**Community Learning Center Schools, Inc**

**Alameda Community Learning Center (ACLC)**

**Nea Community Learning Center (Nea)**

**Admission Procedures**

May, 2017

**Offers**

**Issue: Length of time to accept offers.**

**Policy:**  Spots offered in the initial round after the lottery will be given a 7-day period in which to accept or decline those offers. Spots offered after the initial round of the lottery will be given a time frame as determined by CLCS Admissions. If no response to offer by the time frame specified the offer will be rescinded.

**Procedure:** SchoolMint sends out offers as determined by CLCS admissions with input from the school Leads. SchoolMint sends the applicant offers of enrollment along with timeline to one or both parents via text and email. The method(s) in which the offers are delivered are determined by the parent/guardian at the time of application. The allotted time to accept the offer before it is rescinded is:

7 days: After the initial round of lottery to the end of the current school year.

72 hours (3 Days): After the last day of the current school year to the first day of the new school year.

24 Hours (1 day): From the first day of school through the end of the year.

 If determined by CLCS Admissions or site Lead, a phone call will also be made.

The SchoolMint offer notices will be changed to reflect the allotted time for acceptance as outlined above.

If an offer is not accepted in the allotted timeframe and applicant family contacts the school:

If space is still available: The offer will be reinstated.

If space is not available: Under the direction of CLCS admissions, the applicant will either have to reapply to the waitlist;

 Or, a determination will be made to reinstate at the top of the waitlist.