

INA A. COLEN ACADEMY
ADMISSION AND ENROLLMENT POLICY
Effective May 20, 2025 ("Effective Date")

The following Admission and Enrollment Policy ("Policy") will apply to admissions and enrollment at the Ina A. Colen Academy ("IACA") as of the Effective Date of this Policy. The IACA Board of Managers ("Board") reserves the right to update this Policy.

Defined Terms

The following are defined terms as used in this Policy:

1. "Applicant" means a student, who through their parent or guardian, has applied for enrollment or re-enrollment at IACA in accordance with this Policy.
2. "Board Member" means the current members serving on the Board.
3. "Calesa Resident", for the purposes of the Policy, shall have two distinct definitions as defined below. The definition below in section 3.A. shall remain effective until the complete buildout of Calesa Township. Upon the complete buildout of Calesa Township, the definition in section 3.A. below shall no longer apply, and the definition section 3.B. shall take effect. The boundaries of Calesa Township are set forth on "A" attached hereto and incorporated herein by reference.
 - A. Pre-Buildout of Calesa Township: Prior to the complete buildout of the Calesa Township, "Calesa Resident" means an Applicant who physically resides within Calesa Township and shall be considered a Calesa Resident if the Applicant's parent, legal guardian, or immediate family member, in-law or stepparent of the Applicant's parent or legal guardian is (a) the legal title holder of a dwelling unit within Calesa Township, which was purchased directly from Colen Built Development, LLC or an affiliated entity; (b) the trustee, partner, member or officer with management authority or holding a controlling interest in the trust, partnership, limited liability company or corporation that is the legal title holder of a dwelling unit within Calesa Township, which was purchased directly from Colen Built Development, LLC or an affiliated entity; (c) the lessee of a dwelling unit within Calesa Township pursuant to a valid lease agreement with Colen Built Development, LLC or an affiliated entity; or (d) the trustee, partner, member or officer with management authority or holding a controlling interest in the trust, partnership, limited liability company or corporation that is the lessee of a dwelling unit within Calesa Township pursuant to a valid lease agreement with Colen Built Development, LLC or an affiliated entity. In the event that (i) the Applicant's parent, legal guardian, or immediate family member, in-law or stepparent of the Applicant's parent or legal guardian; or (ii) the Applicant's parent, legal guardian, or immediate family member, in-law or stepparent of the Applicant's parent or legal guardian is the trustee, partner, member or officer with management authority or holding a controlling interest in the trust, partnership, limited liability company or corporation, that has entered into a valid and binding purchase and sale agreement with Colen Built Development, LLC or an affiliated entity for the acquisition of a dwelling unit within Calesa Township but has not yet closed on the acquisition because the dwelling unit has not yet been constructed, such Applicant shall be considered a Calesa Resident.

- B. Buildout of Calesa Township: Upon complete buildout of Calesa Township, the term “Calesa Resident” shall mean an Applicant who physically resides within Calesa Township and shall be considered a Calesa Resident if the Applicant’s parent, legal guardian, or immediate family member, in-law or stepparent of the Applicant’s parent or legal guardian is (1) the legal title holder of a dwelling unit within Calesa Township, regardless of whether legal title to such dwelling unit was acquired from Colen Built Development, LLC, an affiliated entity or a third party; (2) the trustee, partner, member or officer with management authority or holding a controlling interest in the trust, partnership, limited liability company or corporation that is the legal title holder of a dwelling unit within Calesa Township, regardless of whether legal title to such dwelling unit was acquired from Colen Built Development, LLC, an affiliated entity or a third party; (3) the lessee of a dwelling unit within Calesa Township pursuant to a valid lease agreement with Colen Built Development, LLC or an affiliated entity; or (4) the trustee, partner, member or officer with management authority or holding a controlling interest in the trust, partnership, limited liability company or corporation that is the lessee of a dwelling unit within Calesa Township pursuant to a valid lease agreement with Colen Built Development, LLC or an affiliated entity.
4. “Charter Contract” means that certain Florida Standard Charter Contract dated July 28, 2020 by and between the School Board of Marion County, Florida, and Ina A. Colen Academy, LLC, as may be amended from time to time.
 5. “Employee” means teachers and staff of IACA and such other persons who are paid by IACA and work on the IACA campus at least one hundred eighty (180) days per calendar year.
 6. “Enrollment Application” means a fully completed application, in the form required by IACA, submitted by the parent or guardian of an Applicant.
 7. “Enrollment Period” means the time periods during which IACA accepts Enrollment Applications for the upcoming school year.
 8. “IACA Student Registration System” means the online system for submitting an Enrollment Application or Re-Enrollment Application. The IACA Student Registration System is accessible from IACA’s website.
 9. “Marion County Resident” means an Applicant who physically resides within the jurisdiction of Marion County, Florida and shall be considered a Marion County Resident if the Applicant’s parent, legal guardian, or immediate family member, in-law or stepparent of the Applicant’s parent or legal guardian is (a) the legal title holder of a dwelling unit within the jurisdiction of Marion County, Florida; (b) the trustee, partner, member or officer with management authority or holding a controlling interest in the trust, partnership, limited liability company or corporation that is the legal title holder of a dwelling unit within the jurisdiction of Marion County, Florida; (c) the lessee of a dwelling unit within the jurisdiction of Marion County, Florida pursuant to a valid lease agreement; or (d) the trustee, partner, member or officer with management authority or holding a controlling interest in the trust, partnership, limited liability company or corporation that is the lessee of a dwelling unit within the jurisdiction of Marion County, Florida pursuant to a valid lease agreement.

