 38.001, or proof showing the child is not required to be immunized or that the child is entitled to provisional admission. Texas Education Code § 25.002(a)(3).



Enrollment Standards

Great Hearts Academies have no enrollment standards, as we are publicly funded charter academies. However, students may be required to attend summer school in order to meet graduation requirements.

Kindergarten Enrollment Policy:

We follow state guidelines which stipulate that a child must turn 5 years old before September 1st in the year in which they are enrolled for Kindergarten. Our academies do adhere to the state guidelines regarding the minimum age for Kindergarten, and no exceptions are made for early Kindergarten admittance. Also, we do not offer early entrance testing for Kindergarten. Our standard Kindergarten offering is a full day program, and meets all state requirements.