

## ***Admissions Policies & Procedures***

TrekNorth shall enroll any eligible pupil who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, pupils will be accepted by lot, to be conducted annually on the third Friday in May. TrekNorth may limit admission of pupils within an age group or grade level. TrekNorth shall give preference for enrollment to dependents of school staff, to siblings of enrolled pupils, and to foster siblings of the parents or an enrolled pupil before accepting other pupils by lot. TrekNorth will not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability. A student continuing for the next year will be re-enrolled for the next year without re-application.

### Procedures:

1. Parents and Students interested in enrolling at TrekNorth can request an Application for Enrollment from School Administration or via an online request, available at [www.treknorth.org](http://www.treknorth.org). Application and Enrollment Forms are attached as an addendum to this report.
2. Students who submit a completed Application for Enrollment will be enrolled at TrekNorth if overall enrollment numbers and grade-level enrollment numbers allow.
3. The Executive Director of TrekNorth will encourage, but not require, an Enrollment Meeting, attended by the student, the student's parents, and the Executive Director.
4. If the student enrolls at a time when the school or the specific grade is at maximum capacity, the student will be placed on the Waiting List. Applications on the Waiting List will be ordered by date of application.
5. Applications that exceed availability that have been submitted prior to the third Friday in May will be placed in the Enrollment Lottery. Applications that exceed availability that are submitted after the third Friday in May will be placed on the Waiting List.

**A copy of the TrekNorth Application is included as an addendum to this report. This admissions policy is available to the general public on [www.treknorth.org](http://www.treknorth.org).**