



Mr. Rael Jones, Chief Operating Officer
Ms. Zenzile Keith, Chief Compliance and Program Officer
Ms. Chantal Lewis, Interim Principal

Merrickacademy.org

Admissions /Enrollment Policy

During the fall, Merrick Academy Queens Public Charter School (MACS or the School) will make applications available for admission for the following school year to students entering Kindergarten through eighth grade. Families can meet with staff to review the school's expectations. **All K-5 students in the elementary school are enrolled in and participate in the International Baccalaureate Primary Years Program (PYP).** Interested families can submit applications beginning November 1st through April 1st. The lottery will be held shortly after the submission period.

If the number of applicants exceeds capacity, a random lottery to assign spaces will be conducted by PowerSchool Enroll and audited by an impartial observer. The process is described below.

Admissions Policy

The following five preferences will be honored:

1. Siblings of current/newly enrolled students
2. Employee students (not to exceed 15% school population)
3. IEP/Special Education (SPED) Identified Students
4. English Language Learners (ELL) (District 29 only) identified students
5. District (29) students

Definitions

- **Definition of a sibling:** If and only if one student has a legal parent, legal guardian, or legal foster parent who is also the legal parent, legal guardian, or legal foster parent of the other student.
- **Definition of parent/guardian relationship:** An adult will only be considered a student's legal parent if there is a blood relation (as evidenced by a valid birth certificate), legal adoption (as evidenced by valid, appropriate court documents or legal marriage (e.g., step-child, as evidenced by a valid marriage certificate).

Disclaimer

- NOTE- Applications are not considered valid until they have been received and reviewed for application completeness, and a confirmation has been sent back to the person responsible for the application. All applications received will be acknowledged by MACS via email or U.S. mail. A separate review of application accuracy will commence immediately following the successful results of the lottery. Any inaccuracies will invalidate the application, voiding the lottery selection and awarding the space for



Mr. Rael Jones, Chief Operating Officer
Ms. Zenzile Keith, Chief Compliance and Program Officer
Ms. Chantal Lewis, Interim Principal

Merrickacademy.org

enrollment.

Waiting List

- Upon successful completion of the lottery, names will continue to be drawn after all available spaces have been filled to form a waiting list for each grade level. This waiting list will be the only official, legal document identifying the names of grade-eligible students with applications to the School. When vacancies arise, based upon the order of random selection from the lottery, we will invite students in grades to attend the school. The waiting list shall expire annually on January 1st of the following year.

Non-Discrimination Statement:

- A charter school shall not discriminate against or limit the admission of any student on any unlawful basis, including based on ethnicity, national origin, gender, disability, intellectual ability, measures of achievement or aptitude, athletic ability, race, creed, religion, or ancestry. A school may not require any action by a student or family (such as an admissions test, interview, essay, attendance at an information session, etc.) for an applicant to either receive or submit an application for admission to that school.