



Enrollment Policy and Procedures

The application process consists of the following steps:

1. Attend a MAP Orientation meeting in January and go on a program tour beginning in February or March (highly recommended)
2. Read the MAP Fundamentals
3. Sign an Acknowledgement of Parent Expectations form
4. Complete and submit a written MAP application
5. Fill out Ross Valley School District paperwork at your neighborhood school enrolling your child in the district
6. Participate in a lottery drawing if there are more applicants than available spaces
7. Attend a parent/teacher consultation prior to admission

The Manor office can provide a list of experienced parents who would be happy to sit down with prospective parents to talk about MAP and answer questions.

Applications for kindergarten will be accepted for the following year during an open enrollment period from mid January to mid March. If there are more applicants than spaces available for a class, a lottery will be held at the close of the enrollment period.

The primary goal of enrollment is to maintain gender balance. Enrollment will first be determined by the following priority. Within each priority grouping below, when needed, there will be a separate lottery performed. Each priority group's lottery will be performed through a random drawing with alternating gender draws. A priority group will be skipped if it is necessary to maintain gender balance.

1. Siblings of currently enrolled students
2. Children of MAP and K-5 teachers and ILC founding parents who live within Ross Valley School District
3. Other children living within the Ross Valley School District
4. Out-of-district residents

Applicants will be notified of the results of the lottery by (mail or phone) in mid March.

Applicants not accepted for enrollment will be placed on a waiting list in the order in which their ticket was drawn. When an opening occurs, applicants on the waiting list will be notified. If applicants are not accepted through this process, they will be asked the next year if they wish to remain on the waiting list for the appropriate class. If they do wish to remain on the waiting list they will retain their place on the list from the previous year unless a new sibling wishes to be added

to the top of the waiting list. Once a family has been offered a place and has turned it down, they are welcome to reapply at a later time.

For classes other than the next year's kindergarten a family can place its child on the waiting list for any class by undertaking the first four steps listed under the application process in this section. If openings occur during the year and there are no students on the waiting list, the opening must be communicated district-wide prior to its being filled. Steps 2,3,4,6 and 7 still need to be undertaken to ensure that parent expectations are aligned with MAP philosophies. When openings occur in classrooms every effort will be made to balance the classroom between boys and girls and both the timing for filling a vacancy and the priority given to applicants will reflect the importance of gender balance.

Revised and approved by the MAP Advisory Board 11/21/06