|  |  |  |
| --- | --- | --- |
| Enrollment Procedures    | PDF  | Print  |

|  |  |
| --- | --- |
|  |  |
|  |
| The enrollment of East Orange students into Unique Schools of Choice will be accomplished by using the procedures described below.Students who return applications before the deadline who wish to return to the schools which they attended during the 2000-2001 school year will have **priority** for those schools in the enrollment process. All other students will be enrolled based upon space availability.Applications will be distributed to all students in grades kindergarten through seventh grade in the East Orange School District. **All students must complete an application form. Parents must return or send the completed application to the school their child is presently attending.** Whether the application is submitted by parent or child, it is strongly suggested that a date/time stamped application receipt be obtained from the building administration. This receipt should be retained by the parent in case of conflicts regarding timeliness of application.**Application Procedure**All applications must be completed and returned to the school your child presently attends.**Enrollment of New Students to the District**Students new to the East Orange School District may enroll throughout the year upon establishing legal residence in the City of East Orange. At the time of registration, the required documents for enrollment must be presented and the student must be accompanied by a parent/guardian.A central registration site has been established for students who are new to the district. The central Enrollment Center is located at: **The Church at the Crossroads161 Freeway Drive, EastEast Orange, NJ 07018Telephone: 266-2481 or 266-2399**In order to enroll, students must: * be accompanied by a parent or legal guardian;
* have immunization documents (Diphtheria, polio myelitis, measles, German measles and mumps, Mantoux Test within the last 6 months);
* have proof of residency (gas and/or electric bill, lease, tax bill, or an official change of address form stamped by the U.S. Post Office);
* have transcripts/transfer, including the latest test data available;
* have birth certificate; and
* turn five years old by September 30, 2002 (kindergartners only);
* turn four years old by September 30, 2002 (preschool students only);
* turn three years old by September 30, 2002 (preschool students only).

Parents/guardians of students in grades 1-8 may make school choices, but priority for placing students will be given to students who already attend an East Orange public school. Applications from students who are new to the public school district will not be accepted for the 2001-02 school year until **June 4, 2001** New students to the district are usually assigned to schools where space is available.**Enrollment of Private/Parochial School Students**Students from private and parochial schools must comply with the enrollment process described in this directory. School assignment is made at the time of enrollment, **but parents/guardians are reminded that priority for placing students for the 2001-02 school year is given to students who attended an East Orange Public School during the 2000-01 school year and completed a Unique Schools of Choice application. Students who are assigned to oversubscribed schools after March 21, 2001 may lose their seat at the school in September and be assigned to a school where space is available.**Registration for students new to the East Orange School District for the 2001-02 School Year in grades 1 to 12 will begin on Monday, June 4, 2001**Intra-district Residence Changes**If a student moves out of one attendance area to another, the student will continue to attend the school (s)he was currently attending, with the exception of kindergarten and high school students. Transportation will be adjusted to assist any student who moves within the district. Kindergarten students who move may be bused.**Parent Application Process**The application process is determined by the East Orange Board of Education. Parents must have student applications returned to the building principal of their current school by **April 24, 2001. Parents/guardians are required to file an application for all children in the East Orange School District every year.** At the time that each application is submitted, parents must rank three school choices in the order of preference.The district will make every effort to accommodate parent/guardian choices. Student assignments to their school of choice are made on a **first come, first served basis.** Please visit the schools and attend Open House meetings to get a good idea of what the schools offer. These steps will help you to make the choice of a school that is most appropriate for your child.**Deadline for Application Submission****ALL STUDENTS IN EAST ORANGE MUST SUBMIT A COMPLETED APPLICATION**. The deadline for applications is **April 24, 2001.** Please be sure that the school stamps your application with the correct date and time and returns your receipt to you when you apply. Students will be placed on a **FIRST COME, FIRST SERVED BASIS.** The date and time stamped by the school are very important. **Retain the stamped receipt for your records.****Criteria for Placement**The following criteria are used by the Office of Unique Schools to assign students to schools:1. special needs of the student; i.e., special education, bilingual, etc.;
2. sibling preference;
3. parent/student preference (as indicated on the application form);
4. date and time of application (as stamped by the school);
5. space availability.

