

2020 – 2021 School Year Admission Information

Lake Forest Charter School's Mission is to provide nurturing environment for children from diverse backgrounds that facilitates maximum student achievement through a rigorous, accelerated academic program which incorporates visual, cultural and creative arts, and will ultimately enhance each student's ability to become a global, contributing citizen.

Application Period

Monday, October 14, 2019 12:01 a.m.—Friday, December 20, 2019 at 11:59 p.m.

All applications must be submitted by Friday, December 20, 2019 at 11:59 p.m. to be considered timely. Applications **must** be submitted through the online application portal. Any applications submitted after Friday, December 20, 2019 at 11:59 p.m. will be considered LATE, and may not be processed. Parents of late applicants will only be contacted if there is seat availability after all timely applications have been processed.

The Online Application Portal is found on our website

www.lakeforestcharter.org

Select Admissions at the top of the page to apply!

Residency Exceptions

Applicants who have met all criteria for acceptance but were not domiciled in Orleans parish at the time of the application must meet domicile requirements by the time of registration or the applicant will not be able to enroll. You will be required to furnish three (3) proofs of Orleans Parish Residency **after** you have received a placement offer.

Assessment

All applicants must assess at Lake Forest to be considered for admission. Applicants will be scheduled to assess when the application is received by LFC. Application appointment letters will be sent via email within 72 hours of application submission. If you do not receive your appointment letter within 72 hours of application submission, please call the school at 504.826.7140. If your child needs testing accommodations, a copy of the current IEP, IAP or 504 plan must be submitted to the school via email (admissions@lakeforestcharter.org) or in person by **December 31, 2019**.

Orientation (You only need to attend one orientation to receive matrix points)

All parents/guardians must attend the full orientation to receive the corresponding matrix points. Orientations will begin promptly at 9:00 a.m. and will conclude at 10:00 a.m. Attendance will be verified by sign-in sheets and parents will be able to complete the Parental Survey that will be distributed at the end of the parent orientation meeting. Points will be assigned for attendance (3 points) and submission of survey (3 points).

Orientations Dates:

January 11, 2020

February 1, 2020

Application Phases

Phase I

Phase I of the application process is comprised of application submission, assessment and orientation. All applicants will receive score notification via email two weeks after they have taken the assessment at LFC. Applicants must score a minimum of 8 combined points on the Kindergarten assessment and 11 combined points on the 1st—8th grade assessment to proceed to phase II.

Phase II

Once applicants have achieved the minimum combined score on the admission assessment, they will continue to Phase II. In Phase II, the total matrix score is calculated. Total matrix scores will be emailed to applicants by Friday, February 14, 2020.

Qualified Applicants

Qualified applicants are those who meet the minimum qualifying score as defined by the school admissions matrix (page 4 and 5).

Age Requirements for Kindergarten

Applicants who wish to apply to LFC for kindergarten must turn five (5) by September 30, 2020

Age Requirements for 1st Grade

Applicants who wish to apply to LFC for 1st grade must turn six (6) by September 30, 2020.

Enrollment priorities

Siblings of current applicants who qualify for admission will be given first priority for available seats.

Definition of Sibling

Sibling for the purpose of this rule is defined as an individual having one or both parents in common or a step-sister or step-brother that resides under the same roof as the applicant. Documentation may be requested to confirm sibling status. If the sibling withdraws from the school before the applicant is offered placement, priority status will be revoked.

Lottery

If, for any grade level, the number of qualified applicants exceeds the number of available seats, there will be a lottery for that grade level to determine waiting list numbers. The 2020 – 2021 admission lottery will be held February 19, 2020. The Admissions Coordinator will conduct the lottery with at least one member of the Board of Directors present. Parents are invited but are not required to attend the lottery. All entries will be pulled and recorded until the pool is exhausted. Once available spaces are filled by lottery, the lottery will continue in order to develop a waiting list of applicants who will be notified if vacancies occur. Following the lottery, parents will be notified of their child's status by email within one week of the lottery.

Waiting List

Applicants who are placed on the waiting list will remain on the list until October 1, 2020. Applicants will be called in order of their lottery numbers to fill open spots as they come available.

Twins & Multiples

Twins and members of multiple births applying to the same grade, although applying separately, will be entered as one entrant, should a lottery be necessary. If one child receives a placement offer and the other child/children make(s) the minimum eligible matrix score, the other sibling (s) shall also have (a) placement offer (s) to the school.

State Testing Requirements

Students enrolling in 5th grade must show proof they have passed the State of Louisiana's placement test (LEAP 2025) by June 19, 2020. Non-public students must take the exam Spring 2020 or prior to the start of school in August 2020.

Seat Acceptance

When an applicant is offered enrollment, his or her parent/guardian will receive instructions on how to accept the enrollment offer and complete the applicant's files. Parents will have 5 business days to accept the enrollment offer.

Residency

Applicants must provide documentation that they are domiciled (live) in Orleans Parish by providing three (3) proofs of residency during registration. Three proofs of residency with the parent/legal guardian names and the same address as the applicant's address must be submitted prior to registration. Post Office boxes shall not be accepted as proofs of residency. Applicants from Families in Transition (living with someone and does not have proof of residence in own name)/Homeless may satisfy the domicile requirements for Lake Forest Charter School by meeting with a member of the admissions team.

