Overview of the Enrollment Process

1. Eligibility

Only students who are Boston residents at the time of application and who will be entering grades 9 through 12 are eligible to apply to enroll and attend Kennedy Academy. Only students who have submitted a completed application prior to the application deadline will be included in the lottery. Kennedy Academy does not administer enrollment tests to any applicants, and does not use any test results in the enrollment process. In accordance with its non-discrimination and zero tolerance policy, Edward M. Kennedy Academy for Health Careers does not discriminate in enrollment on the basis of race, color, religion, national origin, creed, sex, gender identity, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or prior academic achievement. Information requested in the application is not intended, and will not be used, to discriminate. All applicants will be notified in writing of the rights of students with diverse learning needs to attend Kennedy Academy, and to receive accommodations and support services, including students who may have disabilities, require special education services, or are English language learners. This information is available on our website, as part of our outreach materials, and in our student handbook.

Kennedy Academy conducts its enrollment process separate from Boston Public Schools. However, students who are not already enrolled in the Boston Public Schools must provide proof of Boston residency at the time an offer of enrollment is made. In addition to a photo identification, parents must provide TWO of the following documents (items cannot be from the same bullet):

- A Utility Bill (not water or cell phone) dated within the past 60 days
- A Deed, Mortgage Payment dated within the past 60 days, or Property Tax Bill dated within the last year
- A current Lease, Section 8 Agreement, or BPS Landlord Affidavit
- A W2 form dated within the year or a Payroll Stub dated within the past 60 days
- A Bank or Credit Card Statement dated within the past 60 days
- A Letter from an approved government agency (a state office of the Commonwealth of Massachusetts or Courts) dated within the past 60 days

Please note that this proof of residency requirement does not apply to homeless students.

Students will be asked to provide evidence of satisfactory completion of grade eight before enrolling at Kennedy Academy.
2. **The Application Process**

Applications are available on the Academy’s website and also at the information sessions, generally by October 1, but never less than 30 days prior to application deadline each year. In addition to submitting a completed application, applicants along with a parent or guardian, are strongly encouraged, but not required, to attend an information session. At the information session you will learn more about our school, our goals, our commitments to you and our expectations of you. You will also have an opportunity to tour the Academy and learn about navigating on the campus of Northeastern University.

3. **The Lottery**

The Headmaster determines the number of students who will be admitted into each grade level at each campus for the subsequent school year. The school will give reasonable public notice of at least one month for the application deadline and the principal lottery date. No application deadline will be set and no principal lottery will be conducted prior to January 1 of each year. The principal lottery will be completed by March 15 of each year. To be eligible for the principal enrollment lottery a completed application must be received in the office by the announced due date. Applications received after the announced due date but before September 1 will be deferred to a subsequent lottery. At least one week public notice will be given prior to each enrollment lottery. After September 1, interested students must submit a new application for the subsequent school year.

In the event that there are fewer available spaces than eligible applicants, students will be accepted for admission by the lottery process. The EMK lottery will be conducted electronically in public at the main school office at 110 the Fenway. The process will be certified to be fair and random by a neutral third party. Families may indicate in writing on the application if they consent or deny the disclosure of student information from the enrollment process. Upon request, Kennedy Academy will provide names and addresses of students to a third party mail house for mailings unless the parent requests that the school withhold the student’s information. The Kennedy Academy lottery divides applicants into three enrollment categories:

- By law, siblings of currently enrolled students are the first enrollment category and are given first preference in the lottery. A sibling is anyone who shares a common parent, either biologically or legally through adoption. The academy will require proof of sibling status. Reasonable proof of sibling status is required at the time an offer of admission is made.
- Applicants currently attending Boston Public Schools are the second enrollment category and will be given second preference in the lottery.
- Applicants who reside in Boston but are attending schools outside of the Boston Public Schools are the third enrollment category and will be given third preference.

If the lottery fails to produce an adequate number of enrolled students, and a waiting list does not exist, the school may conduct a supplemental lottery following this same fair and open process in June and August of each year, or at other times with at least 30 days public notice prior to the application deadline.

4. **Notification and Waiting Lists**

The results of the lottery will be mailed to all students within one week of the drawing. Applicants who are not invited to enroll will be placed on the waiting list, and will receive a letter indicating their number on the wait list according to the order the names were selected for each enrollment category in the lottery. Applicants who have been invited may schedule a visit to the Academy to help make their final decision, but this is not required. The deadline for invited students to accept or decline their invitation will be announced on the application each year. Students who decline the offer of enrollment or who withdraw from the school will be treated as new applicants if they reapply in subsequent years.
As spaces become available during the school year, a school may repeat the enrollment process to fill these openings and to meet the requirements of G.L. c. 70, § 89(n). 603 CMR 1.05(8). After the lottery, spaces that become available because a student declines an offer of enrollment, or because a current student stops attending the school, will be offered, by phone or in writing, to applicants according to their number on the waiting list for their grade. No student may be admitted ahead of other eligible students who were previously placed on a waitlist during a prior enrollment process, except in cases where enrollment preferences change or as described in 603 CMR 1.05(10)(b). Students who submit applications after the deadline may be added to the waitlist in a subsequent fair and open lottery conducted in July and August of each year.

Kennedy Academy will continue to fill all spaces that become available in grades 9 and 10 before February 15 of each school year. Spaces that become available in grade 9 after February 15 will be filled the following September in the subsequent grade. Seats for students who have accepted an offer of admission in the charter school but have never attended are exempt from this provision. The waiting list will be maintained only for the school year for which the student applied. The school will keep accurate records of the wait list in the order the names were selected, including first, middle, and last name, date of birth, city or town of residence, and grade level.

Questions or concerns about the enrollment policy or about individual student eligibility should be directed to Dr. Caren S. Walker Gregory, Executive Director/Headmaster, at (617) 373-8576.

Visit us on the web: www.kennedyacademy.org