1. **Enrollment**—On March 1, several lists are formed from the application list as outlined below. The capacity number for each grade governs movement from the application list and the waitlists to the roster. Any time students are moved from a waitlist to the roster, they are contacted by MVCS to inform them that they have been enrolled. The complexity of this system is designed to first prioritize full-time students over those who are part-time, to then prioritize students who are returning (or are a sibling of a returning student) over a new student, and—finally—to prioritize students who apply earlier in the year over those who apply later. At no time is there any consideration of other factors that could lead to discrimination.

   a. **MVCS (both full- and part-time students, grades 6-12)**

      i. There are three lists for MVCS:

         1. **MVCS Roster**—All returning students and their siblings who are enrolling full-time are placed on the roster for the next school year.

         2. **Full-Time MVCS Waitlist**—All new students who are enrolling full-time are placed on the full-time waitlist, prioritized by application timestamp. This also includes students who switch from part- to full-time after March 1.

         3. **Part-Time MVCS Waitlist**—All students who are enrolling as part-time students are placed on a part-time waitlist for the next school year, prioritized as follows:

            a. Returning students who have been part-time or are switching to be part-time are placed at the top of the list, based on the timestamp of their initial application.

            b. Siblings of current enrollees who are enrolling as part-time are placed next on the list, based on the timestamp of their application.

            c. New students who are enrolling as part-time are placed last on the list, based on the timestamp of their application.

      ii. **Moving between the Waitlists and the Roster**—If the capacity for the grade has not been reached on the roster, students are moved from the waitlists to the roster until the capacity has been reached or until the last date to enroll in mid-September (specific date determined annually). If students withdraw, they are removed from the roster or waitlist. Movement from the waitlists occurs on the following timeline:

         1. **Between March 1 and April 30**—Full-time students continue to be added to the roster from the waitlist as space becomes available. Full-time students who switch from full-time to part-time are removed from the roster and are placed on the part-time waitlist based on their application timestamp.

         2. **Beginning May 1**—Part-time students are scheduled based on availability in specific classes and will be moved from the waitlist to the roster. If full-time seats open up on the roster, full-time students still get priority over part-time students, regardless of their application timestamps. Additionally, any student who wants to switch from full-time to part-time status after May 1 is unenrolled; these students must re-apply and the date of their new application timestamp is used to place them on the waitlist.

2. **Scheduling**—Once a student has been enrolled, scheduling occurs. Full-time students are scheduled for classes individually through a collaborative process that involves the parent and MVCS staff member who determine the best schedule for each student. This meeting also allows for discussion of individual student needs and the ability of the parent to support the student at home with the unique blended learning approach of MVCS. Families will have an opportunity to explore concerns they may have about the appropriateness of enrollment in MVCS. Part-time students are sent a link to indicate preference for classes; students' finalized schedule is confirmed after full-time students are scheduled. Part-time students are prioritized in class scheduling based on the same prioritization criteria used for enrollment.

taken from MVCS policy STU.100.5