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## Waitlist Policy

Monarch River Academy is committed to providing quality education to all students who wish to attend, within the school boundaries. Monarch River Academy ensures admission will not be based on any protected characteristics, including, but not limited to, disability, race, gender, national origin, and religion

The purpose of Monarch River Academy Governing Board approving this Waitlist Policy is to accomplish the following:

1. Explain the Waitlist Process
  2. Define an Existing Student
  3. Outline Exceptions for Children of Charter Employees
- 1. Waitlist Process:** Students will be placed on the waitlist in the order their completed applications are received (via an automated timestamp) and will be offered admission when spots become available. Siblings of existing students and children of Monarch River Academy staff (henceforth referred to together as Preferred Students) will be placed on the waitlist and given preference over non-sibling and non-children-of-staff students already on the waitlist.

Regardless of preference status, all households are subject to deadlines set by the school: 5 calendar days to confirm their spot, and 10 calendar days to complete their registration (via Reg-Online) in full. These deadlines are subject to change based on principal decisions. An Enrollment Specialist will communicate a specific deadline date and time in their emails to families at each stage of their enrollment. After each deadline, unconfirmed / incomplete applications will be placed at the bottom of the waitlist regardless of progress and preference status.

The family is solely responsible for listing the correct contact information and submitting the necessary information and documents by each deadline. Monarch River Academy and its affiliates do not assume any responsibility for families failing to submit a complete application due to incorrect contact information, missed emails (often due to spam filters), technical difficulties, etc.

- 2. Define Existing Student:** An “existing student” includes students offered admission through the lottery who have accepted within 5 days of the offer. Students will have existed or be or be removed after 10 days of non-response after the start of the first day of school when school is officially opened.

3. **Exceptions for Children of Charter Employees:** For siblings of existing students and the children of charter employees, the usual timestamp will not apply and they will be enrolled as spots are available in the order their completed applications are received.