

4.2310 ENROLLMENT CONFIRMATION: STUDENT DAY #1

Cross Reference: 4.2300 ADMISSIONS AND ENROLLMENT
4.2305 WAITLIST CALL-UPS

With respect to the procedure for notifying and confirming enrollment as outlined in Board policy 4.2300 ADMISSIONS AND ENROLLMENT and 4.2305 WAITLIST CALL-UPS, the Principal and the Board chair or his/her designee(s) shall meet on the first student day of each year ("student day #1") after attendance has been taken to confirm the first-day enrollment figures. The parent(s) of all admitted students who are not present, not including any students who have arranged in advance to enroll later than student day #1, shall be contacted by telephone to confirm enrollment. The approved admission status of those students whose enrollment cannot be confirmed at that time shall be withdrawn, and the parent(s) of the next student on the waitlist for that grade shall be contacted and extended an invitation to enroll that student.

This action shall be repeated throughout the remainder of student day #1 – and into the evening and the following day(s), if necessary – until the full complement of students for each grade level has been admitted and enrolled or the waitlist for that grade level has been exhausted.

In order to take advantage of this late admission and invitation to enroll, a student must be in attendance on the student day following the day of his/her parents' contact.