**Procedures for Students Unable to Receive First Choice (Waiting Lists**)Every attempt is made to place students in the school of their first choice. In situations where this is not possible, we attempt to place students in their second or third choice schools. Waiting lists are developed for students who are not placed into their first-choice school. Students who are not assigned to their first, second or third-choice schools are assigned to a school on the basis of available space. Copies of the waiting lists for schools are on file in the Office of Unique Schools and are made available to parents/guardians upon their request.Waiting lists will be maintained until November 15 of each year. After that date, students must reapply for admission during the enrollment period for the following school year.Students who are retained at grade level will be routinely returned to their present school for the 2001-02 school year. Requests from parents/guardians to alter this policy in the best interest of their child(ren) will be considered if the request is made to the Office of Unique Schools before June 29, 2001.**Mandatory Assignmen**t**STUDENTS WHO HAVE NOT APPLIED TO A SCHOOL BY THE DEADLINE WILL BE PLACED IN SCHOOLS ON THE BASIS OF AVAILABLE SPACE.**Applications which contain incorrect information may cause a student's assignment to a school to be delayed. Incorrect telephone numbers, addresses and other pertinent information may cause the district to revoke student choices. In these situations, parents/guardians are asked to submit a new application within ten days of the revocation. Parents/guardians who do not meet this deadline or apply after their three schools of choice are filled to capacity will cause their child(ren) to be mandatorily assigned to a school which has the space to accommodate them.**Sibling Preference**The East Orange School District recognizes that many parents/guardians would like to have siblings attend the same school for the purposes of convenience, uniformity and consistency. Students who submit applications **ON OR BEFORE THE DEADLINE** which list siblings who will be attending the school of choice (by name and grade) during the school year for which the application is submitted will receive preference in the assignment process. **Siblings are defined as children under the age of eighteen who live in the same household and were listed as dependents of the same person(s) on tax returns which were submitted for the previous calendar year.****Requests for ChangesONCE ENROLLED, STUDENTS ARE REQUIRED TO REMAIN IN THE SCHOOL FOR A PERIOD OF ONE YEAR BEFORE A REQUEST FOR CHANGE MAY BE CONSIDERED**.**Hardship Appeals**A parent/guardian whose child has not been assigned to one of his/her first three choices of schools and who will suffer a hardship as a result of his/her assignment has the option to file a hardship appeal with the Office of Unique Schools. The Hardship Committee addresses issues related to the following:1. Medical and Safety concerns (student/guardian/caregiver)
2. Other emergencies
	1. Fire (displaced or homeless)
	2. Damage to home property (displaced or homeless)
	3. Parental illness, death
	4. Other

Appeals will be referred to the district-wide Hardship Committee on a **FIRST COME, FIRST SERVED BASIS.** This committee is chaired by the Supervisor of Unique Schools, who appoints the following members:1. Director of Elementary Education
2. Director of Secondary Education
3. Director of Special Education
4. Parent Representatives
5. Guidance Supervisor

The committee hears testimony, considers all appeals and makes recommendations to the Superintendent of Schools for action. Every effort will be taken to consider appeals in a timely fashion. Information about the schedule of Hardship Appeal Committee meetings can be obtained by calling the Office of Unique Schools at 266-5682.**Over-subscribed Schools**There may be instances in which the popularity of a school theme will cause the number of applications to exceed available instructional space. In the event of this occurrence, students will be admitted on a first-come, first- served basis. It is important that parents and students return their applications as soon as possible. This will enhance their prospect of admission to their school of first choice.**Under-subscribed Schools**In some cases schools may experience a shortage of applications. When this occurs, students who did not meet the application deadline or did not submit an application will be assigned to these buildings as space allows. Also, students who do not get assigned to any of their priority choices will be assigned to another school.**Student Failures in Theme**Every child in the East Orange School District is expected to do his/her best to succeed in school. Students who enroll in a Unique School have expressed support for the school community’s theme and made a commitment to work with parents/guardians, teachers and administrators for the success of the theme.**Academic Success**Students who are not succeeding academically in their school of choice may have their assignment to the school reconsidered by the school principal. In situations where this may occur, the principal will notify parents/guardians of this possibility in writing. The reason(s) for this possible action will be listed and the student will be allowed three months to meet the academic requirements of the school. If the principal does not believe that the student has made significant progress in this area at the conclusion of this probationary period, (s)he may ask the Supervisor of Unique Schools to reassign the student. Parents/ guardians have the right to appeal this request to the Unique Schools of Choice Hardship Appeals Committee through the Office of Unique Schools.**Attendance/Discipline**Student assignment to his/her school of choice will also be reconsidered if (s)he experiences difficulty with attendance or behavior. In these instances, the same procedures will be followed by the principal with respect to parent/guardian notification and his/her right to appeal decisions made to the Office of Unique Schools.Attendance and discipline codes will be shared with students and parents/guardians in written form. A request for reassignment will be made only if written rules have been violated by the student on a significant number of occasions.**Specific Registration StepsIt is important to reemphasize the point that parents/guardians must complete and submit an application form for each child in the East Orange School District.** Please be sure to fill out the form completely, including your signature and the date. The criteria for selecting students for Unique Schools is based on student interest rather than on academic factors. All applications must be returned by April 24, 2001 to the office of the school which your child presently attends.When registering children, parents/guardians will be asked to identify their three choices of schools in order of preference. Student assignment criteria include parent choice based on student interest and on space availability. The first two steps of the registration process for Unique Schools of Choice are described below:1. Parent(s) submit application(s) based on student interest before April 24, 2001 to the school in which they are presently enrolled;
2. Principal or designee stamps date and time on application and returns stamped receipt to the person who submitted the application.

