Enrollment Policy

A. Legal Authority/Requirement

- 53E-3-1202 Transferring Student (children of DoD employees)

- 53G-6-306 Permitting attendance by nonresident of the state
- 53G-6-502 Eligible Students (Charters)
- 53G-6-503 Charter School Students – Admissions Procedures – Transfers
- R277-472 Charter School Student Enrollment and Transfers
- R277-417 Prohibition Against Enrollment Incentives
- US Dept. of Ed Charter School Program Non-regulatory Guidance E-3

B. Purpose

1. This policy has been adopted to enable InTech to administer an equitable application, acceptance, and enrollment process based on the requirements and allowances of state and federal law.

C. Non-Discriminatory Enrollment

1. InTech does not discriminate in its admissions policies or practices on the basis of race, creed, color, national origin, religion, sex, or handicap and is subject to the same non-discrimination policies in admissions practices as other public schools.

D. New Student Enrollment Eligibility

1. The student's legal guardian is a resident of the state of Utah (or is the State of Utah).

2. The student has not been expelled from another public school in the 365 days prior to the first day of intended enrollment at InTech.

3. Admission is subject to InTech (program, class, grade, or school) capacity limitations.

4. Students must be of the appropriate age or education level at the time of enrollment:

   a. The student must be under 18 years of age.

   b. High School (grades 9-12) applicant students (or cohort) must have completed the 8th grade.
      i. Or a student who has not completed 8th grade but can demonstrate proficiency in ***all*** 8th grade curricular standards as ***determined by the InTech administration*** and in accordance with the Parental Rights Policy and Law.

   c. Junior-High School (grades 7-8) applicant students (or cohort) must have completed the 6th grade.
      i. Or a student who has not completed 6th grade but can demonstrate proficiency in ***all*** 6th grade curricular standards as ***determined by the InTech administration*** and in accordance with the Parental Rights Policy and Law.

E. Enrollment Preferences/Weighting

1. Enrollment Preferences

   a. InTech gives enrollment preference to the following categories of students in the following order:

      i. A student of a parent who is employed by InTech.
      ii. Siblings of students presently/concurrently enrolled at InTech.
      iii. Siblings of students previously enrolled at InTech.

1. Preference attaches only to the lottery period in which an applicant applies.

      iv. All other applicants

   b. Preference attaches to all previous lottery periods as well as to the lottery period in which an applicant applies for:

      i. A student of a parent who is employed by InTech.
      ii. Siblings of students presently/concurrently enrolled at InTech.

   c. Preference attaches only to the lottery period in which an applicant applies for:

      i. Siblings of students previously enrolled,

   d. In the event that there are more applicants in a preference category than spaces available, applicants within the preference category will be admitted by lottery.

2. Enrollment Weighting

   a. InTech weights its open enrollment lottery to give a better chance of admission to students from low-income backgrounds (in line with the InTech mission).

      i. Additional weighting is only triggered when the prior year's distribution of low-income students at InTech is less than the weighted distribution of low-income students from Cache County School District and Logan City School District.

      ii. A "better chance of admission" shall consist of weighting the likelihood of an individual student being selected by a factor determined by the board and in line with the Charter School Program Non-regulatory Guidance example definition.

   b. Applicant parents must submit documentation prior to the open enrollment lottery date verifying low-income status (fee waiver, free/reduced lunch eligible) during the year in which the enrollment lottery is held.

F. Open Enrollment Lottery

1. The first lottery period runs from September 01 through January 31st of the school year prior to the year of enrollment.

2. If there are fewer applicants than spaces available, then all applicants will be selected.

3. If there are more applicants than spaces available, applicants will be selected for enrollment by random lottery, subject to authorized enrollment preferences and weights.

    a. The lottery will occur at InTech Collegiate Academy no earlier than February 1st.
    b. Applicants not selected for admission through the lottery will be placed on a waiting list in the order in which their application was drawn from the lottery pool.

4. InTech shall notify lottery applicants of their selection or waitlist status, in writing, by February 15th following the lottery.

5. Parents/guardians of applicants selected must accept the offer of enrollment by March 1st following the lottery by submitting a complete enrollment packet.

6. Applicants whose parents/guardians who do not respond by March 1st, will forfeit their selection status and will need to reapply to be again considered for enrollment.

G. Additional Enrollment Lotteries

1. If the waitlist generated in the initial (or most recent subsequent) lottery has been or is expected to be exhausted, InTech may conduct additional lotteries from the pool of applicants who apply after the initial (or most recent subsequent) lottery.

2. Additional enrollment lotteries may be held once each month, if needed, and shall:

    a. Be held on the first business day of a month.
    b. Follow the same procedures as the initial lottery.

3. InTech shall notify additional lottery applicants of their selection or waitlist status, in writing, by the 15th of the month in which the additional lottery is held.

4. Parents/guardians of applicants selected must accept the offer of enrollment by the last business day of the month in which the lottery is held by submitting a completed enrollment packet.

5. Applicants whose parents/guardians do not respond by the last business day of the month, will forfeit their selection status and will need to reapply to be again considered for enrollment.

H. Admission of Waitlisted Applicants

1. As spaces become available, InTech may offer enrollment to waitlisted applicants in their waitlist order.

2. Waitlisted applicants shall have one week from the date of written/emailed notification that a space has opened to accept the offer of enrollment.

