



**Instilling Accountability, Responsibility, Respect**

364 North SR 198 Santaquin, Utah 84655  
Phone: 801.754.3376 Fax: 801.754.3102

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## STUDENT MEMBERSHIP POLICY

### **Purpose**

This policy is set forth to determine student membership eligibility and describe the process for calculating membership for purposes of record keeping, auditing and reporting membership to state agencies to receive public funding. Student transfer, withdrawal and unsafe school choice are also addressed.

### **Definitions**

"Membership" means a public school student is on the current roll of a public school class or public school as of a given date.

- a. A student is a member of a class or school from the date of entrance at the school and is placed on the current roll until official removal from the class or school due to the student having left the school.
- b. Removal from the roll does not mean that an LEA should delete the student's record, only that the student should no longer be counted in membership.

"Aggregate Membership" means the sum of all days in membership during a school year for eligible students enrolled in a public school.

"Data Clearinghouse" means the electronic data collection system used by the Superintendent to collect information required by law from LEAs about individual students at certain points throughout the school year to support the allocation of funds and accountability reporting.

"ISI-1" means a student who receives 1 to 59 minutes of Youth In Custody (YIC) related services during a typical school day.

"ISI-2" means a student who receives 60 to 179 minutes of YIC related services during a typical school day.

"Self-contained" means a public school student with an IEP or YIC, who receives 180 minutes or more of special education or YIC related services during a typical school day.

"SSID" means Statewide Student Identifier.

"Unexcused absence" means an absence charged to a student when:



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- a. the student was not physically present at school at any of the times attendance checks were made in accordance with R277-419-6(3); and
  - b. the student's absence could not be accounted for by evidence of a legitimate or valid excuse in accordance with local board policy on truancy as defined in Section 53A-11-101.

"Year end upload" means the Data Clearinghouse file due annually by July 15 from LEAs to the Superintendent for the prior school year.

### **Policy**

The Superintendent shall provide a list to C.S. Lewis Academy detailing the required accountability reports and other state-mandated reports for the school type and grade range including a Clearinghouse report and ensure the Academy employ at least one licensed educator and one administrator.

### **Student Membership Eligibility**

A student who is enrolled in a program is considered a member of a public school. A student reported under the schools program shall be included in the LEA's Weighted Pupil Unit (WPU) and student enrollment calculations of the LEA's school of enrollment. A student may enroll in two or more LEAs at the discretion of the LEAs, except in the case of kindergarten students.

In order to generate membership for funding through the Minimum School Program for any clock hour of instruction on any school day, the LEA shall ensure that a student being counted by the LEA in membership:

1. Has not been enrolled in a Youth In Custody (YIC) program time code other than ISI-1 or ISI-2;
2. Does not have unexcused absences, which are determined using one of the continuing enrollment measurements described in R277-419-4;
3. Is a resident of Utah as defined under Sections 53A-2-201 through 213;
4. Is of qualifying school age;
5. Is expected to attend a regular learning facility operated or recognized by an LEA on each regularly scheduled school day, if enrolled in a face-to-face learning program;
6. Has direct instructional contact with a licensed educator provided by an LEA at:
  - a. An LEA-sponsored center for tutorial assistance or the student's place of residence or convalescence for at least 120 minutes each week during an expected period of absence, if physically excused from such a facility for an extended period of time, due to: injury, illness,



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surgery, suspension, pending court investigation or action, or an LEA determination that home instruction is necessary.

C.S. Lewis Academy shall use the following continuing enrollment measure: For a student primarily enrolled in a face-to-face learning program, C.S. Lewis Academy may not count a student as an eligible student if the eligible student has unexcused absences during all of the prior ten consecutive days.

### **Reporting Requirements, Records and Audits**

C.S. Lewis Academy shall report aggregate membership for each student via the School Membership field in the S1 record and special education membership in the Self-Contained Resource Attendance Management (SCRAM) Membership field in the S2 record and YIC membership in the S3 record of the Year End upload of the Data Clearinghouse file. In the Data Clearinghouse, aggregate membership is calculated in days of membership. Student membership is determined by accurate records. The school shall ensure that records of daily student attendance are maintained which clearly and accurately show for each student the entry date, exit date, whether or not an absence was excused, disability status (resource or self-contained, if applicable), and YIC status (ISI-1, ISI-2 or self-contained, if applicable).

