

# **RINI Middle College Charter School Student Recruitment and Enrollment Process**

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## **Introduction**

Rhode Island Nurses Institute Middle College is a statewide charter school with a mission to prepare a diverse group of students to become the highly educated and professional nursing workforce of the future. As a statewide charter school with a nursing career preparation curriculum, students enrolled into RINI are automatically enrolled into the Nursing College and Career Preparation Program (NCCPP).

RINI Middle College Charter School proactively engages in a broad strategy to inform the community about the school for the purpose of generating interest in enrollment. The strategy attempts to reach and provide a forum to a broad audience and the intent is to enroll a demographically diverse student body. In order to ensure a diversified applicant pool and student body, RINI from time to time engages in targeted outreach to reach under-represented populations.

In accordance with state and federal statutes and regulations, RINI accepts any age eligible applicant, regardless of background, need, individual characteristic or prior academic performance. When RINI receives more enrollment applications than are seats available, RINI accepts students through a random, blind lottery for each grade.

## **Recruitment and Outreach**

RINI's recruitment and outreach includes multiple approaches to reach a broad audience. As a statewide school, RINI uses mass media, social media and targeted outreach to recruit students from diverse backgrounds. Among the methods that RINI employs to reach out to the community includes the following:

- Mailings to the guidance officers of every public high school in Rhode Island notifying them about the NCCPP program, the availability of seats at RINI and information to refer potential students who are interested in nursing and/or healthcare careers to apply.
- At least two scheduled Open Houses for prospective students and families are held at the 150 Washington Street campus.
- Participation in the RI League of Charter Schools Charter School High School Fair and other middle school transition education programs and fairs for students who are selecting high school options.
- Posted recruitment information via social media and on our website [www.rinimc.org](http://www.rinimc.org).
- Participation in school or community events to showcase and inform families of

this school option.

## **Enrollment Application**

RINI has partnered with RIDE through EnrollRI in an effort to streamline the application process and make enrollment accessible to all families in RI.

EnrollRI, a digital platform was launched to ensure that access to Rhode Island Department of Education schools and programs remains easy, safe, and accessible for all families, even with the ongoing impacts of the COVID-19 pandemic.

Enrollment in a charter public school is nonselective and conducted by random lottery. The Family Information Tool (FIT) helps find the school(s) that meets the performance, accessibility, and programmatic targets you are seeking. Next, parents use EnrollRI Common Application to apply to RINI. RINI holds their admissions lotteries on April 1 or after and communicates student's enrollment status soon after that time.

## **Admissions and Enrollment Lottery**

In accordance with state and federal statutes and regulations, when fewer students apply to RINI than there are seats available, all applicants are enrolled into the school. When more students apply to the school than are seats available, RINI conducts a random blind lottery to determine enrollment. When necessary, RINI conducts a separate lottery for each grade where there are vacancies. Each year, RINI holds its enrollment lottery each year no later than the date set by the Commissioner of Education.

Each year, RINI establishes an application deadline that is at least three business days prior to the lottery date allowing families the maximum amount of time to submit an application. The lottery process is conducted electronically through Excel workbooks where numbers are randomly generated and assigned to each student applicant. This process is witnessed and verified by an administrator and one other employee. Both witnesses must sign a document attesting to the fair and random nature of the lottery. The lottery is recorded by keeping the spreadsheet ranking students in the order that they are randomly assigned. Once all seats have been filled, the remaining applicants in the pool are placed on the waiting list for each grade in the order to which they were assigned by the computer-generated program. Applications that are received after the lottery are placed on the waiting list following the students assigned through the lottery and in the order in which they were received.

When filling vacancies that occur during the school year, RINI offers enrollment to the student ranked first on the waiting list as determined by the lottery. Should a family decline the seat or does not respond to the offer, the seat is offered to the next ranked student until the seat is accepted. The RINI waiting list expires at the conclusion of each school year and RINI waiting lists are not carried over from year to year. Students remaining on the waiting list and wishing to enroll in the program must reapply for each of the following school-years.

RINI exempts siblings of currently enrolled students from the lottery. RINI also exempts the children of teachers, staff or founders from requiring participation in the school lottery. Siblings of students and children of staff may be enrolled.

### **Family Notification**

Families are notified in writing whether or not the student was selected from the lottery for enrollment into the school. Upon notification, the family must confirm the acceptance of enrollment by completing RINI's *Official Notice of Acceptance* form that is included in the packet of enrollment documents that are provided to families. RINI has established a deadline of not less than fifteen (15) days for families to confirm their acceptance of enrollment. RINI makes a reasonable effort to contact families to confirm their acceptance of enrollment. Should families fail to confirm their acceptance of enrollment, the seat may be offered to another student in the first position on the waiting list.

### **Enrollment Materials**

Upon family notification, RINI digitally sends families a packet of enrollment documents that must be completed and returned to the school. Official enrollment into RINI is not confirmed until all completed enrollment documents have been returned to RINI in full. The enrollment documents that are included in the enrollment packet are as follows:

- Official Notice of Acceptance
- Emergency Contact Information
- Official Notice of District Withdrawal
- Internet Use Agreement
- RINI Photo Release Authorization
- Health History Information
- RIDE Home Language Survey

Free/Reduced Lunch Application  
RIPTA Monthly Bus Pass Request  
Records Request Form  
COVID 19 Vaccine Acknowledgment  
RINI Policies  
Attendance Policy  
Behavior Policy  
Blue Scrubs Size  
Family Education Rights and Privacy Act (FERPA)  
Home Language Survey  
Household Income Survey  
Medical Emergency Authorization  
Transportation Form  
Student Cell Phone Use  
Parent Guardian Handbook Acknowledgment  
Student Survey  
Uniform Dress Code Policy

Once a family has confirmed their enrollment, RINI requests the family to provide specific information or documentation about the student including prior school academic records and/or special education records (IEP or 504 plans).

In addition to the return of the enrollment documents, RINI also requires families to provide:

- Proof of Residency (i.e. utility bill, tax bill, lease agreement)
- Most recent report card and academic transcripts.
- Medical records including immunization records.
- Special Education plans (IEP or 504) if applicable.

### **District Notification**

Once all students have confirmed their enrollment, RINI notifies the sending districts of residence of the number of students who have been enrolled into RINI for the upcoming school year.