

ADMISSION AND ENROLLMENT POLICY

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The Pre-Enrollment Lottery (pp.10-11, Student Handbook)

Parents interested to enroll their children in PK3 to 8th grade in AMCS are offered admission through a public lottery. A student must meet the residence requirements for AMCS's designated geographical boundary. Each year applications for the admission lottery are accepted beginning on the first week of November until the last Monday of February.

The lottery is held on the second school day after spring break to fill enrollment vacancies in specific grades and classes. Only students eligible for grade-specific openings are included in the lottery. Students not chosen in the lottery remain on the wait list. Students who apply after the application period will be placed on the wait list. After lottery has been drawn, students placed on the waitlist will be selected in the order of when the lottery applications were received, selecting the earliest to the latest date of application, to fill up vacancies in specific grade levels and classes.

Students currently enrolled at AMCS are given priority for re-enrollment each year they are eligible. Priority placement for vacancies is given to siblings of current students only until pre-enrolment period. Siblings not included in the pre-enrolment will be placed in the lottery waiting list. If there are two or more eligible siblings, a drawing is held between them.

AMCS accepts students zoned to Houston ISD, Alief ISD, Cypress-Fairbanks ISD, Fort Bend ISD, Katy ISD, Lamar ISD and Spring Branch ISD.

The enrollment lottery form is available on the school website: www.amcsmontessori.org. Parents will be informed of their child(ren)'s selection via email. When the student and parents come for the orientation, they will receive a checklist of the steps and schedule they need to fulfill. Failure to follow any step in the checklist may result in delayed up to cancellation of enrollment.

Pre-Kindergarten Program

To qualify for Pre-K, the child must be:

At least three years old by September 1 of the current school year, potty-trained; and meet at least one of the following eligibility requirements under TEC 29.153(b)

1. unable to speak and comprehend the English language;
2. is educationally disadvantaged (eligible to participate in the national school lunch program... guidelines about NSLP eligibility can be found in sections 4 and 6 of the Texas Department of Agriculture's [Administrators Reference Manual](#));
3. is homeless, as defined by [42 USC, §11434a](#), regardless of the residence of the child, of either parent of the child, or of the child's guardian or other person having lawful control of the child;
4. is the child of an active duty member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who is ordered to active duty by proper authority;
5. is the child of a member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who was injured or killed while serving on active duty;

6. is or has ever been in the conservatorship of the Texas Department of Family and Protective Services (foster care) following an adversary hearing held as provided by [Family Code §262.201](#) or has been in foster care in another state or territory, but currently lives in Texas; and,
7. is the child of a person eligible for the Star of Texas Award as:
 - a peace officer under [Texas Government Code §3106.002](#)
 - a firefighter under [Texas Government Code §3106.003](#)
 - an emergency medical first responder under [Texas Government Code §3106.004](#)
8. New primary (PK-K) students must complete an admission orientation with the teacher.
9. If the school year starts before a student's birthday, the student is eligible to attend school for the entire year as long as he or she will be the required age on or before September 1.²⁹

Kindergarten to 8th Grade Program

If the school year starts before a student's birthday, the student is eligible to attend school for the entire year as long as he or she will be the required age on or before September 1.²⁹

A student who is five years of age on or before September 1 of the current school year is automatically eligible for the first grade for the full school term (ADA eligibility code 1) if the student has completed public school kindergarten or has been enrolled in the first grade in a public school in another state before transferring to a Texas public school.³⁰ Enrolled means actually receiving instruction by attendance in a public school rather than being registered before receiving instruction.

However, any five-year-old child who enrolls may be assigned to first grade for the full school term (ADA eligibility code 1). Such assignments are the decision of the local district.

A student younger than five years of age is entitled to the benefits of the FSP if the student performs satisfactorily on the required state assessments administered to students in the third grade based on AMCS policy for admitting students younger than five years of age.³¹

Children of Military Families

A child of a military family who moves to AMCS from another state that is a member state of the Interstate Compact on Educational Opportunity for Military Children is entitled to continue enrollment at the same grade level, including kindergarten, in which the student was enrolled in the sending state regardless of the child's age. Also, a child of a military family who moves to AMCS from another state that is a member of the compact and who has satisfactorily completed the prerequisite grade level (including pre-K) in the other state is entitled to enroll in the next highest grade level, regardless of age. These children would meet minimum age eligibility requirements for generating ADA, provided applicable documentation is provided. See [11.9 Interstate Compact on Educational Opportunity for Military Children](#) for documentation requirements, applicable definitions, and additional information.

Homeless Students

A student who is homeless, as defined by the McKinney-Vento Homeless Assistance Act,⁵⁰ is entitled to enroll in any school district or open-enrollment charter school in the state without regard to the student's residence.⁵¹ The student must be allowed to attend either the student's "school of origin"⁵² ("the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled") or enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.⁵³ Eligibility to enroll in any other school in any school district or open enrollment charter school is determined by local policy.⁵⁴ A student is entitled to attend the school of origin if the student becomes homeless during a school year or between school years. Also, if the student becomes permanently housed during a school year, the student is entitled to attend the school of origin for the remainder of that school year.

Non-Discrimination Policy

It is the policy of Alief Montessori Community School to comply with non-discrimination provisions of all federal and state laws. AMCS admits students without regard to race, religion, color, gender, age, national origin, ethnicity, disability, academic, artistic, athletic ability, marital status, political belief, and limited English proficiency.

