



Developmental Research School
at the University of Florida

Admissions: Policy

Policy Statement

The legislated mission of P.K. Yonge Developmental Research School emphasizes research that is beneficial to the citizens of the State of Florida. In order to fulfill this mission, the school requires a student population that approximates the demographic composition of the student age population of the State as a whole. The Admissions policy of P.K. Yonge is established with this goal as the objective. The school reserves the right to modify the admissions policy in response to changes in requirements by the State, University, or its auditors to meet the requirements of a specific research study, or to implement a specific research study.

Admissions Conditions

Full Time Enrollment School - All students enrolled will be full-time students on the P.K. Yonge campus or attend classes through the college dual enrollment program. Dual enrolled students must maintain satisfactory progress and course completion.

Dual Enrollment – Students are required to complete one year of school at PKY before applying to dual enroll.

Rules & Policies - Parents and students are to adhere to all school rules, regulations, and policies. These include, but are not limited to, Admissions Policies, Student Selection Plan, Pupil Progression Plan, and Student Code of Conduct.

Fees - The parents/guardians are responsible for paying fees, and providing all registration information according to established deadlines. Failure to comply will result in the cancellation of the student(s) admission and enrollment.

Enrollment Age - In accordance with state laws, only those students who have reached age 5 by September 1 of the year, for which they seek enrollment, will be eligible for enrollment into the kindergarten class. Students entering the first grade must have reached age 6 by September 1st and successfully completed kindergarten.

Health & Immunizations - All enrolled students must have on file proof of age, a physical exam, and a current immunization form. Proof of age can be documented with a birth certificate, a passport or certificate of entry into the United States. The physical examination must have been completed within one year prior to the entry into a Florida school and preferably on a Department of Health (DH) form 3040. The immunizations must be on DH form 680 or 681 and document the immunizations required by DOE for the student's current grade.

Exceptional Student Education (ESE) services - P.K. Yonge offers exceptional student educational (ESE) services and accommodations in an inclusive setting. All students identified with a disability must meet the graduation requirement set by the State of Florida to earn a Standard Diploma. We have a carefully designed multi-tiered system of instructional support. Supplemental instruction is designed to support student success in the core curriculum. Most of our instructional support services are provided through a "push in" model with additional "help sessions" provided for our secondary students before and after school. Honors and AP courses are offered for our high school students. Parents must provide the most current Educational Plan, Individual Education Plan, or 504 plan for students who are identified as ESE or having a 504 plan. Students whose Individual Education Plan (IEP) indicates the need for more extensive services than can be provided at P.K. Yonge are referred back to their home district schools. Currently enrolled students who may benefit from ESE services are referred by teachers or parents to the guidance counselors. If, after evaluation, it is determined that a student's needs are better met in another school district the student will be referred to the home school district. Students needing more intensive services are granted a leave of absence from P.K. Yonge until their IEP indicates they are no longer in need of intensive services.

Admissions Criteria

P.K. Yonge strives to maintain a student population based on the Florida Department of Education's demographic characteristics of Florida's school age children. Categorical percentages are established each October prior to a school year for the five admission criteria: gender, race/ethnic origin, family income, exceptional student status and academic achievement level.

Upon completion of re-registration and analysis of the student population, enrollment goals are established each November to fill projected student vacancies in the school for the next academic year.

Student admissions and enrollments are based on these criteria:



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1. **Gender** – The percent of students desired in each school division, elementary and secondary, is 50% male and 50% female.
2. **Racial/Ethnic Category** – This distribution is based on Florida's school age population as determined by the State of Florida Dept. of Education and may be adjusted annually. The current categories are:

African-American	Hispanic
Alaskan/American Indian	Multi-Racial
Asian/Pacific Islander	White
3. **Family Income** – The desired percent of students to be admitted in each of four income categories, based on the distribution of family income in the State of Florida, is developed from the most recent census information and may be adjusted annually. Family income is the adjusted gross income amount reported on the family's most recent Internal Revenue Service form 1040.
4. **Exceptional Education Students** - The Director of Exceptional Student Education annually recommends a ceiling percentage for each grade level based on information from the Florida Department of Education.
5. **Academic Achievement Levels** - This distribution of achievement testing stanines is based on Florida's school age population as determined by the State of Florida Department of Education and may be adjusted annually.

Applicant Requirements

Good Standing - Students applying for grades 1 through 12 must be in good academic standing and good disciplinary standing at their current and/or previous school.

GPA Minimum - Students applying for grades 6 through 12 must have achieved a minimum unweighted grade point average of 2.0 for the Core Secondary Academic classes (i.e. Social Studies, English, Math, Science) to be considered for admission.

Credit Status - Students applying for grades 10 through 12 who have not earned the required number of credits necessary to be classified for the appropriate semester and grade level will not be considered for admission. Students applying for admission to 11th and 12th grade must have passing scores on 10th grade FCAT Reading and Algebra 1 EOC.

