

# THE SCHOOLS OF MCKEEL ACADEMY

## POLICY MANUAL

### ADMISSION POLICY

Adopted July 2015

Last Revised May 19, 2026



The Board of Trustees of The Schools of McKeel Academy understands the importance of establishing fair and equitable criteria for student admission and shall fully comply with Florida Charter Law regarding admission policies and procedures, as well as all other applicable state and federal provisions. The Schools of McKeel Academy are non-sectarian institutions in all respects, and do not discriminate against any student, employee, or other person on the basis of race, ethnicity, national origin, gender, sexual orientation or disability or any other criteria prohibited by law.

The following schools are all a part of The Schools of McKeel Academy, and for reference in this document are referred to as SMA (South McKeel Academy), MAC (McKeel Academy Central), MAT (McKeel Academy of Technology) and MAM (McKeel Academy Mulberry.)

Any student entering grades K-12 for the upcoming school year may apply to attend any of The Schools of McKeel Academy campuses during the 10-day Open Enrollment period. It should, however, be noted that students who have been expelled from any Florida public school are not eligible to apply for admission to The Schools of McKeel Academy. Student records may be requested or reviewed by The Schools of McKeel Academy for lawful purposes such as appropriate grade placement, scheduling, services, and graduation planning after a seat is offered and/or upon enrollment.

Current K-11 students who timely re-elect to return to The Schools of McKeel Academy will be automatically enrolled in the next grade for which they qualify and will not need to reapply. Students from MAC, SMA and MAM who successfully complete the 6<sup>th</sup> grade will automatically be enrolled at MAT for the appropriate grade level the upcoming year.

At the end of the Open Enrollment period, after the automatic enrollment to the extent there are openings, admission will be offered to students residing in the enrollment area of the conversion charter (applies to MAT exclusively) for the upcoming school year. If more students apply than there are spaces for in any grade level served in the conversion charter with preferences based on the attendance zone, students in the attendance zone shall be selected through a computerized lottery system to randomly select applicants to fill open seats on a space available basis. This lottery system will not carry over and will be valid until the next Open Enrollment period.

In accordance with ***F.S. 1002.31 and 1002.33***, The Schools of McKeel Academy, has developed policies regarding enrollment preferences. Before being placed into a lottery process, enrollment preference will be given to students who meet the following criteria in the order listed:

- Students otherwise residentially zoned for MAT (only applies to applicants for this campus);
- Students re-enrolling\* at the same McKeel school after attending and successfully completing the previous school year;
- Students who are children, or legal wards of employees of The Schools of McKeel Academy or members of the Board of Trustees;
- Students who were enrolled and successfully completed The Schools of McKeel Academy PreK program;
- Students who are siblings\*\* of a student enrolled in The Schools of McKeel Academy;
- Students of active Military personnel\*\*\*.

*\*Please note: All students who are currently enrolled and timely elect to re-enroll at The Schools of McKeel Academy for the upcoming school year will be re-enrolled.*

*\*\*A sibling 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 preference. If the sibling withdraws from the school before applicant is offered enrollment, priority status will be revoked.*

*\*\*\* Active military personnel must provide a copy of a current Leave and Earnings Statement (LES) with application.*

Please note that for the duration of the CSP Grant, only students who meet these specific criteria will be given enrollment priority at McKeel Academy Mulberry before being placed into a lottery process:

- Students who are siblings\*\* of a student enrolled in The Schools of McKeel Academy;
- Students who are children, or legal wards of employees of The Schools of McKeel Academy;
- Students who are children, or legal wards of founding board members;
- Students re-enrolling\* at the same McKeel school after attending and successfully completing the previous school year;

If more students with a preference are available than spaces available, a lottery will be held for all students with preferences from which students will be offered admissions prior to any students from the regular general lottery. All student applications not qualifying for a specific preference that are received during the Open Enrollment period will be sorted through a computerized lottery system to randomly select applicants to fill open seats on a space available basis. Once all seats are filled, applicants not selected will be given the opportunity to remain within the lottery database until the next Open Enrollment period. This lottery database will not carry over but will be purged at the beginning of the next Open Enrollment period. All applicants who were not granted admission will be required to reapply during the next Open Enrollment period.

Applicants may apply for admission to one or more of The Schools of McKeel Academy by checking the appropriate boxes on the application that designate one school choice or any available opening at the appropriate grade level.

## **CONTROLLED OPEN ENROLLMENT**

Pursuant to § 1002.31, Florida Statutes, The Schools of McKeel Academy participates in Florida's controlled open enrollment. Controlled open enrollment allows a parent from any Florida school district to apply to enroll and transport his or her child to a public school, including a charter school, that has not reached capacity, provided the student is not currently subject to an expulsion or suspension.

Admission is subject to available capacity, maximum class size requirements, each school's charter contract, grade-level capacity, programmatic capacity, facility, limitations, and the enrollment and lottery procedures set forth in this policy.

The Schools of McKeel Academy will annually post on its website the application process required to participate in controlled open enrollment, including admission procedures, lottery procedures, and capacity information. Capacity determinations by grade level will be updated every 12 weeks and posted on each school's website, as required by Florida law.

Consistent with § 1002.31, Florida Statutes, students residing in the school district, including charter school students, will not be displaced by an out-of-district student seeking enrollment through controlled open enrollment. Accordingly, students residing within Polk County, Florida will be given preference over students applying for enrollment who reside outside of Polk County, Florida.

## **ENROLLMENT PROCEDURES**

### **Procedures When Applications Do Not Exceed Capacity**

At the close of the Open Enrollment period, the total number of students submitting completed applications is determined. If the total number of students submitting completed applications is less than or equal to the total openings designated for each grade, all students are enrolled in the school.

### **Procedures When Applications Exceed Capacity**

If the total number of students submitting completed applications exceed the total openings in one or more grades, preferences are considered and then a lottery\* is held to determine which students will be enrolled for the grades that are oversubscribed. Those applications not selected for enrollment remain within the lottery database until the next Open Enrollment period.

\*The lottery is an electronic system that randomly identifies students for enrollment. During the lottery process all students who have submitted completed applications during the Open Enrollment period are grouped according to enrollment preference.

### **Acceptance of Admission**

Parents will be notified by phone or email of the acceptance of their student to The Schools of McKeel Academy. Parents will be given five (5) business days response time to accept or decline from the date of the voicemail message or the date email sent. If no response is received, the student will be removed from the accepted position, and the next applicant will be notified of acceptance. It should be noted that any applicant who fails to respond in a timely manner will be removed from the pool of applicants and will be required to reapply during the next Open Enrollment period.