

# Admissions: Policy



## Policy Statement

Established in 1934 as a special school district under Florida law, P.K. Yonge Developmental Research School is a public school affiliated with the University of Florida and located on its campus. P.K. Yonge serves approximately 1,350 students in kindergarten through twelfth grade. As a special school district, the mission of P.K. Yonge Developmental Research School is to engage in research and program development that helps to inform improvements in Florida K-12 education for general education populations.

In order to fulfill its mission and purpose, P.K. Yonge requires a student population that approximates the diverse demographic composition of the student age population of the state that is best served in a general education setting. The admissions policy of P.K. Yonge is established with this goal in mind, and P.K. Yonge reserves the right to modify its admissions policy in response to changes in requirements by the State or the University of Florida to meet the requirements of or to implement a specific research study.

As a developmental research school, P.K. Yonge strives to maintain a student population that serves as a representative sample of public school general education, including **gender, race, socioeconomic status, and achievement levels** [1002.32(4), F.S.]. Upon analysis of the current student population, enrollment goals are established to fill projected student vacancies for the next academic year and to support the school's unique research mission. Student admission and enrollment are based on the four categories outlined in the statute, and applications are categorized according to these requirements. Students are then selected at random from the applicant pool.

**P.K. Yonge DRS, as a single school district, is not funded nor does it have the wide array of support serves to be the optimal learning setting for all students staffed for ESE services.** While P.K. Yonge is able to offer limited Exceptional Student Education (ESE) services and/or reasonable accommodations to students with disabilities in an inclusive setting, there are students with disabilities who have educational needs that P.K. Yonge is not designed or able to address. As a result, and as part of the admissions and continued enrollment processes, P.K. Yonge will be required to make determinations as to whether a student's unique educational needs can be met within the school's framework. If it is found that fundamental alteration to the nature of P.K. Yonge's program would be required to meet a student's educational needs, the student may not be admitted to P.K. Yonge or allowed to continue to be enrolled at P.K. Yonge if previously admitted.

Student attendance is critical to P.K. Yonge's educational research mission. As a special school district, P.K. Yonge does not provide transportation to and from the school. Families of students selected for admissions assume responsibility for daily transportation to and from the school and, therefore, assume responsibility for the timeliness of the student's arrival for the start of the school day, pick up at the end of the school day, and daily attendance. Per P.K. Yonge's student attendance policy, if the student is unable to maintain a timely arrival and daily attendance, the student may be dismissed from the school and/or may not qualify for annual re-enrollment.

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## 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. Dually enrolled students must maintain satisfactory progress and course completion.

**Dual Enrollment** - Students are able to dually enroll in their junior or senior years. Students new to P.K. Yonge are strongly advised to attend on-campus classes at P.K. Yonge for at least one year before considering dual enrollment.

**Rules & Policies** - Parents/guardians and students are to adhere to all school rules, regulations, and policies. These include, but are not limited to, the Admissions Policies, Student Selection and Eligibility Plan, Pupil Progression Plan, Code of Student Conduct, and the Student Attendance Policy, which are critical to P.K. Yonge's educational research mission. Failure to comply could result in the cancellation of a student's admission or continued enrollment.

**Fees** - Parents/guardians are responsible for paying activity fees and providing all registration and eligibility information according to established deadlines. Failure to comply will result in the cancellation of a student's admission or continued 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 in the kindergarten class. Students entering the first grade must have reached age 6 by September 1 and successfully completed kindergarten.

**Educational Services and Exceptional Student Educational (ESE) Services** - *P.K. Yonge DRS, as a single school district, is not funded nor does it have the wide array of support serves to be the optimal learning setting for all students staffed for ESE services.*

As noted above and in accordance with the school's unique research mission, P.K. Yonge is able to offer only limited Exceptional Student Educational (ESE) services and/or reasonable accommodations to students who are gifted and for those with disabilities in an inclusive setting. P.K. Yonge maintains a carefully designed multi-tiered system of instructional supports and supplemental instruction designed to support student success in the core curriculum.

Along with other information, parents/guardians must provide the most current Educational Plan, Individualized Education Plan (IEP), or 504 accommodation plan for students who are identified as needing specific accommodations with the admissions application. If the student does not have a formal educational or accommodation plan, then the parent/guardian must provide documentation describing current and/or most recent services provided to support the student's success in the current educational setting.

Because P.K. Yonge is a special school district with a specific educational research mission, all educational services and reasonable accommodations P.K. Yonge provides to students must align with it and what P.K. Yonge is able to provide in the general education program. As a result, P.K. Yonge will review and re-determine eligibility for admission or continued enrollment during the annual admissions/re-enrollment process. As stated previously, if P.K. Yonge would be required to fundamentally alter its program or mission in order to meet a student's disability-related needs, that student may not be admitted to or re-enrolled at P.K. Yonge.

