



TUCSON PREPARATORY SCHOOL

Wait List Policy

1. Purpose

This policy establishes procedures for managing student enrollment and the use of a wait list at Tucson Preparatory School, a small public charter high school with a maximum capacity of 165 students. The school follows a first-come, first-served enrollment model, consistent with Arizona Revised Statutes § 15-816.01.

2. Capacity

The school will enroll students until it reaches its enrollment capacity of 165 students. Enrollment capacity, by grade level and program (if applicable), will be posted and updated every twelve weeks on the school's website, as required by law.

3. First-Come, First-Served Enrollment

Applications for enrollment will be accepted in the order they are received. If the school has not reached capacity, all eligible applicants will be enrolled on a first-come, first-served basis without regard to race, ethnicity, national origin, sex, income level, disability, English language proficiency, or athletic ability.

4. Wait List Procedure

If the number of applicants exceeds the school's capacity:

1. The applicant will be placed on a wait list in the order the application was received.
2. Applicants will be notified in writing that they have been placed on the wait list.
3. Applicants will be notified of their position on the wait list and provided an overview of the preference structure and selection process.

5. Wait List Preferences

When space becomes available, students will be admitted from the wait list in the following order of preference, consistent with A.R.S. § 15-816.01 and school policy:

1. Returning students
2. Siblings of enrolled students
3. Students in foster care
4. Students identified as McKinney-Vento or unaccompanied youth
5. Students from a closing school

6. Dependents of active-duty military personnel or those killed in the line of duty
7. All other applicants in the order of application receipt

If multiple applicants qualify under the same preference category, priority will be determined by the original order of application (first-come, first-served).

6. Notification of Admission

When a space becomes available:

- The next eligible student on the wait list, based on the preferences above, will be offered admission.
- The offer of admission will be made in the applicant's preferred method of communication (Phone, email, or mail), and the family will have 3 business days to respond.
- If the offer is declined or no response is received within three business days, the space will be offered to the next eligible applicant.

7. Non-Discrimination

Tucson Preparatory School does not discriminate in its admissions or wait list processes on the basis of race, ethnicity, national origin, sex, income level, disability, English language proficiency, or athletic ability.

8. Public Information

The school will publish this policy and current enrollment capacity on its website and update it every twelve weeks, as required by A.R.S. § 15-816.01(C).