

**The Renaissance Charter School**  
*Developing Leaders for the Renaissance of New York*  
**Admissions Procedures and Policies for the 2006-2007 School Year**

1. Parents/Guardians interested in having their child attend The Renaissance Charter School are strongly encouraged to attend an Open House.
2. Applications will be available at the school beginning January 12, 2006 and at the conclusion of each open house.
3. We will have openings for one kindergarten class, and one fifth grade class.
4. Some seats may be available in grades 1-4, 6-8, 9-12. Applications for these grades are automatically wait listed and will be considered only if openings occur.
5. Siblings of current students who submit *complete applications by 3PM, February 28, 2006 are given priority for available seats.*
6. The remainder of the available seats will be selected for each grade by lottery.
7. Applications must be received by 3:00 p.m. on February 28, 2006 in order to be included in the initial lottery. ***It is your responsibility to ensure that we receive your complete application by the due date.***
8. *Only fully completed applications will be considered.* Applications for kindergarten and fifth grade must include a self-addressed, stamped envelope.
9. Any application received after 3:00PM on February 28, 2006 will be placed on a waiting list. Wait list applications are only valid for one school year.
10. Notification of acceptance or wait list will be mailed no later than March 9, 2006 for ***kindergarten, and fifth grade only.*** Notification of acceptance to other grades will be mailed if seats become available. No admissions decisions will be given over the telephone.
11. Parents/Guardians who accept an offer of admission for their child must return a confirmation no later than 3:00PM on March 29, 2006. A copy of the child's birth certificate, proof of immunizations, most recent report card and IEP, if any, must be submitted with the confirmation. If we do not receive a confirmation and the copies of required documents, your offer of admission will be passed to a child on the wait list. It is your responsibility to ensure that we receive your reply by the due date.
12. An orientation conference will be scheduled for all parents/guardians and their child who accept admission to The Renaissance Charter School. The conference serves as a forum to establish relationships, clarity and expectations. The date of the orientation conference will be included in the notification of admissions letter. Families must participate in the conference or the offer of admissions will be passed to a child on the wait list.
13. If seats become available after the initial lottery, a lottery of wait list applications will be done.
14. Final acceptance of all students into Kindergarten is conditional upon the student turning 5 years of age no later than December 31, 2006. Students applying for grades 1-12 must submit copies of final report cards and/or transcripts from current schools and must meet the criteria for promotion to the grade for which they are applying.

**The Renaissance Charter School is a non-sectarian, public school. The Renaissance Charter School does not discriminate against any student on the basis of ethnicity, national origin, religion, gender or disability.**

*Se habla español. Si necesita ayuda con el proceso de admision, por favor llama a nuestra oficina (718) 803-0060 y pregunte por Maria o Marlen.*