



# Segue Institute for Learning

Where ALL Students are "AT PROMISE"

325 Cowden Street – Central Falls, RI – 02863

Phone – (401) 721-0964 \* Fax – (401) 721-0984 \* Website – SegueIFL.org

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Angelo Garcia – Founder/Executive Director

## **SEGUE INSTITUTE FOR LEARNING - STUDENT ADMISSION/LOTTERY POLICY**

### **For New Student Applicants:**

The Segue Institute for Learning is a public charter school open to Central Falls students from sixth to eighth grade seeking enrollment. By Rhode Island Law and regulations from the Rhode Island Department of Education, students are admitted to the Segue Institute for Learning by lottery. The lottery determines which applicants are enrolled for the following school year. In Rhode Island, all charter schools must reflect the demographics of the districts within which they are located.

### **Lottery Process:**

All school lottery applications must be received before the designated date in order to be eligible to participate in the lottery. The lottery takes place on March 1<sup>st</sup> at 5:30 p.m. in the School Cafeteria. Students names will be placed and drawn from a lottery wheel and read outload to those present. Designated staff will record names accordingly. Once all vacant spots are filled, the remaining names will also be drawn and called out and placed in order they were called on a Waiting List. Families will be notified of the date and time the Lottery will be held. All families will also be notified of the results of the lottery by mail and phone within one week.

### **When an Applicant is selected:**

The Segue Institute for Learning staff will send acceptance letters and a copy of the *Confirmation and Reservation Form* to parents and/or guardians by mail. Parents have fifteen (15) business days after the postmarked date on the notification letter to return this form to the school. Along with this form, parents and/or guardians need to submit: a copy of the student's birth certificate, proof of residency (i.e. *current utility bill*) and Authorization to Release School



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Records Form. Any prior school records and special education records such as IEP's and/or 504's should be made available at this time as well.

If no forms have been returned by the deadline, the student's space may be given to the next eligible student on the waiting list. Parents who are not available at the home address listed on the application form during the notification period should contact the Segue Institute for Learning to make other arrangements.

## **Wait-listed Applications:**

To confirm students placed on the waiting list parents will also receive a form/letter of interest that should be returned to the school. Parents will have fifteen (15) business days after the postmarked date on the notification letter to return the form to the school. If the school does not hear from interested families within the allotted fifteen (15) days, and if no form has been returned by the deadline, the student may be removed from the waiting list. Parents who are not available at the home address listed on the application form during the notification period should contact the school to make other arrangements.

## **Siblings Preference Policy:**

The Segue Institute for Learning follows the State of Rhode Island's Sibling Preference Policy to help families with more than one child in school. Enrollment preference is given to applicants whose siblings are currently enrolled at the Segue Institute for Learning. Siblings are defined as children that share the same parent, guardian and/or caregiver, and reside in the same household. When a lottery takes place, siblings will be admitted first, if space is available. When a waiting list exists for a particular grade, siblings will be placed first on the waiting list. If there is more than one sibling to be placed on the waiting list for a particular grade, a sibling's lottery will be done in order to assign them a position on this waiting list.



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## **Children of Employees Admissions Policy:**

Children of the Segue Institute for Learning employees will undergo the same process in place for siblings. The employee must be full time in order for her/his children to be given preference in the admissions lottery. When the admissions lottery takes place, children of employees will be offered the same preference as current student's siblings, if space is available. When a waiting list exists for a particular grade, siblings or children of employees will be placed first on the waiting list. If there is more than one sibling and/or child of employees to be placed on the waiting list for a particular grade, a sibling/children of employees' lottery will be done to assign them a position on this waiting list.

## **Leaving the Segue Institute for Learning:**

When a student leaves the Segue Institute for Learning and is interested in returning, a new school lottery application must be completed and the same lottery process must be followed as all other applicants. If at that time the Segue Institute for Learning has a waiting list and is not accepting applications, the parent and/or guardian is welcome to re-apply for the following school year when school lottery applications are available.

Parents must remember that a school lottery application must be completed and returned to the Segue Institute for Learning before the designated deadline in order to participate in the lottery.

This policy is consistent and under the authority of the Rhode Island Board of Regent's Regulations Governing Rhode Island Public Charter School Act.

This policy made effective on February 2013 and amended January 2016.