Credits Transfer - Students applying for admission from a High School which is not accredited by the Southern Association of Colleges and Schools (SACS) or a member of the other five regional accrediting associations will not have their transfer credits accepted on face value.

Discipline Status - Applicants must include the student's school discipline report from their most recent and/or current school. Students under suspension or expulsion from another school are not eligible to enroll at P.K. Yonge. Students with discipline or behavioral problems will be evaluated and may not be eligible to enroll at P.K. Yonge.

Achievement Level - Students seeking admission to P.K. Yonge in grades 1-12 must submit current standardized achievement test information so that their achievement levels can be evaluated. This assessment must have been completed within the last year using norm-referenced and standardized instruments, the Florida Comprehensive Assessment Test (FCAT) and/or any other test defined by the Florida Department of Education. Parents/Guardians are responsible for providing these test results to the school as part of the initial Admissions Application and subsequent Annual Application Updates before selection and enrollment can occur.

Exceptional Education Status – Applications of students who are in the referral/evaluation process in their current school will not be acted upon until the process is completed. Students who have been evaluated or who are currently participating in an Exceptional Student Education program must submit evaluations, placement papers and their current IEP or EP for evaluation as part of the application process.

Truth in Application – A student's application for admissions to P.K. Yonge Developmental Research School may be denied or any subsequent enrollment may be terminated or revoked if the application provided incomplete, inaccurate, or false information or if any information was withheld.

Student Records - Students applying for Admission are required to submit all academic records (transcripts, ESE, IEP, Discipline, etc.) prior to any consideration for selection.

Only complete applications will be evaluated for selection and admission.



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Applications

Application Deadline – Applications for Admission will be accepted all year. To be considered for inclusion in the initial applicant pool for the next school year, the application deadline for complete applications is October 31st (postmarked). Applications received after October 31st for the next school year will be considered as space in the appropriate category becomes available.

Kindergarten applications are accepted between September 1st and October 31st the year **before** the child would start kindergarten. The child must be 5 years old either on or before September 1st of the year he/she would start kindergarten. Students are selected randomly from the eligible applicant pool to fill a categorical need in the school.

Annual Update of Applications

Student applicants not selected for admission will remain in the applicant pool in succeeding years provided an Admissions Application Annual Update is completed and submitted each October. This provides current student information in the areas of family income, academic achievement and ESE status. It is the responsibility of the parent(s)/guardian(s) to update the application once each year in the month of October. Contact information and phone numbers should be updated as it changes by calling or sending the information to the Admissions Office. We must be able to contact you.

Student Selection Process

Random Selection – Applicants satisfactorily evaluated as meeting the criteria stated in Applicant Requirements are eligible to be selected for admission. The admissions office shall use a computer software program defined to randomly generate numbers within a specified range, e.g., 1 to 100. The Admissions Officer shall generate the random number series the first week of each quarter. The P.K. Yonge Admissions Officer, in fulfilling the population needs of the school, shall use the defined number sequence to select students within a pre-determined need. The random number sequence shall also be used in the priority selection process.

Priority Selection – Priority in the selection of students will be given as stated below. Qualifying in more than one priority category does not give an applicant any greater priority.

Faculty & Staff Children – Children of full-time faculty and staff at P.K. Yonge will be admitted on a first priority basis, for the length of the parent's full-time employment at P.K. Yonge, providing an opening exists within the appropriate category.

Siblings – A sibling in the applicant pool is defined as a brother or sister living in the same household as the enrolled student at the time of the application. This sibling will have priority within his or her category. Sibling status goes into effect the academic year following the qualifying student's enrollment.

Alumni – Children of P. K. Yonge Alumni will be admitted on a priority basis, provided an opening exists within the appropriate category.

Performing Fine Arts – Applicants qualify for priority status by completing an audition as required, and being selected and approved, by the PFA Faculty. Qualified PFA applicants will be admitted on a priority basis, provided an opening exists within the appropriate category. The number of students selected via a PFA priority shall be determined by the Director and shall not exceed twenty-five (25%) percent of available positions.

Administrative Placement – The director of the school may admit a student under special circumstances if space is available and if the student will enrich the student body.

Invitation for Admission - Upon selection, the parent/guardian is contacted by phone. Upon verbal acceptance, a letter of invitation for Admission will be extended to the applicant's parent/guardian. The parent/guardian will have 15 calendar days from the date of the letter to accept the invitation by paying the required Activity Fees and submission of required documents.

Registration/Enrollment – Registration, enrollment and class schedules are completed after payment of the Activity Fees and submission of registration documents.

The student selection process continues until all vacancies are filled. Students are subject to dismissal if any part of the application is omitted, falsified or information was withheld.



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Re-Registration Of Currently Enrolled Students

Current students will re-register during **October** for the next academic school year. Re-registration is a commitment of attendance for the next academic school year and is completed by submitting the School Choice form along with the \$150.00 **non-refundable** enrollment fee that must be paid at the time of re-registration. The enrollment fee will be applied to the student's Activity Fee upon attendance the next academic year. Parents or guardians of current students who do not re-register or fail to re-register by October 31st will be considered as forfeiting their student enrollment position and will NOT be enrolled at P.K. Yonge for the next school year.