Appeals/Grievances

- Lake Forest charter does not offer re-takes of the admissions assessment. No exceptions.
- Parents or Legal Guardians have the right to appeal admission decisions.
- The appeal must be submitted in writing to the Admission Review Committee within five business days of the date of the admissions decision letter.
- The decision of the Admission Review Committee will be final.

Notice of Non-Discrimination

Lake forest Charter School 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.

Admissions Matrix

Applying for Kindergarten

Applicants applying to kindergarten must score at least **17 points** on the admission matrix to be eligible for admission to Lake Forest Charter School.

How is the matrix score calculated?

Matrix scores are calculated by adding the points received for each of the **5 components** of the admission matrix to create the final matrix score. All final matrix scores with admission results will be communicated via email by February 14, 2020. Please feel free to contact the admission office at 504-826-7140 with any questions.

Points	Reading %	Math %	Orientation	Survey	Portfolio
10	90 – 99	90 – 99			
9					
8	80 - 89	80 – 89			
7					
6	70 – 79	70 – 79			
5	60 – 69	60 – 69			
4	55 – 59	55 – 59			
3	50 – 54	50 – 54	Attended	Returned	Submitted
2	40 – 49	40 – 49			
1	0 - 39	0 - 39			
0			Not Attended	Not Returned	Not Submitted

Admissions Matrix

Applying for 1st—8th Grade

Applicants applying to grades 1—8 must score at least **30 points** on the admission matrix to be eligible for admission to Lake Forest Charter School.

How is the matrix score calculated?

Matrix scores are calculated by adding the points received for each of the **6 components** of the admission matrix to create the final matrix score. All final matrix scores with admission results will be communicated via email by February 14, 2020. Please feel free to contact the admission office at 504-826-7140 with any questions.

Points	GPA*	Reading %	Math %	Orientation	Survey	Attendance
10	3.5 - 4.0	90 - 99	90 - 99			
9		80 - 89	80 - 89			
8	3.0 - 3.49	70 - 79	70 - 79			
7	2.5– 2.99	55 - 69	55 - 69			
6	2.3 –2.49	50 - 54	50 - 54			
5	2.0 - 2.29	45 - 49	45 - 49			
4		40 – 44	40 – 44			
3				Attended	Returned	0 - 5 absences
2						6 - 7 absences
1	0.0 – 1.99	0 - 39	0 - 39			8 - 9 absences
0				Not Attended	Not Returned	10 or more absences

Lake Forest Charter 2020 – 2121 Application Checklist

The following information must be submitted for the application to be complete:

Applying to Kindergarten

- Submitted Application
- Applicant's Birth Certificate (Must be 5 by September 30, 2020)
- Complete Kindergarten Portfolio
 - 1 Artwork Sample
 - 1 Self-Portrait (applicants should draw himself/herself – **DO NOT SUBMIT A PHOTOGRAPH**)
 - 1 Handwriting Sample

Applying to 1st grade

- Submitted Application
- Applicant's Birth Certificate (Must be 6 by September 30, 2020)
- 1st Quarter Kindergarten Report Card 2018 – 2019 with attendance

Applying to 2nd grade

- Submitted Application
- Applicant's Birth Certificate
- Final Kindergarten Report Card 2018 – 2019 with attendance
- 1st Quarter 1st Grade Report Card 2019 – 2020 with attendance

Applying to 3rd grade

- Submitted Application
- Applicant's Birth Certificate
- Final 1st grade Report Card 2018 – 2019 with attendance
- 1st Quarter 2nd Grade Report Card 2019 – 2020 with attendance

Applying to 4th grade

- Submitted Application
- Applicant's Birth Certificate
- Final 2nd grade Report Card 2018 – 2019 with attendance
- 1st Quarter 3rd Grade Report Card 2019 – 2020 with attendance

Applying to 5th grade

- Submitted Application
- Applicant's Birth Certificate
- Final 3rd grade Report Card 2018 – 2019 with attendance
- 1st Quarter 4th grade Report Card 2019 – 2020 with attendance
- Spring 2019 standardized test scores

Application Checklist continued...

Applying to 6th grade

- Submitted Application
- Applicant's Birth Certificate
- Final 4th grade Report Card 2018 – 2019 with attendance
- 1st Quarter 5th grade Report Card 2019 – 2020 with attendance
- Spring 2019 standardized test scores

Applying to 7th grade

- Submitted Application
- Applicant's Birth Certificate
- Final 5th grade Report Card 2018 – 2019 with attendance
- 1st Quarter 6th grade Report Card 2019 – 2020 with attendance
- Spring 2019 standardized test scores

Applying to 8th grade

- Submitted Application
- Applicant's Birth Certificate
- Final 6th grade Report Card 2018 – 2019 with attendance
- 1st Quarter 7th grade Report Card 2019 – 2020 with attendance
- Spring 2019 standardized test scores