ATLANTA SMART ACADEMY

Enrollment FAQs

Who is eligible to attend Atlanta SMART Academy?

Students who are residents of Georgia may attend.

Open Enrollment for the 2027-2028 school year runs from November 9, 2026, to February 24, 2027. All applications submitted within this window will be included in our lottery for kindergarten, first-, fifth-, sixth-, seventh-, and eighth-grade seats. Applications submitted after February 24, 2027, will be added to our waitlist in the order received.

How do I apply?

Online- You are welcome to apply online through our website atlantasmartacademy.org

Paper-based- Simply print the application from our website or come into the school to apply in person

When are applications accepted?

Open Enrollment for the 2027-2028 school year runs from November 9, 2026 to February 24, 2027.

Our open enrollment is designed to give all interested parents an equal opportunity for their child to attend Atlanta SMART Academy by submitting a completed application. Following the close of open enrollment, if the number of applications exceeds the number of open seats, a random selection lottery determines acceptance. If the number of applications does not exceed the number of open seats, all applicants are accepted for their respective grades. Additional applicants will be accepted on a first-come, first-served basis until all seats are filled.

Is anyone given preference in the enrollment process and lottery?

Yes. For the 2027-2028 lottery, students who are siblings of current students, students accepted in the lottery, children of current board members, or full-time employees of Atlanta SMART Academy are given preference.

When is the lottery and do I have to attend?

Our 2027-2028 school year lottery will be held on Thursday, February 25, 2027 at 10:00 AM via Zoom. The link will be emailed to applicants a few days before the event. Attendance is not required for the lottery process! Applications can be completed online or in person via scheduled appointments.

All results are emailed to applicants the following week.

How will I learn the results of the lottery and know if my student has been granted a seat?

Results of the lottery, and wait lists by grade, will be available via email and posted to the Atlanta SMART Academy Website. It is the parent's responsibility to ensure that Atlanta SMART Academy has the most updated contact information (phone, mailing address, and email address) for notification purposes.

What happens once I am notified that my child(ren) has been granted an available seat?

All students who have been granted an available seat must complete all registration requirements by the registration deadline or their seat will be forfeited.

Will my student(s) have to participate in the lottery each year?

No. Once officially enrolled, all Atlanta SMART Academy students will remain enrolled for future years as long as re-enrollment is completed by the deadline.

Enrollment Procedures

As public schools, charter schools comply with state and federal regulations, and their admissions are open to students per the school's charter agreement. The procedures below outline the enrollment process at ASA.

There will be an open enrollment period each year during which time any interested students may submit an admission application. The dates and times for this open enrollment period shall be established by the school each year and shall end no later than the last day of April for the school year beginning the fall of the same year.

Pursuant to the ASA charter agreement, any un-enrolled siblings of a current ASA student, children of current full-time employees, and children of current governing board members who submit complete admission application forms during the open enrollment period will be registered for the following school year unless, among such students, there are not enough spaces available in any particular grade or program. In that case, such students will be enrolled based on a lottery to be held in an open forum on the date stated in the admission information.

Admission shall be open to any student who resides within the defined attendance zone which is the state of Georgia.

Admission applications for new ASA students will be available and submitted on the ASA website. ASA will accept new applications and enroll new students where space is available for the current school year.

Lottery and Waiting List

If a lottery is required after any admission enrollment period, that lottery will be held in an open forum at the time and place listed in the admission materials. All lotteries will be conducted in a manner that is consistent with Georgia law.

If there are more applicants than spaces available for a certain grade level, the names of students who submitted an application by the deadline will be placed in a lottery for that grade level. Students who are not selected for admission will be placed on a waiting list in the order in which their names were selected. Once all grades are filled or once the lottery, if necessary, is complete, any additional students who apply shall be placed at the end of the cumulative waiting list on a first-come, first-served basis.

All applicants selected from the lottery will need to complete residency verification materials by the enrollment deadline to become officially registered at ASA. Failure to do so will result in a forfeit of enrollment. Applicants unable to verify the address provided to determine their attendance zone by the deadline will be placed at the bottom of the waitlist.

A waiting list will be formed if the number of applicants in the application and enrollment process exceeds the number of available spaces.

As additional openings arise, enrollment will continue from the active waiting list in the order of applicants' lottery numbers.

Enrollment Priority Policy

Based on current state law and the ASA charter, the following constitutes the ASA enrollment priority policy for siblings and children of employees and governing board members:

Full-time employee is defined as an employee who works more than 50% (at least 20 hours or more) AND qualifies for benefits.

Siblings of students enrolled in ASA are given priority enrollment. Sibling priority is handled as outlined in the charter.

Siblings are defined as "children who share at least one common biological or legal parent whether through natural or adoptive means." This definition includes:

a. Biological siblings that share parents;

b. "Half" siblings that share a single parent;

c. "Step" siblings that share a parent or parents through marriage; and

d. Children who share a parent or parents through adoption or guardianship.

Children of full-time employees and of governing board members are given priority enrollment.