The remaining balance due for the annual Activity Fees or any other debts must be paid in full by **April 30th** for continued enrollment of the student in the next academic year. A parent/guardian may submit a complete application to reapply and enter the Student Selection process pool of applicants. Upon completion of re-registration and analysis of the re-enrolling student population, enrollment goals will be established to fill the determined student vacancies in the School.

Activity Fees

Returning/Re-enrolling Students

Activity Fees are \$300 per student per year and must be paid in full by April 30th for the next academic year. One hundred fifty (\$150) dollars of the \$300 is non-refundable. **Any student Activity Fees that have not paid in full by April 30th will be assessed a \$50 late payment fee. Additional late fees of \$10 per month will be assessed beginning on June 1 and on the 1st day of every month thereafter until all amounts due are paid.** Students/parents/legal guardians accepting admission/enrollment to P.K. Yonge who have paid the full Activity Fee and later terminate their admission/enrollment will be subject to the following cancellation fees and are entitled to the following refunds.

Termination/Cancellation Date	Cancellation Fee	Refund
April 1st to April 30th	\$100.00	\$50.00
May 1st	\$150.00	\$0.00

Reduced Activity Fees are based on the eligibility guidelines established annually by the National School Lunch program, a.k.a. Free and Reduced Lunch. To qualify, the family's most recent Federal Income Tax Form (1040) of the household where the student is claimed as a dependent must be presented to the Business Office for evaluation. If eligible, Reduced Activity Fees will be adjusted to \$150 per student for one academic school year.

These fees are used to aid the support of student activities and educational needs. Fees are subject to change. Parents/guardians will be notified of any changes prior to the change.

New Students

Students who are selected for admission and receive an invitation letter of admission must pay all fees within 15 days of the date of the letter. Failure to comply by this deadline will immediately rescind this invitation for admission and another applicant will be selected. A new student/parent/legal guardian who later terminates his/her admission/enrollment will be subject to the following cancellation fees and are entitled to the following refunds:

Termination/Cancellation Date	Cancellation Fee	Refund
1-15 days after receipt of Activity Fee payment	\$150.00	\$150.00
16+ days after receipt of Activity Fee payment	\$300.00	\$ 00.00

Reduced Activity Fees are based on the eligibility guidelines established annually by the National School Lunch program, a.k.a. Free and Reduced Lunch. To qualify, the family's most recent Federal Income Tax Form (1040) of the household where the student is claimed as a dependent must be presented to the Business Office for evaluation. If eligible,

Reduced Activity Fees will be adjusted to \$150 per student for one academic school year.



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These fees are used to aid the support of student activities and educational needs. Fees are subject to change. Parents/guardians will be notified of any changes prior to the change. New students enrolling for the second semester will pay one half of the Activity Fee, which is non-refundable.

Leave of Absence

Applications for a Leave of Absence may be obtained from the Admissions Office. A leave of absence may be requested for an enrolled student unable to attend the school because of extenuating circumstances; such as a parent's sabbatical, a temporary change in residence to another state or country, a verified health condition, or for a student to participate in an educational program, which P.K. Yonge is not able to provide. Requests for a leave of absence require the approval of the school director. Leave is granted for one academic year only or the remainder of an academic year. Re-admission is not guaranteed but based on space availability and the review of current grades, test scores, discipline and attendance reports to determine the student meets admission criteria. A second year of leave will be approved only for extenuating circumstances as judged by the school director.

When a student is on leave, the director of admissions should be notified, no later than February 1st prior to the school year of reentry, of the student's intention to reenter the school. Failure to notify the school may result in expiration of the leave and the student being dropped from the leave list.

Registration, including payment of fees, will take place during the regular spring registration of the school year prior to the school year the student is to return. A fee of \$50.00 per year is assessed for those students on a leave of absence. If after the first year, a student's IEP requires services that P.K. Yonge is not able to provide, they may continue on a leave of absence with no charge. Families do not need to update the leave of absence annually.

Document History

Revised & Adopted May 5, 2008 – School Advisory Committee
Revised & Adopted May 5th 2008 – School Advisory Committee – Fee Structure
Revised & Adopted February 5, 2007 - School Advisory Committee – Full Revision
Revised & Adopted December 6, 2004 - School Advisory Committee – Fee Structure
Revised & Adopted November 4, 2002 – School Advisory Committee – Addendum & Proposed Language/Text Edits
Revised & Adopted May 6, 2002 – School Advisory Committee – ESE language & Addendum
Revised & Adopted December 7, 1999 – School Advisory Committee – Full Revision
Revised October 2014 – Activity Fees – Text Clarification
Revised September 2015 – Invitation for Admission - Days of Acceptance