

Innova Academy Enrollment Policy

Student Admission Requirements:

Innova Academy is an open-enrollment public charter school. The school welcomes all student applications and does not discriminate based on race, creed, national origin, ethnicity, disability, academic ability, gender, or any other characteristic outlined in Indiana law (IC 20-24-5). Admission is open to all Indiana students, contingent upon available capacity. If the number of applicants exceeds the number of available seats, a lottery will be conducted in accordance with state law and authorizer requirements. Innova Academy will comply with any applicable desegregation orders pursuant to IC 20-24-3-4(b).

Admission Timeline	Start	End
Overall:	November 2026	April 2027
Priority Round:	November 2026	December 2026
General Round:	January 2027	April 2027

Date of Lottery:	Priority: December 15, 2026	Final: April 26, 2027
-------------------------	------------------------------------	------------------------------

Enrollment Process:

Intent to Enroll Letters (Planning Tool)

As part of our enrollment process, Innova Academy encourages families to submit an *Intent to Enroll Letter* to indicate interest in attending Innova Academy. This letter serves as an important step in our efforts to plan effectively for the upcoming school year, ensuring we have the appropriate resources, staffing, and support services to meet the needs of all students.

By submitting an Intent to Enroll Letter, families indicate their commitment to partnering with Innova Academy in providing a high-quality educational experience. The letter is not binding, but it is a vital tool in helping us anticipate enrollment numbers and maintain a clear line of communication with prospective and returning families.

Submitting an Intent to Enroll Letter allows the school to honor its commitment to equity and inclusivity by proactively identifying and addressing any potential barriers to enrollment.

Submitting an Intent to Enroll form does not guarantee admission or secure a seat. All students must complete the full enrollment application process and, if necessary, participate in the lottery process for admission.

The Enrollment process is as follows:

1. Notification: Families will receive information about the Enrollment period through multiple channels, including emails, social media, and direct communication from the school.
2. Submission Timeline: Families must complete and return the Enrollment Application by the designated deadline to secure their student's priority placement.
3. Confirmation of Receipt: Once the Enrollment Application is submitted, families will receive confirmation from Innova Academy. This ensures that their intent has been recorded and their student's place reserved.
4. Applications received after the enrollment deadline will follow the school's lottery/waitlist procedure and policy.

We encourage all families to meet the submission deadline to ensure their student's placement and allow the school to effectively prepare for the diverse needs of our community.

Lottery Process/Procedures

If applications exceed the limit and (or) the capacity has been met in a specific grade level, Innova Academy will conduct a **public, random, and transparent lottery** to determine student admission. The date and location of the lottery will be communicated in a timely manner for families to attend. Students who do not secure a seat during the lottery will be added to the school's waitlist and will follow the process/procedure for waitlisted students.

If the enrollment applications do not exceed the limit and (or) capacity for a specific grade level is **not** met, a lottery will not be required. Applications will be accepted in the order in which they are received until grade level capacity is met.

Enrollment Preferences

In accordance with Indiana law and authorizer approval, the following enrollment preferences may apply:

- Returning students
- Siblings of currently enrolled students
- Children of school staff

Students not selected through the lottery will be placed on a waitlist

Families selected during either of the lottery processes will have five days, from the day of notification, to confirm attendance. Families that do not confirm attendance within the timeframe will forfeit their enrollment and a waitlisted student will replace them.

Applications that exceed maximum enrollment:

Prospective students that were not selected during either of the lottery processes will be placed on an enrollment waitlist.

Students not selected during the priority lottery process will be given priority during the second lottery process along with the siblings of already enrolled students and children of founders and staff.

Waitlist Procedure / Policy

Students who do not apply prior to the enrollment deadline or who did not secure a seat through the lottery process will be placed on a waitlist.

- Waitlist order will be determined based on lottery results and any applicable enrollment preferences
- Families will be contacted if a seat becomes available
- Families will have five (5) days to accept or decline the offered seat
- If a family does not respond within the timeframe, the seat will be offered to the next student on the waitlist

Acceptance and Enrollment Confirmation

Families offered admission must confirm their student's enrollment within five (5) days of notification. Failure to confirm enrollment within this timeframe may result in forfeiture of the seat.

Enrollment Withdrawals

If a family decides to withdraw their student from Innova Academy, we ask that they notify the school as soon as possible. Families should complete the Student Withdrawal Form, available in the front office or online, and participate in an exit meeting with school leadership. This process ensures a smooth transition and proper transfer of student records.

Transfers

For students transferring to another school, Innova Academy will work closely with the receiving institution to ensure that all academic records, transcripts, and other necessary documentation are provided in a timely manner. Families must complete the Records Request Form as part of the transfer process.

Re-Enrollment

Students who previously attended Innova Academy may reapply for admission if space is available. Families seeking re-enrollment must submit a Re-Enrollment Application and participate in a meeting with school leadership to discuss the student's transition back into the school community. Re-enrollment will be considered based on the student's prior standing, space availability, and any programmatic needs. All returning applicants must complete the standard enrollment process.

At Innova Academy, we understand that life circumstances can lead to changes, and we are here to provide support and guidance throughout these processes. Our goal is to ensure that every student and family feels valued and supported during their time with us, whether they are joining, transitioning, or returning to the Innova Academy family.

Admission Policies for Students with Documented Misconduct Histories

Innova Academy does not deny admission based on a student's prior disciplinary history. Upon enrollment, the school may review available student records in compliance with FERPA to ensure that appropriate academic, behavioral, and social-emotional supports are in place.

The school may:

- conduct meetings with families and students
- develop support plans as needed

All students will be supported through the school's Rise and Thrive Framework, which focuses on restorative practices, accountability, and student growth.

Commitment to Equity and Access

Innova Academy is committed to equitable access for all students. The school does not discriminate in admissions based on:

- academic performance
- disability status
- English learner status
- prior disciplinary history

The school actively works to remove barriers to enrollment and ensure all families have access to a high-quality educational option.