AMCS will deny admission to students with documented histories of a criminal offense, juvenile court adjudication, or discipline problems under TEC Chapter 37, Subchapter A. If anyone believes that they have been discriminated against, they should write to the Secretary of Education, Washington D.C. 20250.

Child Find

A free appropriate public education (FAPE) is provided to all individuals with disabilities, ages 4-21, who qualify for special education services.

Enrollment Documents

A student must be enrolled in only one district at a time, eliminating duplicate TSDS PEIMS reporting for a student.

Once the student is accepted for admission, a copy of birth certificate, immunization record, enrollment forms (see below) and emergency information shall be completed within seven (7) days upon receipt of enrollment packet. Other documents in the enrollment checklist such as transcripts shall be completed within 30 calendar days after the beginning of class.

The following are the enrollment forms that must be collected for registration purposes.

- a. Student registration
- b. Student discipline records release authorization
- c. Economically disadvantaged questionnaire
- d. Ethnicity and race data questionnaire

- e. Military connected/Foster care questionnaire
- f. Student residency questionnaire
- g. Home language survey
- h. Permission for ESL entry
- i. Migrant and immigrant survey
- j. At-risk indicators and documentation
- k. Student transportation release authorization
- l. Student record release authorization
- m. FERPA and media release
- n. Enrollment verification
- o. Release of liability
- p. Special Education
- q. Health form
- r. Socioeconomic information form
- s. Acknowledgment of agreements, notifications, and policies

All of the above documents can be submitted electronically or must be uploaded as a pdf or submitted to the front office within 7 business days or your student's registration will be denied causing a forfeit of placement. The following documents must also be included. If you do not have these documents, please contact front office for assistance.

- 1. Immunization Record:** The State of Texas requires all students, Pre-K through 8th grade, to provide proof of immunization compliance. Please upload all previous and current vaccination records in a single file, as multiple files will not save in the system. If you are having issues with uploading your files or you have an affidavit for Reasons of Conscience, please bring forms to the campus and hand them directly to the campus Health Aid. State immunization requirements can be found here: <https://www.dshs.texas.gov/immunize/school/default.html>
- 2. Most Recent Transcript:** The official transcript is provided by the student's previous school. This includes any special programs documents such as GT, SPED, 504, ESL, etc.
- 3. Proof of Residency:** Utility bills such as water, electric, gas, phone, home alarm, cell phone, mortgage or lease agreement, or most recent tax form
- 4. Birth Certificate:** Official birth certificate issued by the State, or other acceptable proof, as follows:

Documentation of Identity and Age

A parent or other person with legal control of a student under a court order who is enrolling the student has up to 30 days from the date of enrollment to provide proof of the student's identity.⁴⁰

Any of the documents in the following list is acceptable for proof of identity and age:

- birth certificate
- statement of the child's date of birth issued for school admission purposes by Texas Vital Statistics, a division of the Texas Department of State Health Services⁴¹
- driver's license

- passport
- school ID card, records, or report card
- military ID
- hospital birth record
- adoption record
- church baptismal record
- any other legal document that establishes identity

For a student who is under 11 years of age and enrolling in AMCS for the first time, per the [Texas Code of Criminal Procedure, Article 63.019](#), certain additional requirements related to the documentation of identity and age apply. AMCS must notify the person enrolling the student that the person has up to 30 days from enrollment, or up to 90 days from enrollment for a child not born in the United States, to provide a certified copy of the child's birth certificate. If the person is unable to produce a certified copy of the birth certificate, the person must produce, within the same time period, other acceptable proof of the child's identity and age (see list from preceding paragraph) and a signed note explaining why the person is unable to produce a certified copy of the birth certificate.

AMCS must keep a copy of the document it used to verify a student's identity and age for as long as the document is administratively valuable to the district.

[Failure to Receive Student Records and Discrepancies in Student Names](#)

Failure to receive the information required for student enrollment must not preclude from enrolling and serving a student.⁴² However, only students who meet the age and admission requirements may be reported as eligible for FSP purposes (ADA eligibility codes 1, 2, 3, 6, or 7) (see also

⁴⁰ [TEC, §25.002\(a\)\(1\)](#)

⁴¹ As provided for by the [Texas Health and Safety Code, §191.0046](#). A child's parent or guardian may request this statement free of charge from Texas Vital Statistics, a division of the Texas Department of State Health Services. To request this statement, the parent or guardian should contact Registrar@dshs.texas.gov and request an application for School Certificate (VS 140-3). Please note, this statement of birth is not considered a legal substitute for a certified copy of a birth certificate and may only be used for school purposes.

AMCS may report an enrolled student it believes to be eligible for FSP purposes as eligible while awaiting documentation of eligibility from the student's previous school district or from the person enrolling the student.

If a child is enrolled under a name other than the name that appears in the identifying documents, AMCS must notify the Texas Department of Public Safety's Missing Persons Hotline at (800) 346-3243. If the student's records have not been received within 30 days of a request, making this comparison impossible, AMCS must notify the municipal police department or sheriff's department of the county to determine if the child has been reported as missing.⁴³

5. Social Security Card: Official card issued by the Social Security Office. This is optional.
6. Parent/Guardian Photo ID: driver's license, passport, government issued ID

7. Discipline Record: Disciplinary record from the previous campuses attended by the student. If it is determined that records have been falsified or purposefully omitted, the student will be administratively withdrawn.