



**UNIVERSITY LABORATORY SCHOOL**  
A Hawai'i Public Charter School

## **Admissions Policy**

Governing Board Approved - 10/20/2020

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University Laboratory School (ULS) is a public charter school serving two interlocking missions: to design and deliver the best possible education to our own students, and to serve the educational research and development community as a seedbed for curriculum research and development.

We operate in close partnership with the Curriculum Research & Development Group (CRDG) in the University of Hawai'i (UH) College of Education (COE), serving as a laboratory for researching, developing, and evaluating innovative approaches to improving teaching, learning, and assessment.

To serve our dual interlocking mission of education research and curriculum development, as well as providing a comprehensive academic program which provides our students the best opportunities to become critical and engaged thinkers, our school enrolls about 450 students, from kindergarten through grade 12. Applications are accepted for all grade levels, but openings are rare in grades other than kindergarten and grade 6.

### **Purpose**

To outline the process by which students will be admitted to the University Laboratory School.

### **Goal**

As a Public Charter School, ULS will comply fully with [Hawaii Revised Statutes §302D-34](#). It is the policy of ULS that admittance is open to all students residing in the State of Hawaii in grades kindergarten through 12. All students will be admitted in compliance with all applicable state and federal requirements and regulations.

### **Application Period**

A timeline for admissions and enrollment will be determined annually and made available publicly on the school website and in the school office. There will be an initial period during which applications for the upcoming school year shall be submitted in order to be included in that year's lottery ("Application Period").

### **Admissions Preferences**

Admission will be granted first, prior to the lottery, with the following preferences:

- 1st Admissions Preference: Students currently enrolled at ULS will be exempt from the lottery and granted continued enrollment upon successful completion of their current grade level and completion of an INTENT TO RETURN form prior to the established deadline. Current students do not need to complete an application for the following school year.

For the 2nd and 3rd Application Preferences, if a completed application is submitted during the Application Period, and there are spaces available in the grade level for which an application is submitted, then the application preference will be applied, as provided below. If there are more applications with the same preference, a random lottery will be conducted to determine the rank order of the applications with the same Admissions Preference. Preferences will not be applied to any late applications submitted after the end of the Application Period.

- 2nd Admissions Preference: Siblings of currently enrolled students receive 2nd Admissions Preference on remaining spaces available after the 1st Admissions Preference is applied. Siblings include children within the household wherein the caretakers have legal guardianship. The sibling preference does not apply in the same school year in which a new student is selected in the lottery. (Example: Student A is selected in the ULS lottery for SY2021 and becomes enrolled at ULS starting in SY2021. If Student A is

granted continued enrollment, Student A's sibling would be eligible for a 2nd Admissions Preference, starting in SY2022).

- 3rd Admissions Preference: Children of full-time ULS faculty and staff receive 3rd Admissions Preference on remaining spaces available after the 1st and 2nd Admissions Preferences are applied; provided that the 3rd Admissions Preference shall not apply if the total number of students that qualify for the 3rd Admissions Preference will exceed ten percent (10%) of the total school population for the upcoming school year.

### **Lottery**

After all Admissions Preferences are applied, if there are more completed applications received in the Application Period than there are spaces available for the upcoming school year, all such applications will be entered into a public lottery system. The lottery will be a random selection process to admit students to fill the designated number of spaces available.

Each timely, completed application will be assigned an application ID number. Application ID numbers will then be placed into a computer program, which will randomly order each application ID number within a given grade level. Available spaces will be filled according to the order of the application ID numbers generated by the computer program. Once the available spaces are filled, the remaining applicants will be placed on a waitlist according to the order of the application ID numbers.

### **Notification of Lottery Results**

All lottery entrants will be notified of their drawing status (selected or waitlist) by email and/or telephone within seven (7) calendar days of the lottery.

Each selected applicant must confirm and secure enrollment at ULS by completing an enrollment packet (see Completion of Acceptance and Enrollment section below).

If a family member cannot be reached by email or phone, and ULS has not received a reply within fourteen (14) calendar days of notification, the applicant forfeits the space and the school will offer enrollment to the next applicant on the waitlist.

### **Waitlists**

Once all available spaces have been filled, all remaining applicants will be placed on a waitlist. If a selected applicant declines or is denied enrollment, the next applicant on the waitlist for that grade will be notified and offered enrollment. A waitlist will remain valid throughout the school year. The first day of the school year marks the end of the annual admissions period. Applicants will need to reapply each year.

### **Late Applications**

Following the close of the Application Period, ULS will continue to accept completed applications but they will be classified as late applications. Late applications will be time stamped upon receipt by ULS and will be placed in the order received at the end of the lottery waitlist, without regard to any preferences described in this policy.

### **Completion of Acceptance and Enrollment**

Once a family has been notified that their child has been selected for admission, they will receive an enrollment packet. The family then has fourteen (14) calendar days from the date of the enrollment packet, in which to return a completed enrollment packet in order to confirm and secure enrollment for their child. In the event that the completed enrollment packet is not received by the due date, the selection will be forfeited and be offered to the next applicant on the waitlist. If the family that forfeited a selection wishes to re-apply for admission, the child's application will be time stamped and processed as a late application.