



Growing Up Green Charter Schools Admissions & Enrollment Policy

As a charter school, Growing Up Green Charter Schools shall not discriminate against or limit the admission of any student on any unlawful basis, including on the basis of ethnicity, national origin, gender, disability, intellectual ability, measures of achievement or aptitude, athletic ability, race, creed, national origin, religion or ancestry. Growing Up Green Charter Schools do not require any action by a student or family (such as an admissions test, interview, essay, attendance at an information session, etc.) in order for an applicant to either receive or submit an application for admission to that school. There is no cost to submit an application or attend Growing Up Green Charter Schools - Growing Up Green Charter Schools are free public schools open to New York State residents.

Eligibility Criteria

For the following school year, Growing Up Green Charter Schools will accept applications from students in grades Kindergarten through 8th Grade. In order to apply, your child must be (1) five years old by December 31 of the year for which they plan to enroll in kindergarten, or (2) grade-eligible, having successfully completed a full-year in the immediately preceding grade and are applying for 1st through 8th grade.

All applicants must be residents of New York State at the time of their admission. Acceptable proofs of residency include any documentation accepted by the NYC Department of Education as proof of residency for enrollment in NYC Public Schools. Growing Up Green Charter Schools will not require families who are protected by Federal and State law, including the McKinney Vento Homeless Assistance Act, to provide proof of residency.

Enrollment Process

New Students: Applications, which are available from the school in English and Spanish, are due April 1 of each year, and may be submitted electronically, by mail, or in person. They may also be submitted via the NYC Charter School Center's Common Charter School Application, which translates into English, Spanish, French, Arabic, Haitian Creole, Chinese, Urdu, Bengali, Korean and Russian. The method by which you apply has no impact on your lottery placement. All eligible applications are submitted automatically into the lottery - no further steps are needed. Each applicant's family receives email communication before the lottery stating their application was received and they are invited to attend the (optional) lottery.

Returning Students: Students who were enrolled in Growing Up Green Charter Schools during the prior school year are automatically enrolled during the next school year, unless they are completing their 8th grade year (and not being retained). Graduates from Growing Up Green Charter Schools are discharged after graduation and are transferred to the high school they will be attending.



The Lottery

The Growing Up Green Charter Schools' lotteries are held in early April. Notice of the date, time, and place of the lottery shall be consistent with Public Officers Law section 104 in accordance with section 119.5 of the Commissioner's Regulations. The lottery is open to the public. Attendance is not mandatory. The lottery proceedings are videotaped and observed by an outside, impartial auditor. The lottery will only be conducted if the number of timely submitted applications of eligible students for admission to the school exceeds the capacity of the grade level of the school.

The lottery is completely random (conducted via Random.org), with select preferences built in. Lottery preferences are provided for:

- (1) Siblings of current Growing Up Green Charter School students;
- (2) Children of current Growing Up Green Charter School staff (provided that children of employees may constitute no more than 15% of the total enrollment)
- (3) Applicants residing in CSD 30 (GUG I) and CSD 28 (GUG II).

For each grade, students are selected from the applicant pool until all seats are filled, and remaining students are then drawn from the pool and placed on our waitlist in the order drawn. Any applications submitted after April 1 are then placed on the waitlist in the order received.

Following the lottery all final lists are saved. Families in attendance have the opportunity to receive their child's assigned lottery number upon request.

All families who applied by April 1 will receive notification by email within one week (7 days) after the lottery. There are two possible outcomes of the lottery – an offer of enrollment or placement on the waitlist. Families have two weeks to accept their enrollment at Growing Up Green Charter School. If a family declines enrollment at Growing Up Green Charter School, the next student on the waitlist is offered enrollment at Growing Up Green Charter School.

Any applications received after April 1 will be processed via waitlist pull. The waitlist is maintained throughout the year, and Growing Up Green Charter Schools keep accurate records of the waitlist that includes all information submitted by students who entered the lottery but did not gain admission. Depending on the demand for seats in our school, Growing Up Green Charter Schools backfill empty seats in each grade throughout the year. Families of students who gain admission through the waitlist are notified via telephone and/or email.

Registration Events for New Families



After families receive their letter of enrollment, Growing Up Green Charter Schools host Registration Events for students and their families during both daytime and evening hours. Families are greeted by School Leaders and members of the Support Services and Operations teams. Faculty and staff at Growing Up Green Charter Schools begin each registration event with a reflection on the mission of Growing Up Green Charter School and its core values (kindness, collaboration, courage, and social justice). School leaders describe the various learning spaces in the building and provide a glimpse of a typical school day for new students and their families.

Following the general welcome and tour, the Operations Team gives families a thorough overview of the online registration process and other helpful details which include the following:

- Transportation - eligibility and Office of Pupil Transportation (OPT) guidelines
- Healthy Food Policy - examples of foods permitted at Growing Up Green Charter Schools
- Breakfast, Lunch, and Snack
- Sustainability - encouraging use of reusable water bottles
- Uniforms - contact information for purchasing through French Toast
- After School - overview of program and cost
- Technology and Social Media - links to school website and other social media accounts
- Medical Information - immunizations and medications

In order to fully accept a student's seat, families will need to submit the following documentation during the registration process: proof of age, medical forms (immunization records and health form), and two proofs of residency from the approved list. We also request the most recent report card for students entering 1st-8th grade and the student's IEP (if they have one).