Employees and governing board members with students currently enrolled at ASA participate in the enrollment process for current and incoming students outlined in the school's enrollment policy.

When a new employee signs a contract their student is enrolled in ASA if space permits, if space does not permit, the student is placed on the waitlist with waitlist priority standing (defined below).

When a governing board member is elected/appointed to the board their student is enrolled in ASA if the student meets the ASA residency requirements and if space permits; if space does not permit, the student is placed on the waitlist with waitlist priority standing (defined below).

If an employee contract is terminated, or not renewed, and their student meets the residency requirements, the student may remain enrolled at ASA. However, if the student does not meet the ASA residency requirements, they are no longer eligible for residency exemption and must be withdrawn from ASA, per state law.

Full Policy: Admissions, Registration, and Enrollment

Purpose

This policy outlines the enrollment process for both, new/prospective families, existing families, children of staff, and children of Board members.

Duration

This policy is permanent, but it is subject to yearly revision.

Policy

SECTION 1. Yearly Enrollment Process Overview

Enrollment is handled as a three-step process:

- Step 1. Re-enroll current students via the Intention to Re-Enroll form.
- Step 2. Enroll siblings and children of staff and Board members.
- Step 3. Open enrollment.

SECTION 2. Re-Enrollment

Current ASA families are sent an Intention to Re-Enroll form in January. The form must be returned by the deadline. All proof of residency paperwork must be submitted as requested.

SECTION 3. Enrollment of Siblings and Children of Staff and Board Members

1. Current ASA families indicate on the re-enrollment paperwork if a sibling will be entering ASA for the following school year.
2. Children of current staff members or current Board members who are enrolling at the school for the first time must indicate their intention to enroll the child by submitting a completed

enrollment application form for the child by the stated deadline.

SECTION 4. Open Enrollment / Lottery

1. Enrollment materials will be posted on the ASA website by mid-February. At this time, informational meetings are scheduled.
2. Prospective families complete all enrollment materials and address verification as presented and submit them. Typically, they are due by mid-March. After turning in the paperwork, families will receive a numbered receipt. The number acts as a lottery number should enrollment requests exceed available spaces.
3. After open enrollment closes, ASA will hold a lottery at the school. The lottery is public, with all interested parties invited to attend. YOU DO NOT HAVE TO BE PRESENT TO HAVE YOUR NUMBER DRAWN.
4. An outside representative will draw numbers during the lottery to determine each prospective student's placement on the list for their grade level. All numbers are drawn until every prospective student has either been assigned a place or has been assigned to the waiting list.
5. Families not present for the drawing can call the school after the lottery to find out if they were assigned a place or were assigned to the waiting list.
6. All registration paperwork must be submitted by the enrollment deadline before a student is confirmed as having a place on the class list.

SECTION 5. Waiting List

1. At the time your waiting list position is offered a spot at ASA, you must complete the address verification process.
2. Prospective families are notified via phone or email if they have an opportunity to move off the waiting list and into enrollment. Parents have 48 business hours to accept the spot.
3. Children of incoming new Board members approved by the Board will be given enrollment preference on the waiting list behind any siblings or children of current staff members currently on the waiting list.
4. A new waiting list is formed for each grade level following the lottery process each school year.

SECTION 6. Proof of Residency Requirements

ASA follows the residency requirement process outlined below. Student’s space will be forfeited if proof of residency is not provided by the stated deadline.

What is required to prove residency? Lease or deed in the name of parent.

Current utility bill (within the past 30 days) in name of applicant

SECTION 7. Students Enrolling From Home Study Program

1. When a student enters ASA from a home study program, the parents/guardians of the student should provide records of the student from any prior schools and/or home study

program, including any standardized test scores.
2. Based on these records, the school principal will make a placement of the student at what he/she feels is the most appropriate grade level for a probationary period of at least one term.
3. Near the end of the probationary period, the school principal will consult with the student's teachers and parent/guardian to assess the performance of the student, and the school principal will then determine if any change in placement is necessary.
4. If a student enters ASA from a home study program without any prior educational records, the principal will decide whether the student should be placed in the grade level of his/her most recent period in the home study program or whether a different grade level placement should be made.
5. In either case, the placement will be for a probationary period of at least one term. Near the end of the probationary period, the principal will consult with the student's teachers and parent/guardian to assess the performance of the student, and the principal will then determine if any change in placement is necessary.

Errors

If an error in the lottery is found to be the fault of the school, ASA will take the necessary steps to correct the error. If the school notices an error, the school's staff will take immediate steps to correct the error by applying the appropriate remedy identified below. Remedies appropriate to resolve errors that affect one student may include but are not limited to, adding a student to the top of the waitlist or admitting a student even though the school is oversubscribed. If the error involves multiple students, depending on the severity of the error, the school may need to redo the grade-level lottery to ensure fairness for all stakeholders involved. If the school needs to redo one or more lotteries, it will make a concerted effort to provide all stakeholders clear and consistent information.