



Enrollment Policy

Effective Date: 5/13/26

Approved by: Governing Board of Future Frontiers Charter School for the 2026-2027 school year.

1. Purpose

The purpose of this policy is to define the procedures for student recruitment, enrollment, and admission through a transparent and equitable lottery process. This policy ensures compliance with Iowa Code 256E, aligns with the approved Future Frontiers charter application, and provides clear guidance for families and staff. The policy supports the school's mission to provide individualized, experiential learning opportunities and equitable access for all students within the designated service area.

2. Scope

This policy applies to all prospective students seeking enrollment at Future Frontiers Charter School and governs the recruitment, application, and lottery process when applications exceed available capacity.

3. Recruitment & Application

- Future Frontiers will conduct proactive recruitment to ensure equitable access to all eligible families. Recruitment efforts include:
 - Personal outreach and informational sessions at community centers, local businesses, and partner schools.
 - Local media engagement through press releases, newspaper articles, and radio interviews.
 - Social media campaigns highlighting the school's mission, student experiences, and learning opportunities.
 - School website presence providing enrollment procedures, timelines, and FAQs.
 - Word-of-mouth outreach through current students, families, and community partners.
 - Printed materials such as flyers and posters distributed in local schools, libraries, and partner organizations.

Recruitment efforts will continue through the school year, with applications accepted until all available seats are filled.

4. Eligibility & Enrollment Preferences

Enrollment is open to all students residing within the designated charter boundary. No tuition will be charged, and no entrance exams or academic prerequisites are required. Consistent with Iowa Code 256E.7(5)(b), enrollment preferences may be applied in the following order:

- Siblings of currently enrolled students.
- Children of full-time Future Frontiers employees (not exceeding 10% of total enrollment).
- All other applicants will be considered equally through the lottery process described below.

5. Lottery Process

If applications exceed available seats, Future Frontiers will conduct a transparent and fair lottery to determine admission. The lottery process ensures equity, compliance, and public accountability.

5.1 Multi-Phase Lottery Structure

To support program planning and individualized student partnerships, Future Frontiers will utilize three lottery periods:

Lottery 1 – Early Enrollment

Date: April 1

Seats available: 5

All applications received by March 31 are eligible.

Applicants not selected will be placed on the waitlist and carried forward to Lottery 2.

Lottery 2 – Main Enrollment

Date: May 1

Seats available: Minimum of 10, total enrollment equal to 15 students

Eligible applicants: Non-selected applicants from Lottery 1 and new applications received by April 30.

Non-selected applicants will be placed on the waitlist and carried forward to Lottery 3.

Lottery 3 – Final Enrollment

Date: June 1

Seats available: Minimum of 5, total enrollment equal to 20 students

Eligible applicants: Non-selected applicants from Lottery 2 and new applications received by May 31.

Remaining applicants will be placed on a waitlist in the order drawn. If enrollment is under 20 by June 1st, applications will be processed as they are received on a first come first serve basis.

5.2 Lottery Procedures

The lottery will be conducted using random selection software or a similar method ensuring fairness and transparency. Families will be notified in advance of the date, time, and location of each lottery. Lotteries are open to public observation, and results will be documented and posted on the school's website and made available at the administrative office. All applicants not selected in a lottery after the final enrollment date will be placed on the waitlist in the order drawn. Seats that become available will be offered to waitlisted applicants.

6. Public Information & Accessibility

Future Frontiers will make all enrollment, lottery, and waitlist information publicly available and accessible through:

- School website and social media channels
- Informational meetings and presentations
- Printed materials
- Alternative languages and formats as needed to ensure accessibility for all families

7. Transfers & Withdrawals

Students who withdraw from Future Frontiers will have their seats offered to the next student on the waitlist. Academic records and progress reports will be transferred promptly to the student's new school.

8. Compliance & Review

This policy aligns with the approved Future Frontiers charter application and Iowa Code 256E. The Governing Board will review this policy annually to ensure alignment with best practices, operational needs, and legal requirements. Updates to lottery dates, seat numbers, or recruitment practices will be publicly communicated at least 30 days prior to implementation.

Approved by: _____

Date: _____