



BDC, A Public Charter School, Inc. (BDC) operates BASIS Washington, D.C. (BASIS DC), an open enrollment public charter school (PCS) that does not charge tuition and does not administer entrance examinations. BDC follows the admissions requirements for charter schools set forth in D.C. Code Ann. § 38-1802.06 and 20 U.S.C. §7221i (1)(H)1.

## **APPLICATION PROCEDURES**

**BASIS DC participates in, and follows all rules, of the My School DC common citywide lottery. BASIS DC adopts all of the definitions of “lottery” and “waitlist” provided by My School DC. Information about the application and lottery process can be found here: <https://www.myschooldc.org/>**

All students who were not enrolled at BASIS DC PCS in the prior school year must use the lottery for the subsequent school year. All preferences will apply; however, BASIS DC does not guarantee seat availability in any grade level for any year. Students who have been expelled from BASIS DC will not be able to apply in future years.

As public charter schools, BASIS Charter School campuses enroll students in accordance with state and federal law; we do not restrict admission on the basis of academic achievement or any protected class.

## **LOTTERY PREFERENCES**

BASIS DC offers these preferences in the following priority order: Founder Preferences, Children of Staff, Sibling Attending, and Sibling Offered. Qualifying for a lottery preference does not guarantee a seat.

- Sibling Preference

BASIS DC defines “sibling” as an individual having one or both parents/guardians in common, including a common parent/guardian on each birth certificate or official guardianship documentation, or a stepsister or stepbrother that resides under the same roof as the applicant; and where at least one of the students is already enrolled or accepted and planning to attend for the next school year. A student who applies but does not have a currently enrolled sibling but whose sibling has been matched with the school will receive “sibling offered” preference. A student who applies and has a currently enrolled sibling will receive “sibling attending” preference. If sibling status is granted, and the preference granting sibling subsequently withdraws, the sibling preference will be revoked.

- Mid-Year applications

BASIS DC does not accept any student in the middle of the school year.

## **ACCEPTING/DECLINING OFFERED ENROLLMENT**

**Please Note:** Current BASIS DC students who wish to continue at BASIS DC for the following school year do not register using this process. Re-enrollment occurs at BASIS DC in the spring for all currently enrolled students and is described in the next section below.

- **How to Accept an Offer of Enrollment**

When an applicant is offered enrollment, the parent/guardian will receive instructions on how to accept the enrollment offer and complete the student’s registration file at that school. The parents/guardians will be asked to login to their online enrollment account to accept or decline the offer of enrollment.

Once an applicant has accepted an offer of enrollment, they will be required to submit the completed registration packet to BASIS DC. The school will provide specific drop-off dates and times for bringing residency supporting documents.

If the student matched during the lottery phase and the parent would like to accept a seat, they will have a 30-day timeline to complete all registration requirements. If the parent receives an offer off the waitlist, they will have 7 days to complete all registration requirements.

No seats that have been declined will be reverted to accepted status except in cases of school error documented in writing from the Registrar to the Director of Academic Programs and Head of School.

- **In-Person Registration Packet**

The online registration packet consists of the Student Registration Form, Emergency Contact and Medical Information Form, My School DC Seat Acceptance Acknowledgment, and Media Release Form.

This online registration packet must be completed prior to in-person registration. In-person registration requirements change from year to year, and will be provided from OSSE in the form of the OER Handbook. Forms that must be submitted as part of the in-person registration process will include the DC Residency Verification Form (DCRV), all required supporting documents, the DC Universal Health Certificate Form, and the DC Universal Dental Certificate form. Parents/guardians may also be asked to provide custody information (e.g. court decision regarding sole custody), Medical Alert (e.g. physician's instructions for severe health conditions), and Legal Alert (e.g. custody or protection order documentation) if applicable. All forms must be filled out in full, signed, and submitted to the school in order for the student to be registered. Parents/guardians of students who are new to the public system in DC will also be required to complete the Home Language Survey.

- **Registration Completion Date**

The date of pre-registration is when the completed registration packet is correctly submitted by the parent/guardian. The Registration Completion Date must be within 30 days of the original seat offer for a student matched in the lottery, or seven (7) days from the original seat offer for a student subsequently drawn off the waitlist. Failure to respond within the timeline outlined above will result in the seat being declined by the school. A parent who accepts the seat and completes the online portion, and then requests an extension, in writing, to the Director of Academic Programs or Head of School and the Registrar, may be granted an extension for completing the in-person registration. The extension request must come five (5) business days before the student's registration deadline.

## **RE-ENROLLMENT FOR RETURNING FAMILIES**

Each year parents must re-enroll their students to retain their seats at BASIS DC PCS. There are two steps needed to successfully complete re-enrollment: completion of the online re-enrollment, and completion of the in-person re-enrollment. Both steps must be completed prior to the deadlines set by the school. Specific deadlines and systems may shift from year to year and will be announced each school year.

This online registration packet must be completed prior to in-person registration. The online registration packet consists of the Student Registration Form, Emergency Contact and Medical Information Form, and Media Release Form.

In-person registration requirements change from year to year, and will be provided from OSSE in the form of the OER Handbook. Forms that must be submitted as part of the in-person registration process will include the DCRV, all required supporting documents, the DC Universal Health Certificate Form, and the DC Universal Dental Certificate form. Parents/guardians may also be asked to provide custody information (e.g. court decision regarding sole custody), Medical Alert (e.g. physician's instructions for severe health conditions), and Legal Alert (e.g. custody or protection order documentation) if applicable. All forms must be filled out in full, signed, and submitted to the school in order for the student to be registered.

In-person registration will be held on a walk-in basis on days and times specified by the Registrar; or electronically where possible. In addition, the school will host one weekend day registration session aligned with the city-wide registration day. To receive an extension, a parent/guardian must request one in writing to

the Director of Academic Programs or Head of School and the Registrar. No extension will be granted if the request comes after the deadline. If both portions of re-enrollment are not completed by the deadline set by the school, and an extension has not been granted, then the family will be directed to reapply through My School DC lottery.

## **PARENTAL RIGHTS AND EDUCATIONAL DECISION MAKING**

BASIS DC complies with all applicable court orders. For parents who have joint educational decision-making authority for their child, BASIS may rely and act upon the decision of either parent unless we are aware that the parents disagree about that decision. If parents with joint educational decision-making authority disagree about an educational decision for their child, including a decision about enrollment, BASIS DC will maintain the status-quo and require the mutual agreement of the parents before acting.

## **NOTICE OF NON-DISCRIMINATION**

In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, the Boy Scouts of America Equal Access Act and applicable state law, BASIS\* does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, disability, gender identity or expression, or any other classification protected by law in any of its business activities, including its educational programs and activities which comply fully with the requirements of state and federal law and Title IX. The following person has been designated to handle inquiries regarding BASIS' non-discrimination policies: Beverly Traver, Compliance and Equity Investigator, BASIS Educational Group, LLC., 7975 N. Hayden Rd, Scottsdale, AZ 85258, (480) 289 2088.

*\*As used in this policy, the term "BASIS" refers to: BASIS Educational Group, LLC, BASIS Charter Schools, Inc., BASIS Texas Charter Schools, Inc., BDC, A Public Charter School. Inc., BBR Schools, Inc., and all affiliated entities.*