10. "Out-of-County Resident" means an Applicant who is not a Calesa Resident or a Marion County Resident.
11. "Parent" means the biological mother or father of the Applicant, the legal father of the applicant as defined by section 39.01(43), Florida Statutes, or the adoptive mother or father of the Applicant if the Applicant has been legally adopted. For the purposes of this Policy, Parent shall include the spouse, domestic partner (whether or not legally recognized), or partner through civil union recognized in another state or country, of the Applicant's biological, legal, or adoptive parent.
12. "Re-Enrollment Application" means a fully completed application, in the form required by IACA, submitted by the parent or guardian of an Applicant.

Diversity and Non-Discrimination

IACA is committed to enrolling a diverse student population and shall abide by the provisions of the Florida Educational Equity Act and applicable Federal and Florida Statutes prohibiting discrimination on the basis of race, national and ethnic origin, religion, sexual orientation, disability, gender or gender identity, including, but not limited to, Part B of the Individuals with Disabilities Education Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990. During the application process, IACA may request demographic information from Applicants, but responses to these inquiries shall be voluntary. Copies of applications and registration forms will be made available in English and Spanish. Interpretation of the applications and registration forms into other native languages will be provided upon request.

Right to Verify

The purpose of the Policy, as it relates to the definition of Calesa Resident, is to ensure that students who are entitled to the Calesa Resident Preference are deemed eligible. IACA understands that given the accolades of the IACA, there may be an instance of fraudulent activity by an Applicant wherein an Applicant falsely claims residency. IACA reserves the right to verify and confirm the legitimacy of an Applicant's status as a Calesa Resident. Upon determination that an Applicant has submitted false or fraudulent information, the Applicant will be placed in the Lottery Process upon determination of eligibility.

IACA understands the evolving nature of family units. IACA reserves the right to verify eligibility on a case-by-case basis for the Calesa Resident Preference in cases when an Applicant's Parents are domestic partners.

Capacity Notice

At least once per school year, the total capacity and total enrollment of IACA will be determined by the IACA Board and posted on IACA website as required by Section 1002.31(2)(b), Florida Statutes. Seats will be made available based on this Policy and Florida law.

Re-Enrollment for Current Students; Proof of Residency

The parents and guardians of students enrolled at IACA for the previous school year will be asked to submit a Re-Enrollment Application indicating each student's intent to re-enroll for the upcoming school year.

The Re-Enrollment Application will contain a certification of residency certifying the home address where the Applicant physically resides. The certification of residency must be verified by a parent or guardian through the procedures set forth in Section 92.525(2), Florida Statutes. Providing false information about residency on the Re-Enrollment Application may be punishable as perjury pursuant to Section 92.525(3), Florida Statutes, result in loss of re-enrollment preference and, if the false information is discovered after the start of the school year, immediate dismissal from IACA.

The deadline for Re-Enrollment Applications (“Re-Enrollment Deadline”) will be established by the IACA Board, and the Re-Enrollment Deadline will be posted on IACA’s website. Applicants whose Re-Enrollment Applications have been submitted by the Re-Enrollment Deadline will be automatically re-enrolled so long as they have maintained eligibility requirements pursuant to which such Applicant first enrolled at IACA and otherwise comply with IACA’s policies. Applicants whose Re-Enrollment Applications are not submitted by the Re-Enrollment Deadline may lose their seat for the upcoming school year and be required to submit a new Enrollment Application.

Applicants who were admitted to IACA as a Calesa Resident or as a Marion County Resident or who were admitted based on an Employee Preference, Armed Forces Preference or Officer Preference, and will no longer qualify as a Calesa Resident or as a Marion County Resident or are no longer eligible for the Employee Preference, Armed Forces Preference or Officer Preference at the start of the following school year, will not be eligible to submit a Re-Enrollment Application; such Applicants will be required to submit a new Enrollment Application. Applicants who were admitted to IACA based on a Sibling Enrollment Preference and who no longer qualify for the Sibling Enrollment Preference and do not qualify as a Marion County Resident, will not be eligible to submit a Re-Enrollment Application; such Applicants will be required to submit a new Enrollment Application.

