



## Enrollment Plan Amendment Policy

*For Charter Schools Authorized by  
the Indiana Charter School Board*

April 2021

For more information, please visit the  
Indiana Charter School Board website:

<http://www.in.gov/icsb>.

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## Introduction

Each organizer applying for a charter from the Indiana Charter School Board (“ICSB”) is required to submit a completed Enrollment Plan Worksheet for the proposed school as part of its Charter Application. There are two types, an [Enrollment Plan Worksheet for K-12 Schools](#) and an [Enrollment Plan Worksheet for Adult High Schools](#). For more information, please visit ICSB’s website: <https://www.in.gov/icsb/charter-applications/application-documents/>.

If a charter is awarded, the Worksheet, as amended and/or approved by the Indiana Charter Board is incorporated into the Charter Agreement (“Charter”) as the school’s Enrollment Plan. Pursuant to [Section 2.2](#) of the Charter, the school is required to provide instruction to pupils in such grade levels and enrollment numbers in each year of operation as set forth in its Enrollment Plan.

Under Indiana law, a charter school must be open to any student who resides in the state. Subject to certain exceptions, described in more detail below, a charter school may not establish admission policies or limit student admissions in any manner in which a public school is not permitted to establish admission policies or limit student admissions, and must enroll any eligible student who submits a timely application for enrollment.

However, if the number of applications for a program, class, grade level, or building exceeds the capacity of the program, class, grade level, or building, the school must determine which of the applicants will be admitted to the charter school or the program, class, grade level, or building by a random drawing in a public meeting, with each timely applicant limited to one (1) entry in the drawing. Participation in Enroll Indy, the unified enrollment system for Indianapolis, satisfies this requirement.

By law, a charter school may limit new admissions to the school to:

- (1) ensure that a student who attends the charter school during a school year may continue to attend the charter school in subsequent years;
- (2) ensure that a student who attends a charter school during a school year may continue to attend a different charter school held by the same organizer in subsequent years;
- (3) allow the siblings of a student alumnus or a current student who attends a charter school or a charter school held by the same organizer to attend the same charter school the student is attending or the student alumnus attended;
- (4) allow preschool students who attend a Level 3 or Level 4 Paths to QUALITY program preschool to attend kindergarten at a charter school if the charter school and the preschool provider have entered into an agreement to share services or facilities;
- (5) allow each student who qualifies for free or reduced price lunch under the national school lunch program to receive preference for admission to a charter school if the preference is

- specifically provided for in the charter school's charter and is approved by the authorizer;<sup>1</sup>
- (6) allow each student who attends a charter school that is co-located with the charter school to receive preference for admission to the charter school if the preference is specifically provided for in the charter school's charter and is approved by the charter school's authorizer; and
  - (7) allow children of the charter school's founders, governing body members, and charter school employees to attend the charter school, as long as the enrollment preference under this subsection is not given to more than ten percent (10%) of the charter school's total population.

Pursuant to Section 2.2 of the Charter, a school may vary the number of students in a grade or the number of students within a class from that provided for in the School's Enrollment Plan for the purpose of accommodating temporary staffing exigencies, attrition patterns, and facilities. However, the organizer must submit an amendment request pursuant to this Policy if such variances are material or permanent.

### Enrollment Plan Amendments

Any proposed changes to a school's Enrollment Plan that results in or has the effect of:

- (1) eliminating or nearly eliminating a grade or grades the Organizer was scheduled to serve under the Enrollment Plan;
- (2) not enrolling any returning students scheduled to be served under the Enrollment Plan;
- (3) eliminating any student's seat after the student has been admitted; or
- (4) changing the school's maximum enrollment

must be approved in writing by ICSB's Executive Director prior to the change taking effect.

### Submission of Amendment Requests

A school seeking to amend its Enrollment Plan must complete and submit an Enrollment Plan Request Form, attached to this document, including completing Tab 2 of the school's existing Enrollment Plan Worksheet by February 28<sup>th</sup>, with the proposed change taking effect in the following School Year. This deadline may be waived by the Executive Director at the Executive Director's sole discretion. If you have not completed an "original" Enrollment Plan Worksheet for your school, please contact Bridget Abston ([babston@icsb.in.gov](mailto:babston@icsb.in.gov)).

ICSB may request a follow-up interview with the board members and leadership of the school to

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<sup>1</sup> There are additional requirements before a charter school receiving federal Charter School Program grant funds may use free or reduced price lunch status as a preference. Charter schools authorized by ICSB must contact ICSB's Executive Director before limiting admissions in this manner.

address any areas of concern identified through the review process that require additional information or context from the school.

Schools are encouraged to inform families and community members of proposed change and of their ability to provide public comment to ICSB at [charter-applications@icsb.in.gov](mailto:charter-applications@icsb.in.gov) for consideration.

The final decision on the school's request will be made by ICSB's Executive Director. If the school disagrees with the final decision of the Executive Director, the school may request a hearing on the amendment at the ICSB's next regularly scheduled meeting.

## **ENROLLMENT PLAN AMENDMENT REQUEST**

An Enrollment Plan Amendment Request (“Request”) must be completed by school wishing to make an amendment to its current Enrollment Plan. The school’s designated representative will serve as the contact for all communications.

**All Requests must be submitted by midnight on the last day of February in the year prior to the school year in which the proposed change would go into effect, unless otherwise approved by the Executive Director.**

**Type of submission**

(check all that apply)

- Enrollment Cap Increase     Grade Level Increase  
 Enrollment Cap Decrease     Grade Level Decrease
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**Name of Charter School:**

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**Designated representative:**

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**Contact Information of designated representative (Phone and Email):**

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**Year Proposed Change to go into Effect:**

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**Please complete Tab 2 of the school’s existing Enrollment Plan Worksheet with the specific proposed changes. Any submission not including a completed Enrollment Plan Worksheet will not be considered.**

**Describe the reason for the request (do not exceed five (5) pages):**

- a. Please describe the enrollment circumstances or trends of the school which support your request. If seeking an expansion, please provide evidence of need or demand for the request.
- b. Please describe the impact of your request on the school’s financial position and sustainability.
- c. Attach a resolution of the governing board of the school, signed by the chair, approving the request.
- d. Attach any additional documents that you believe support your request.

**Signature of Designated Representative**

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Signature

Date