

## **206: Enrollment Policy**

### **I. Purpose:**

- a. The following is the policy for student enrollment as required by Title 14 of the Delaware School Laws

### **II. Definitions:**

- a. PCA will follow the applicable definitions relating to charter schools in Chapters 4 and 5 of Title 14.
  - i. Sibling: Biological/adoptive sibling; step-sibling residing in the same household; or a foster child residing in the same household.
  - ii. Founder shall not include anyone whose sole significant contribution to the school was monetary but otherwise shall be determined by the founding Board of Directors subject to Department of Education regulations.
  - iii. Military-connected students who are the dependents of an active service member of any of the following:
    - 1. The United States military.
    - 2. The Delaware National Guard.
    - 3. A reserve component of the United States military.

### **III. Policy Statement:**

- a. Providence Creek Academy will
  - i. Follow the guidelines for enrollment as outlined in Chapters 4 and 5 of Title 14.
  - ii. Utilize the public portals available through the state for the school choice process.
  - iii. Use a third party vendor for the lottery process.
- b. Lottery Process:
  - i. PCA will contract a third party vendor to conduct a lottery when student applications for the school and/or any grade level exceed the number of openings at the school.
  - ii. In accordance with the approved charter, PCA will give preference to:
    - 1. First, siblings of students currently enrolled at the school;
    - 2. Second, children of persons employed on a permanent basis for at least 30.0 hours per week during the school year by the charter school.
    - 3. Military-connected students who are the dependents of an active service member as defined in section II.

- iii. When one applicant unit is drawn in the lottery, the same-grade siblings will be numerically ordered on the waiting list or conditionally accepted dependent upon where in the lottery that applicant unit was drawn.

IV. Classroom Enrollment Requests:

- a. Teacher Requests: Parents are the experts of their children. Whenever possible, PCA will consider a parent's request for a specific teacher as a part of the scheduling process.
- b. Due to the small class sizes of PCA, there will be times when teacher requests cannot be accommodated.
  - i. The teacher request forms will be available in the front office beginning in January but will only be accepted March 1st through the 31<sup>st</sup>.
  - ii. Teacher request forms will only be accepted from March 1st through the 31st for all current and enrolling PCA students.
  - iii. Teacher request forms can be sent via mail, email, fax, or dropped off in the front office.
  - iv. Teacher request forms will not be accepted after March 31<sup>st</sup> for currently enrolled students upon request to the Dean of Students for good cause and depending on open seats within the classroom.

V. Responsibility:

- a. Students will be selected in accordance with State and Federal laws and the published non-discrimination policy of Providence Creek Academy Charter School Inc. does not discriminate in employment or educational programs, services or activities based on race, sex, or handicap.
- b. It is the responsibility of the parents/guardians of prospective students to follow the proper guidelines for applying and enrolling in Providence Creek Academy.

VI. Related Policies:

- a. None

VII. Related Procedures and Documents:

- a. Title 14 Chapter 5 §506:  
<http://delcode.delaware.gov/title14/c005/index.shtml>
- b. Title 14 Chapter 4: <https://delcode.delaware.gov/title14/c004/>

Approval and Revision Dates:

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