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**Health and 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 must be on a Department of Health (DH) form 3040. The immunizations must be on DH form 680 or 681 and must document the immunizations required by DOE for the student's current grade.

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## Admissions Criteria

As a developmental research school, P.K. Yonge strives to maintain a student population that serves as a representative sample of public school general education, including gender, race, socioeconomic status, and achievement levels [1002.32(4), F.S.]. Upon analysis of the current student population, enrollment goals are established to fill projected student vacancies for the next academic year and to support the school's unique research mission.

Student admissions and enrollments are based on the four selection criteria outlined in Florida statute [1002.32(4), F.S.]:

1. **Gender** – 50% male and 50% female at each grade level.
2. **Federal Racial/Ethnic Category** – Percentages are based on Florida's school age population as determined by the State of Florida Dept. of Education and may be adjusted annually. Current categories:
  - American Indian or Alaska Native – has origins in any of the original peoples of North or South America, including Central America, and who maintains tribal affiliation or community attachment
  - Asian – has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (e.g. Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)
  - Black or African American – has origins in any of the black racial groups of Africa
  - Native Hawaiian or Other Pacific Islander – has origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands
  - White – has origins in any of the original peoples of Europe, Middle East, or North Africa
  - Hispanic or Latino – persons of Cuban, Mexican, Puerto Rican, South Central American or other Hispanic culture or origin, regardless of race
  - Not Hispanic or Latino
3. **Family Income** – Four income categories are established based on the distribution family income in the State of Florida. Distributions are based on 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. **Academic Needs** – P.K. Yonge strives to reflect a representative sample of academic achievement and learning needs within the typical, inclusive school population in the general education environment. The school reviews admissions applications to evaluate its ability to meet the needs of a prospective student. To make this determination the following elements are taken into consideration: class grades, performance on standardized tests, coursework, attendance, and discipline record.

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## Application & Eligibility Requirements

**Credit Transfer** - Students applying for admission from a High School which is not accredited by AdvancED or a member of the other regional accrediting associations will not have transferred credits accepted at face value.

**Discipline Status** - Applications must include the student's school discipline report from kindergarten through the current year. Students under suspension or expulsion from another school are not eligible to enroll at P.K. Yonge.

**Achievement Level** - Students seeking admission to P.K. Yonge in grades 1-12 must submit standardized achievement test results from kindergarten through the current year. Assessments must be norm-referenced, standardized instruments including the Florida Student Assessment (FSA), and/or any other test administered 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 Admissions Application Updates.

### **Educational and/or Exceptional Education/Disability Status**

Students with Individualized Educational Plans (IEPs) must submit copies of:

- Consent for placement/services and all eligibility documentation with indication of date of initial receipt of ESE services;
- Initial evaluation reports considered by the eligibility team, including, but not limited to, any psychological or medical report(s), social/emotional/behavioral data and/or speech/language evaluative data;
- Any subsequent evaluation/reevaluation reports; and
- The student's most recent IEP, including any meeting notes and any Behavioral Intervention Plan for the student.

Students determined to have a 504 disability or need for a Section 504 Plan must submit copies of:

- Consent for placement/services and all eligibility documentation with indication of date of initial receipt of ESE services;
- Initial evaluation reports considered by the eligibility team, including, but not limited to, any psychological or medical report(s), social/emotional/behavioral data and/or speech/language evaluative data;
- The student's most recent 504 Plan and all documentation of the disability/eligibility determination made; and
- All medical or other documentation supporting the existence of the student's disability; and
- Any subsequent evaluation/reevaluation reports.

Students with Educational Plans (EPs) must submit copies of:

- Consent for placement and/or eligibility documentation with date of initial placement into a Gifted program;
- Initial psychological or other evaluative report(s); and
- The student's most recent EP.

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Students who do not have formal educational plans or accommodation plans, but are receiving or are in the process of being evaluated to receive special services or accommodations in or outside of school must submit copies of:

- Documentation from any service provider describing any current private special services or therapies provided in or outside of school;
- Documentation of any diagnosis (if applicable to education) and/or any evaluation reports of any kind; and
- Documentation of any consent for evaluation for ESE services or 504 accommodations in progress.

**NOTE:** Only complete applications will be evaluated and considered for selection and admission. All records listed above must be included with the Admissions Application. If the family submits information listed above after the student has been selected for admissions (or during/after the annual admissions/re-enrollment process) and the school subsequently determines that the student's educational needs (academic or medical) cannot be supported in the general education setting at P.K. Yonge, the school reserves the right to withdraw the invitation for admission.



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## Application Acceptance

Applications for admission are accepted year-round. To be included in the first round of selection each year, applications must be received by the published Applications Acceptance Window. There are four grade levels that have larger numbers admitted to their student communities each year and have different submission and notification deadlines. These grade levels are **Kindergarten, 4th grade, 6th grade, and 9th grade.**

**Kindergarten Applications** – To be included in the first round of selection in kindergarten, applicants must be 5 years old either on or before September 1 of the year they start kindergarten. Applications are accepted from February 1 to February 28 the year the child starts kindergarten.