The School shall ensure that a minimum of one attendance check is completed for each school day. Due to school activities requiring schedule and program modification during the first and last days of the year, membership may be reported using the aggregate days of membership equal to the number recorded for the immediately preceding five-day period and shall continue instructional activities through required calendared instruction days.

C.S. Lewis Academy shall employ an independent auditor, under contract, to annually audit student accounting records and report the findings of the audit to the governing board. Reporting dates, forms, and procedures are found in State of Utah Legal Compliance Audit Guide, provided to the School Director in cooperation with the State Auditor's Office. The Director shall review each student membership and fall enrollment audits as they relate to the allocation of state funds in accordance with R277-484-7 and 8. The Director may periodically or for cause review school records and practices for compliance with the laws and R277-419.

### **Student Identification and Tracking**

In accordance with 53A-1-603.5 the School shall use the SSID system maintained by the Direct to assign every student enrolled in a program or a unique student identifier and display the SSID on student



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transcripts exchanged with other LEAs. The unique student identifier shall be assigned to a student upon enrollment into a public school program. It may not be the student's social security number or contain any personally identifiable information about the student.

The School requires all students to provide their legal first, middle, and last names at the time of registration to ensure that the correct SSID follows students who transfer among LEAs. The School shall transcribe the names from the student's birth certificate or other reliable proof of the student's identity and age, consistent with Section 53A-11-503. The direct transcription of student names from birth certificates or other reliable proof of student identity and age shall be the student's legal name for purposes of maintaining school records. C.S. Lewis Academy may modify the order of student names, provide for nicknames, or allow for different surnames, consistent with court documents or parent preferences, so long as legal names are maintained on student records and used in transmitting student information. C.S. Lewis Academy shall track students and maintain data using students' legal names. If there is a compelling need to protect a student by using an alias, discretion should be used in recording the name of the student. The School is responsible in verifying the accuracy and validity of enrollment verification data, prior to enrolling students, and provide students and their parents with notification of enrollment.

### **Exceptions**

Exceptions may be granted for school attendance for a student in the length of the school day or year for a student with compelling circumstances. The time an excepted student is required to attend school shall be established by the student's IEP.

### **Student Transfer and Withdrawal**

State Rule R277-472 provides procedures for a student's withdrawal and transfer between a public district and a charter school. C.S. Lewis Academy shall post on its website information and procedures required under Section 53A-1a-596.5(2). The Academy shall develop and post admissions procedures for the charter school including:

1. Lottery dates and procedures admission forms;
2. School calendar;
3. Non-discrimination assurances;
4. A clear explanation, including timelines required in the law and provided in individual policies, student transfer procedures from a charter school to another charter school or district school;
5. A readily accessible transfer form; and



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6. Assurance and parent signature that student has been admitted to only one public school.

Parents or guardians of students who are enrolled at C.S. Lewis Academy and are seeking enrollment at district schools should check with the school district office (or school principal if designated by the school district) for official current capacity information about schools, grade levels, programs or courses before leaving the School and forfeiting a charter school enrollment right.

Consistent with Section 53A-11-904(3), C.S. Lewis Academy may deny enrollment to students in a public school if they have been expelled from another public school. The Academy may deny students' enrollment if they leave a public school with disciplinary procedures pending at the previous Utah public school until previous allegations have been resolved. Charter schools and district schools shall notify each other of student enrollment consistent with Section 53A-1a-506.5(4).

C.S. Lewis Academy has established procedures for student enrollment and withdrawal. A parent or guardian of an Academy student shall complete an Intent to Re-enroll form to ensure that student's placement for the coming year. This form must be submitted during the designated time frame established by the School Director or Assistant Director. Preference will be given to currently enrolled students and their siblings. All other placements will be filled on a first come first serve basis. A waitlist will be established for all students that did not meet the above requirements and those students listed will be placed in a lottery.

If a parent or guardian has determined to withdraw a student from the Academy they must request a Student Withdrawal form from the front office, complete the form and return it in a timely manner. All overdue meal, library, bus or other fees and school-owned education supplies are due at the time of withdrawal.

**Unsafe School Choice**

As established through the Elementary and Secondary Education Act (ESEA) Section 8532, a student has the right to attend a safe public school. The student attending a persistently dangerous public elementary school, as determined by the State in consultation with a representative sample of local educational agencies, or who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school that the student attends, shall be allowed to attend a safe public elementary school within the local educational agency, including a public charter school.