3. InTech may accept waitlisted students at the beginning of each academic term.

I. Special Enrollment Circumstances

1. Foster Child Enrollment

    a. Regardless of application deadlines or academic term enrollment windows, a foster child residing in the same residence as a student already enrolled in InTech may immediately enroll.

2. Emergency Enrollment

    a. Regardless of application deadlines or academic term enrollment windows, a student regularly enrolled in grades 7-12 may immediately transfer to InTech if the student encounters a safety emergency.

    b. A Safety Emergency is a situation in which enrollment in InTech is necessary to protect:

        i. The health of the applicant student as determined by a specific medical recommendation from a medical doctor; or
        ii. The emotional or physical safety of an applicant student, based on documentation or evidence provided by the student's previous school, guardian, clinical psychologist (who is tracking the student), or cumulative information.

3. Armed Forces Dependents Enrollment

    a. A child of a member of the armed forces is eligible for enrollment.

        i. before the eligible student relocates to the state, or
        ii. after the students' parent (who is serving in the armed forces) moves from the state
        iii. If the parent relocation is related to service in the armed forces

K. Continuing Student Enrollment Eligibility

1. All parents/guardians of InTech students currently in grades 7-11, who want to continue their student's enrollment at InTech for the next school year, shall submit a letter of intent for continued enrollment to the InTech registrar by the end of the second academic trimester.

2. Parents/guardians who do not submit a letter of intent by the deadline shall forfeit their student's space at InTech.

3. Parents/guardians who have forfeited a student's space at InTech, and later desire for the student to return to InTech, must re-apply for enrollment. Such applications shall be considered for enrollment on the same basis as any new applicant (including lotteries and wait-listing).

L. Student Sabbatical Leave

1. Occasionally, a parent has an opportunity or requirement to go on a work-related sabbatical but wishes for their student to be able to return to InTech. InTech may grant continuing student enrollment status to students who accompany their parents on such sabbaticals and those students will not have to reapply through the lottery.

2. InTech shall grant enrollment sabbaticals to students on the following basis:

    a. Only students who are on-track for graduation will be eligible to apply for sabbatical leave.

    b. Parents/guardians provide a letter from their employer demonstrating that they are approved for and the dates of a work-related sabbatical.

    c. Parents shall meet with the school principal and counselor to complete and sign a sabbatical plan, which shall include:

        i. Dates of the planned sabbatical
        ii. List of courses by type and credit that a student is likely to miss at InTech.
        iii. Outlined plan for how parents intend for their student to complete credit while on Sabbatical.

3. Parents shall be responsible for identifying and enrolling their students in educational credit earning opportunities while they are on sabbatical. Parents shall likewise be responsible for verifying with InTech whether and upon what conditions particular types of learning activities will be awarded credit, in line with the "*Acceptance and Reciprocity of Credits Policy"*.

M. Notifications and Documentation

1. InTech shall post the following on its website at least 60 days prior to the first enrollment lottery for a given school year:

    a. Admissions procedures
    b. School calendar
    c. Withdrawal/transfer procedures

2. Enrollment applications submitted for an enrollment lottery can only require the following standard information:

    a. Student name, age, grade level, and expulsion status
    b. Names of siblings previously or currently attending or also applying to InTech

c. Parent/guardian name(s), address(es), phone(s), and email(s).
d. Desire for review of low-income status documentation (for lottery weighting)

3. As required by law, the InTech registrar shall maintain the following records:

    a. Application (enrollment packet) submission dates
    b. List of students given preference in each preference category and the percentage of accepted applications the preference category represents.
    c. List of students given additional lottery weight

N. Prohibition Against Incentives

1. InTech or its third-party providers shall not use public funds to provide the following to a student, parent, or guardian, individual, or group of individuals:

    a. An incentive for a student's enrollment or participation in InTech programs
    b. A referral bonus for a student's enrollment or participation in InTech programs.

O. Documents Required to Complete Enrollment

1. Upon enrollment of a student for the first time, InTech shall notify the enroller in writing that within 30 days, the enroller shall provide to the school either:

    a. A certified copy of the student's birth certificate, or

    b. Other reliable proof (as outlined in 53-G-603) of the student's identity, biological age, and relationship to the student's legally responsible individual and an affidavit explaining the enroller's inability to produce a copy of the student's birth certificate.

    c. Inaccuracies in documentation likewise must have an affidavit explaining the reasons for the inaccuracy.

P. Enrollment of Children of Department of Defense (DoD) Employees

1. InTech shall follow UCA 53E-3-1201 to facilitate the enrollment of a child of a DoD employee.

Document History:

26 Apr 2026	Added provisions for enrollment of children of DoD employees
28 Sept 2023	Removed 12th grade restriction, added armed service enrollment provision.
25 Aug 2022	Added foster child enrollment provision, clarified preferences.
21 Nov 2019	Added 7/8 application information.
24 Aug 2017	Added historical sibling preference.
23 Mar 2017	Added Sabbatical Provision.
Oct/Nov 2014	Policy updated to include lottery weight for low-income students, clarification of qualifications for accelerated enrollment, removal of post-lottery "1st-Come-1st Served provisions", and authorized additional enrollment lotteries.
21 Nov 2013	Policy updated to include preferences, emergency enrollment, merging of disparate law, policy, and procedure.