



## Arizona School for the Arts

A COLLEGE PREPARATORY AND PERFORMING ARTS TRADITION

# ADMISSIONS POLICIES & PROCEDURES

Acceptance into Arizona School for the Arts is based on a random lottery, as the number of applicants typically exceeds the number of spaces available. Once admitted to ASA, students may continue through the 5<sup>th</sup> – 12<sup>th</sup> program, including the transition point between the middle and high school levels.

### APPLICATION PROCEDURES

#### When to Apply

The Admissions Season is the period when parents/guardians can complete an online application for each student. Applications for the admissions lottery are accepted each year between October and February for the following school year. Important dates and deadlines are listed in the admissions timeline on ASA's website. After the lottery drawing, the admissions portal will re-open and applications may be taken on a first-come, first-served basis and placed on a post-lottery waitlist.

#### How to Apply

During the Admissions Season, parents/guardians can complete an online application. In order to be placed in the lottery, applications must be submitted by 11:59 pm on the lottery deadline date listed on the admissions timeline.

#### Here are the steps:

1. [www.goasa.org](http://www.goasa.org) > admissions page> click the online application
2. Admissions Portal login page
  - a. Reapplying? Enter email address and password
  - b. New applicant? Create a new account
3. Complete an online application for each student
  - **Pursuant to ARS article 15-745 B.** *"A child who enrolls in a kindergarten program or grades one through twelve after receiving instruction in a homeschool program shall be tested pursuant to this article in order to determine the appropriate grade level for the educational placement of the child."*

#### Lottery

In the admissions process, 'lottery' is the number drawn at a public board meeting for the prospective student. The lottery number only determines the order in which the application is processed. Lottery number should

not be confused with waitlist position, which is determined after applications are put in numerical order for each grade level.

Applications completed and submitted by the lottery deadline are included within the lottery. Applications completed after the lottery drawing will be processed behind the lottery applicants on a first-come, first-served basis.

There is one application process for all students interested in enrolling in ASA; however, there are two types of applicants:

1. No lottery number needed:
  - a. Children of faculty, staff, and Board members
  - b. Siblings of current ASA students or siblings of ASA alumni
  - c. Students who hold a lottery number for the current school year and are still on the waitlist (see more information below about these rollover waitlist applicants)
2. Lottery number required:
  - a. Students who have not previously applied
  - b. Students who applied and declined or did not respond to a previous offer for enrollment
  - c. Post lottery applicant from previous school year
  - d. Students who withdrew from ASA

Students will be placed in the appropriate classes and grade levels for which they have demonstrated eligibility as determined by previous standardized and criterion-referenced testing, previous school evaluations, and ASA placement tests. The ASA administration has the sole authority to place the student at the appropriate grade level for both arts and academic classes according to openings available. Because ASA is committed to the success of each student's pursuit of a college education, supplemental instruction in English and/or Math (Connections class) is provided during the school day and may be required based upon a student's academic performance. When made, placements in Connections classes are additional to the regular academic class schedule. Placement in a Connections class is made by the content teacher and administration and is required for the entire academic year. Supplemental academic classes may replace up to 2 arts credits each year. Please note that ASA has advanced English classes in grades 5 - 10 and accelerated math classes in grades 5 - 8.

### **Admissions Priorities**

ASA admits students in accordance with Arizona Revised Statute [A.R.S. §15– 184](#) and has developed policies regarding admissions priorities. In the lottery process, admissions priority will be given to students who meet the following criteria in the order listed:

1. Children of faculty, staff, and Board members (non-lottery)
2. Siblings of a current and/or graduated ASA students (non-lottery)
3. Rollover waitlist applicants (keep previous year's lottery number)
4. New Lottery applicants (assigned new lottery number)
  - Students who have never applied
  - Students who applied and declined or did not respond to an offer for enrollment
  - Students who applied after the most recent lottery drawing

- Students who withdrew from ASA

5. Post- Lottery applicants (No lottery number assigned)

**Definition of Sibling:** A sibling is defined as an individual having one or both parents in common or a step-sister or step-brother that resides under the same roof as the applicant. Documentation may be requested.

**Sibling Priority Status:** Applicants of currently enrolled and/or graduated students will receive sibling preference (non-lottery) and are placed at the top of the waitlist in the order of the application's submission.

If the ASA sibling withdraws from the school before applicant is offered enrollment, priority status will be revoked. That application will receive a lottery number and be processed in order according to the lottery number.

For new applicants, one lottery number is issued for all siblings in a family. Once a sibling is enrolled, the other sibling(s) in that family will be given sibling status for admissions behind the existing sibling applicants.

Priority status does not guarantee placement.

**Rollover Status:** Rollover applicants will automatically retain their previously issued lottery number and will be placed on the waitlist before new lottery applicants for the upcoming school year.