New students and their parents/guardians will enroll at the district's central [Enrollment Center](http://www.eastorange.k12.nj.us/site/Information/Enrollment.html#Enrollment_Center). The Enrollment Center is closed in July, and open during the entire month of August by appointment. Please call 266-2399, 266-2481 or 266-5705 (central office number) for an appointment.**Registration Materials**The Office of Unique Schools provides additional application forms and registration materials to parents/guardians and students as needed. Schools will supply additional information regarding their Unique School themes and course descriptions. For additional information on individual Unique School themes, parents/guardians are invited to contact building principals.**Notification of Acceptance/Rejection**The Office of Unique Schools sends letters of student placement during the month of July. If you do not receive notification by July 31, 2001, please contact the Office of Unique Schools at 266-5682.**High School Admissions**Students who will be in the ninth, tenth, eleventh or twelfth grade during the 2000-01 school year and have interest and talent in the arts have the option of applying to attend the [Cicely Tyson School of Performing and Fine Arts](http://www.eastorange.k12.nj.us/site/Information/Enrollment.html). Information on this option and available space may be obtained by calling the school at 266-5970.**Documents Needed for Enrollment**Upon initial enrollment in the district, each new student must present:**1. Proof of Immunization:** Parents/guardians of entering students not presenting proof of immunization will be required to secure the needed immunization before admission to school can be allowed. Immunization documents must be presented for diphtheria, poliomyelitis, measles, German measles and mumps; Mantoux Test within the last six months.**Three (3) Year Old Preschool Children**Diphtheria/Pertussis/Tetanus (3 doses), Measles Containing Vaccine (1 dose), Mumps, Rubella (1 dose or laboratory evidence of immunity), Poliomyelitis (3 doses), Haemophilis B (HIB) (1 dose), and Mantoux (Tuberculin Test).**Pre-kindergarten and Kindergarten - Grade 12**Diphtheria/Pertussis/Tetanus (4 doses with 1 dose given on or after the 4th birthday), Measles containing vaccine (2 doses if born after 1/1/90 and entering kindergarten or 1st grade for the first time after 9/1/95, 1 dose age 7 or older), Mumps/Rubella (1 dose), Poliomyelitis (3 doses with 1 dose given on or after the 4th birthday), Haemophilis B (HIB) (1 dose at ages 12-59 mos.), and Mantoux (Tuberculin Test). **2. Residency Requirements:** Students who are legal residents or who are legally domiciled in the City of East Orange must be accepted into district schools. Proof of legal residency and legal domicile are required prior to enrollment. Proof of residence must be in the name of the child's parent or guardian. If it is in someone else's name, that person must be present at the time of registration. He/she must bring proof of residence. Proof of residency may include gas and/or electric bill, lease, or a tax bill. Guardians must have guardianship papers. **3. Student Records:** Appropriate student records should be submitted prior to enrollment. These include school transcripts, transfers and the latest test data available. **4. Copy of Birth Certificate5. Parents/Guardians and students must be present at registration.6. Information about bilingual services is available at the** [**Enrollment Center**](http://www.eastorange.k12.nj.us/site/Information/Enrollment_Center)**.****Transportation Eligibility Criteria**A system of regular transportation for all students attending the East Orange Schools has been placed into effect. Transportation will be provided to students who:1. Have elected to enroll in a Unique School of Choice located in a school building other than their resident neighborhood school;2. Reside in areas which are in excess of the limitations set by New Jersey Statute as delineated below.**New Jersey Statute**The State of New Jersey transportation guidelines will be adhered to with respect to cross-district busing. These guidelines include transportation to and from school for all students who live beyond the school they attend:1. At grades K through 8, the student must reside more than two miles from the selected school in order to be eligible for transportation;2. At grades 9 through 12, transportation will be provided for those students residing more than two and a half miles from their school.**Student Transportation**The East Orange School District's philosophy is that the travel time it takes a student to go to and from school is part and parcel of their total educational experience. Therefore, its goal is to provide the safest and most efficient system for all the youngsters it serves.**Pick-up and Drop-off Locations**Students eligible for transportation will be picked up and returned to their resident neighborhood school.**Additional Information**A parent or guardian of a student not otherwise eligible for transportation may apply for transportation due to special circumstances relating to health or safety. For additional information on travel eligibility, please call the office of your selected school of choice. |