Grade Level to be Enrolled Next School Year	Application Access Window*	Notifications Sent:
6 <sup>th</sup> Grade	Oct. 1 <sup>st</sup> – Jan. 30 <sup>th</sup> (11:59pm)	End of February
9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup> Grade	Oct. 1 <sup>st</sup> – Jan. 30 <sup>th</sup> (11:59pm)	End of February
Kindergarten and VPK	Feb. 1 <sup>st</sup> – Feb. 28 <sup>th</sup> (11:59pm)	End of March
4 <sup>th</sup> Grade	Mar. 1 <sup>st</sup> – Apr. 1 <sup>st</sup> (11:59pm)	End of May
Other Grade Levels 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> High School Applications are accepted year-round	Mar. 1 <sup>st</sup> – Apr. 1 <sup>st</sup> (11:59pm)	During May through August if spaces become available

**\*Please make note of the Application Access Windows:** To be considered for the coming school year, applications MUST be submitted during the Application Access Windows. Complete applications received OUTSIDE the applications access windows will be reviewed and included in additional rounds of selections if vacancies occur. These additional selections could be completed at the end of the summer and/or at the beginning of the new school year if spaces become available in the grade level in which your child hopes to enroll.

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## How to Reapply

PKY admissions applications remain active for one (1) school year. Parents must reapply every year within the Application Access Window to remain active in the applicant pool and to be considered during the selections for the next school year.

Every year, all applicants with a complete application on file will receive an email to reset their Skyward account. Please reset your account and submit a new application with the MOST recent records during the Application Access Window. All required documents MUST be submitted. Incomplete applications will be declined and parents will need to resubmit the application.



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## Student Selection Process

**Random Selection** – Applicants with a complete Admissions Application are eligible to be selected for admission. Once applications are received, they are grouped according to demographic categories required by state law. Within each group, random computer-generated selection takes place.

**Priority Considerations** – There is limited priority selection within a demographic category. Priority considerations are identified below in order of priority. Qualifying in more than one priority category does not give an applicant any greater priority. Priorities **do not guarantee** selection for admissions.

- Children of currently employed P.K. Yonge faculty and TEAMS staff
- Siblings/Step-siblings of current P.K. Yonge students living in the same household
  - Must reside in same domicile and share an address with admitted sibling
  - A sibling lottery will be conducted and up to 33% of a class capacity will be selected through it
  - Non-selected siblings remain participating in the general lottery selection
- Children of P.K. Yonge alumni
- Administrative Placement – The Director of the school may admit a student under special circumstances. Special consideration will be given to a limited number of children of faculty new to UF.

**Admission to P.K. Yonge** - Upon selection, the parent/guardian is contacted by email with an invitation for admission. The parent/guardian will have 7 calendar to accept the invitation by paying the required Activity Fee and submitting documents required for admission.

**Registration/Enrollment** – Registration, enrollment and class schedules are completed after payment of the Activity Fees and submission of ALL documents required for admission.

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 if information was withheld.

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## Re-Registration and Continuing Eligibility of Currently Enrolled Students

Current students will re-register during **October** for the next academic school year. Re-registration qualifies the student for review for continuing eligibility, provides a commitment of attendance for the next academic school year and is initiated by submitting the School Choice form along with the **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/guardians of current students who do not re-register or fail to re-register by October 31 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 15** for continued enrollment of the student in the next academic year.

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## Activity Fees

Activity fees are used to aid the support of student activities. Fees are subject to change per approval by the P.K. Yonge School Advisory Council and University of Florida Board of Trustees.

### New Students

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

Termination/Cancellation Date	Cancellation Fee	
<b>Refund</b>		
1-15 days after receipt of full Activity Fee payment	\$150.00*	\$150.00
16+ days after receipt of full Activity Fee payment	\$300.00	\$ 0.00

### Returning/Re-enrolling Students

Activity Fees are \$300 per student per year and must be paid in full by April 15th 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 16th will be assessed a \$50 late payment fee.**

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 may apply to the Director/Principal for a refund as follows:

Termination/Cancellation Date	Cancellation Fee	
<b>Refund</b>		
April 1 to April 30	\$100.00	\$50.00
May 1	\$150.00	\$ 0.00

Reduced Activity Fees are based on the eligibility guidelines established annually by the National School Lunch program (Free 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.

Termination/Cancellation Date	Cancellation Fee	
<b>Refund</b>		
1-15 days after receipt of full Activity Fee payment	\$150.00*	\$150.00
16+ days after receipt of full Activity Fee payment	\$300.00	\$ 0.00

\*\$75.00 if reduced fee is paid.