- Rollover applicants must complete the following steps in order to maintain the rollover status:
  - *Complete a new student application by the specified deadline on the published timeline.*
- Siblings of a rollover applicant will receive their own lottery number. This will ensure that this student has equal opportunity for admissions.
- As soon as one sibling (rollover or new applicant) is accepted, the other sibling will then receive sibling status.

## WAITLIST PROCEDURES

- Applicants who submitted an application during the admissions season will be placed on a grade-specific waitlist based on lottery results.
- The waitlist is generated shortly after the lottery drawing and will be posted on the admissions portal.
- Each waitlist position is a live number and may be monitored by the applicant's family.
- Post-lottery applicants will be placed behind lottery applicants for the grade level based on the submission date of their application.

Because ASA begins with 5th grade, ASA is able to enroll these new students earlier than new students in 6th -12th grades. Openings for 6-12th grades are determined once ASA completes re-enrollment for current students.

Each time an opening becomes available in a particular grade, the school contacts the parent of the student next on the waitlist for the grade and offers the open spot for their child. If the parent declines the spot, it will be offered to the parent of the next student in line on the waitlist for that grade, and so on in accordance with the requirements of A.R.S. §15–184A.

Parents with children on the waitlist are encouraged to advise ASA of any change in their contact information to ensure ASA can reach the family once a spot opens for their child. ASA requests parents notify the school if they no longer wish to have their child included on the waitlist.

It is not possible for ASA to determine the likelihood of a student's chances for enrollment as openings become available only when students withdraw. Although typically openings happen before the start of school, ASA has no way of knowing in which grades will have openings. Parents need to monitor their waitlist position throughout the summer.

## **ACCEPTING/DECLINING OFFER OF ADMISSION**

### **1. How to Accept an Offer of Admission**

When an applicant is offered admission via email, his or her parent/guardian will receive instructions on how to accept the offer and complete the student's admission to ASA to include:

Login into their online admissions account to

- a. Accept/Decline the offer of admission; if accepting offer see additional required steps to complete enrollment
- b. Complete the online enrollment form (emergency contact, medical information, media release, and more)
- c. Download and print a copy of the required paperwork for enrollment:
  - Authorization to release student records
  - Home Language Form
  - AZ Proof of Residency Form
  - Newly Accepted Notice (and/or copy of the Official Withdrawal Form)
- d. Provide copies of the student's:
  - Proof of identification
  - Immunization records
  - Medical Alert (e.g. physician's instructions for severe health conditions) if applicable
  - Legal Alert (e.g. custody or restraining order information) if applicable

**IMPORTANT:** The school will provide specific drop-off dates, times, and deadline for submitting completed enrollment paperwork. All forms and requested documents must be filled out in full, signed, and submitted to the school by the deadline, in order to complete their enrollment process and confirm the students' enrollment for the upcoming school year.

### **Arizona Residency Documentation:**

A.R.S. § 15-802(B) requires school districts and charter schools to obtain and maintain verifiable documentation of Arizona residency upon enrollment in an Arizona public school. Students with out-of-state or international addresses at the time of application may complete the application process. Only applicants who are offered enrollment must provide proof of residency in the state of Arizona no later than the first day of the upcoming year.

## **Annual Activity Fee**

The Annual Activity fee is due when enrollment paperwork is submitted. The Annual Activity fee for each student is \$150 (\$300 max per family) and is not tax credit eligible.

The Annual Activity fee covers the following:

- Performances (some exclusions apply)
- Special in-school presentations/concerts/assemblies
- Social and school-wide events and activities
- School ID (2)
- Daily Planner

Families may request a fee waiver for the Annual Activity Fee.

## **2. Newly Accepted Parent Meeting**

One parent must attend a newly accepted parent meeting. The topics of this meeting will include a presentation of school-wide and program goals, as well as a review of the responsibilities and expectations of families who elect to enroll their children at ASA. All families are required to complete and sign the Parent Financial Commitment form, which will be distributed at the annual meeting. Arts programs are not funded by the State of Arizona. Arts program budgets are based on parent commitment of cash donations and fundraising activities. While a financial commitment is not required, performing arts program budgets and faculty salaries are dependent upon parent contributions. Additional information will be shared directly with newly accepted parents once they've complete their enrollment paperwork.

## **3. Registration Process**

During the summer, the school will mail a registration packet to the student's primary home address with additional required documents to submit the week prior to the first day of school. The registration packet consist of the Free and Reduced Lunch form, Demographic Update form, Technology Agreement form, Community Handbook Acknowledgement form, and School Fees form. One parent must attend a registration date to submit the completed required documents and pay any fee owed. The school will provide all families their student's schedule, a school day-planner, a school ID, and more during this event.

*Pursuant to ARS §15–184(J) Arizona School for the Arts. does not admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.*

Arizona School for the Arts  
Admissions Office  
[admissions@goasa.org](mailto:admissions@goasa.org)  
602-257-1444 opt  
[www.goasa.org](http://www.goasa.org)