



NORTHPOINT
CHARTER SCHOOL

Enrollment Policy & Procedures

Governing Board Policy Manual Section J.02 – Enrollment Requirements

Upon enrolling at the NCS, a student/parent must present satisfactory evidence of age, evidence that they comply with all immunization requirements under New Mexico State Statutes and Administrative Code and complete the school's registration packet.

Returning students must indicate their intent to return in the spring of the current academic year. All new and returning students will complete the registration packet prior to the start of each new year and schedule an appointment with their assigned sponsor teacher when the academic year begins to complete a Next Step Plan, design a schedule, and review school policies.

EXPULSION/SUSPENSION FROM PREVIOUS SCHOOL. If a new or transferring student is ineligible to return to his/her current school (public or private) as a consequence of that student's expulsion or long-term suspension (longer than ten school days), the student shall be denied enrollment to NCS until the expiration of the expulsion or long-term suspension. The Executive Director's decision shall be based on the records obtained from the transferring school and any additional information he/she deems relevant. NMSA 1978, §22-8B-5(G); 6.29.1.9(F)(3) NMAC. The student may appeal the Executive Director's decision to the Governing Council by submitting a written request by email to review the Executive Director's decision to the Governing Council president. The Governing Council shall consider the students' appeal during a closed session at its next regularly scheduled meeting. During the closed session, the Executive Director shall present his/her reasons for denying admission. The student/parent or guardian shall have an opportunity to present a rebuttal to the Executive Director's decision. The Governing Council's decision is final. See

<https://www.northpointcharter.com/resources/governance-council/>.

ENROLLMENT PROCEDURES:

- Upon seat acceptance, families will receive information on the school's registration process which begins in June for the new academic year.
- Students enrolling after registration has begun will receive registration documents upon seat acceptance.

- Families receive an online registration packet to complete that includes:
 - Student name, DOB, gender, address, phone
 - Federal Meal Status
 - NM Residency Form
 - Last school attended
 - English Proficiency
 - Ethnicity
 - Special Education/Gifted status
 - Parent/guardian name, address, phone, email & identify who the student resides with
 - Parent/guardian employed on federal property? Active Duty military? Foreign military or government official?
 - Device & internet access information
 - Emergency contact information
 - Permission to photograph/record
 - Title I Eligibility
 - Immunization requirements
 - Dental exam verification
 - Student Handbook confirmation
 - Appointment scheduling for registration conference with sponsor teacher
- The registrar will request official transcripts, IEP/504 information, and any other required documents from the previous school.
- All students and parent/guardian will meet with a sponsor teacher before beginning classes to review expectations and policies, confirm transcripts, complete a Next Step Plan, design a schedule, and enroll in classes.
- Sponsor teachers will provide parent/guardian access to the Edgenuity Parent Portal and PowerSchool parent log-in.