



The Girls Leadership Academy of Wilmington (GLOW Academy) is a free public charter school that admits students of any race, color, creed, disability, sexual orientation, nationality or ethnic origin.

If there are more applications than spaces, the available spaces will be awarded by public lottery. All applications will be included in the lottery. The Girls Leadership Academy of Wilmington will maintain a wait list for available spaces based on the lottery results. Siblings of already enrolled students, children of staff, and children whose household income makes them eligible for the National School Lunch Program will receive priority placement.

Applications are available in English and Spanish at the school, online, and by mail upon request. Families are encouraged to tour our school and attend an information session (offered in English and Spanish). Please call 910.338.5258 to schedule a tour.

Applications may be completed online at [glowacademy.net](http://glowacademy.net). Applications may also be mailed or delivered to: GLOW Academy at 606 South College Road; PO Box 7621, Wilmington, NC 28406 or faxed to 910.401.1899.

### **Admissions Policy**

The School will establish an enrollment period annually. The enrollment period will be long enough to provide reasonable opportunity to submit applications, and not less than 30 days. The enrollment period will be posted on the School's website. The School will establish no less than four parent information sessions prior to and/or during the enrollment period.

GLOW Academy is a free public charter school that admits students of any race, color, creed, disability, sexual orientation, national or ethnic origin who identify as female. We welcome special needs children who will benefit from our educational philosophy. Any family with a legal residence in the state of North Carolina may apply. GLOW Academy relies upon accurate and truthful information on the application forms. If a parent or guardian provides false or incorrect information on the application form, such as an incorrect grade level, the application form will be considered invalid and the student will not be entered into the lottery. The parent/guardian will be notified of the School's determination.

If there are more applications than spaces, the available spaces will be awarded by public lottery to be held on the second Tuesday of the month following the close of the enrollment period. All applications are due by 5pm on the date of the end of open enrollment.

GLOW Academy will maintain a wait list of available spaces based on the lottery results. Siblings of already enrolled students, children of staff (principal, teachers and administrators) currently employed by GLOW Academy, and children whose household income makes them eligible for the National School Lunch Program will receive priority placement in the following manner:



### **Lottery Priorities**

**Siblings:** It is the intent of The Girls Leadership Academy of Wilmington to support whole families and create school community. Siblings of enrolled students will receive priority for admission if their applications are received by the deadline.

**Staff:** GLOW Academy will give priority enrollment to children permitted to have priority enrollment in NCGS 115C•238.29F(g).

**Economic Diversity:** The Girls Leadership Academy of Wilmington is committed to being an economically diverse community.

**Charter School Students:** As the only charter high school program in the region, GLOW recognizes that families currently enrolled in charter schools may wish to continue their charter experience at GLOW.

A cornerstone of the model of The Girls Leadership Academy of Wilmington (“GLOW”) is the offering of a unique, single-gender educational opportunity to students from economically challenged families, most of whom are first-generation college goers and who are considered at-risk for a number of factors. In keeping with the mission and vision of GLOW Academy, the Young Women’s Leadership Network model, and our school’s Charter, it is the intent of the GLOW Academy Board to maintain a student body in which at least 80% of enrolled students are eligible for the National School Lunch Program.

### **MISSION**

GLOW Academy, a public charter school, educates young women from diverse backgrounds through middle and high school, in a nurturing community with rigorous college preparatory curriculum to develop leaders who succeed in college and beyond.

Every family is given the option to provide information with their application in order to seek eligibility for the Economic Diversity priority. It is not required and will clearly state that choosing not to provide the information will not alter their chances in the general lottery. If a family chooses not to provide the optional information they are unable to be considered for the Economic Diversity priority. If a family is selected for enrollment through the economic diversity priority, they must provide supporting documentation of qualification through our free and reduced lunch form or provide current qualification letter. Failure to do so will result in a call or email offering assistance and then, if still no form is submitted, being returned to the general lottery pool/wait list. If an applicant qualifies for the Economic Diversity priority but is not chosen, the application will be placed in the general enrollment applicant pool.

**The order of priority shall be:**

1. Priority One: Siblings of currently enrolled students.
2. Priority Two: Students of full-time GLOW Academy staff permitted to have priority enrollment 115C•238.29F(g).
3. Priority Three: Economic Diversity –Students whose families qualify, based on current income level, for the National School Lunch Program.
4. Priority Four: A student who was enrolled in another charter school in the State in the previous school year.

**Lottery Procedure**

All students that apply by the designated deadline are eligible for the lottery. Student information is entered into an excel document.

Using the “rand” function in excel, all students are assigned a random number, then sorted by number. Spaces are awarded according to number order, giving priority status for those who qualify. Waitlists are created according to the number assigned after openings are filled. We are not running a separate lottery for priority 3; these students will be included in the general lottery with priority admission status.

The lottery is a blind lottery conducted by the Front Office Manager of GLOW Academy. Twins shall enter one surname per sibling into the lottery to represent all of the multiple birth siblings. If the surname of the multiple birth siblings is selected, then all of the multiple birth siblings shall be admitted. Prospective families are invited to attend the lottery and asked to sign a statement verifying that they witnessed the lottery.

Families selected for an opening from the lottery will be notified of lottery results via email or U.S. mail within one week and given one week to accept the space offered.

Applicants who are accepting enrollment must complete and submit the Enrollment Packet within one week of acceptance. Should an applicant decline enrollment, or fail to submit the required Enrollment Packet by the deadline, the slot will be offered to the next student on the numbered wait list, and the wait list will be updated accordingly.

**Wait List**

Families on the wait list are offered spaces by telephone or email and are given 2 days to make a decision. Any applications received after the lottery will be placed on the wait list in the order received. Should spaces become available due to attrition, spaces will be filled from the



waitlist, giving priority to students who qualify, if the Economic Diversity target has not been reached. Late applicants will not be given priority status.

This process starts over each school year. Wait lists are not carried over from year to year.



### **Failure to Enroll or Withdrawal**

*Mandatory orientation:* GLOW will hold a mandatory orientation for all students prior to the first day of school. The school will attempt to contact any student who does not attend orientation to confirm the intent to enroll.

*Failure to Enroll:* If a student is absent on the first day of classes, the School will make at least one documented attempt to contact the parents/guardians prior to the end of the day. The parent/guardian will be given until the close of the school day to explain the absence and provide any requested documentation. If on day two the student is absent and no reasonable explanation has been provided, the slot will be offered to the next student on the wait list. The Principal has the authority to determine whether causes for absences are “reasonable.” Reasonable absences will generally include illness, doctor’s appointment or death of a family member. Family vacation is not a reasonable reason.

During the first 20 days of school, any enrollment slots that become available due to student withdrawal or failure to enroll will be offered to the next student on the wait list.

Students may withdraw from the School at any time. Parents/guardians seeking to withdraw their students will be asked to complete a withdrawal form to include the student’s name, date of birth, grade, the planned withdrawal date, reason for withdrawal and plans after withdrawal (including name of transfer school). Upon receipt of written request from the student’s new school, the School will provide a copy of the student’s records in a timely manner.

### **Re-Enrollment**

Once enrolled at the School, students are not subject to the lottery for subsequent years. Parents/guardians will be asked to complete re-enrollment packets prior to a specified deadline to secure their student’s slot for the next year, or to submit a formal declination or withdrawal.

### **Review**

The Board of Directors may annually review the application and enrollment procedure to ensure it results in a fair and equitable enrollment process and results in a student body that reflects the targeted community.

**Adopted \_\_\_\_\_**