New Applicants and Controlled Open Enrollment for Out-of-County Residents; Proof of Residency

Applicants who are new to IACA or who have moved out of Marion County after being enrolled at IACA as a Marion County Resident must submit an Enrollment Application. Enrollment Applications will be available on IACA’s website. Enrollment Applications must be fully completed and submitted to IACA during an Enrollment Period to be considered. Enrollment Applications must be submitted through the IACA Student Registration System on IACA’s website.

The Enrollment Application will contain a certification of residency certifying the home address where the Applicant physically resides. The certification of residency must be verified by a parent or guardian through the procedures set forth in section 92.525(2), Florida Statutes. Providing false information about residency on the Enrollment Application may be punishable as perjury pursuant to section 92.525(3), Florida Statutes, result in loss of an Applicant’s seat and, if the false information is discovered after the start of the school year, immediate dismissal from IACA.

If an Applicant is selected for enrollment as a Calesa Resident or a Marion County Resident, as applicable, and cannot provide adequate proof of residency in accordance with the requirements set forth herein for “Calesa Resident” or “Marion County Resident”, the Applicant’s seat will be forfeited and offered to another Applicant, and the Applicant will be required to apply as a Marion County Resident or an Out-of-County Resident, as applicable, as set forth below.

Calesa Residents and Marion County Residents are permitted to apply to IACA so long as such Applicant is not subject to a current expulsion order from another school or a school district. Out-of-County Residents are permitted to apply to IACA so long as such Applicant is not subject to a current expulsion or suspension order from another school or a school district.

Out-of-County Residents will only be provided a seat after placement of all other Applicants. Once admitted to IACA, Out-of-County Residents will be permitted to matriculate up to the highest grade offered by IACA so long as they maintain eligibility requirements and submit the required Re-Enrollment Application prior to expiration of the Re-Enrollment Deadline.

Enrollment Periods

The beginning and end dates for the Enrollment Period will be established by the IACA Board and posted on IACA's website. At the end of the Enrollment Period, the parent or guardian who submitted the Enrollment Application on behalf of the Applicant will be notified of acceptance or wait list status. In the event the number of Enrollment Applications for eligible students exceeds the capacity for a given program, grade level, class or building, the Lottery Process (as defined hereinafter) will be followed, as described below. Applications received after the Enrollment Period will be considered and processed as set forth in the section, below, entitled "Enrollment Applications Not Selected in the Lottery Process or Received After the Lottery."

Enrollment Process – Enrollment Classifications – Lottery Process

IACA shall enroll an eligible Applicant who submits an Enrollment Application during any Enrollment Period based on the process as outlined below. As permitted by its Charter Contract and section 1002.33(10), Florida Statutes, IACA shall provide preferences or limit the enrollment process based on Enrollment Classifications in the following order:

Enrollment Classifications

1. *Children of Employees and IACA Board Members*
2. *Calesa Residents*
3. *Siblings of Enrolled or Accepted IACA Students*
4. *Children of Members of the United States Armed Forces*
5. *Children of IACA's Safe-School Officers*
6. *Marion County Residents*
7. *Out-of-County Residents*

After selection of Enrollment Applications in each of the Enrollment Classification above, Enrollment Applications of next Enrollment Classification will be accepted. If the number of Applicants in an Enrollment Classification exceeds the capacity of a program, grade level, class or building, a lottery will be held amongst Applicants within that Enrollment Classification for available student seats within a program, grade level, class or building, before moving to the next Enrollment Classification.

1) *Children of Employees and IACA Board Members*

If the number of Applicants meeting the Children of Employees and IACA Board Members Classification exceeds the capacity of a program, grade level, class or building, a lottery will be held amongst Applicants meeting the Children of Employees and IACA Board Members Classification for available student seats within a program, grade level, class or building (“Employee and Board Member Lottery”).

2) *Calesa Residents*

After selection of Enrollment Applications meeting the Children of Employees and IACA Board Members Classification, Enrollment Applications of Calesa Residents for the Calesa Allocation will be accepted. As permitted by its Charter Contract and Section 1002.33(10), Florida Statutes, Applicants who meet the definition of Calesa Residents shall be considered for enrollment at IACA. After exhausting the Children of Employees and IACA Board Members Classification, up to fifty percent (50%) of the remaining IACA student stations are reserved for Calesa Residents (“Calesa Allocation”). If the number of Enrollment Applications from Calesa Residents exceeds the Calesa Allocation or the capacity of a program, grade level, class or building, then a lottery will be held amongst Calesa Residents for the Calesa Allocation in accordance with the Lottery Process (“Calesa Lottery”). Calesa Residents not selected for the Calesa Allocation during the Calesa Lottery will automatically be considered for enrollment during the IACA Lottery.

3) *Siblings of Enrolled or Accepted IACA Students*

After selection of Enrollment Applications for Calesa Residents, Enrollment Applications meeting the Siblings of Enrolled or Accepted IACA Students Classification will be accepted. If the number of Applicants meeting the Siblings of Enrolled or Accepted IACA Students Classification exceeds the capacity of a program, grade level, class or building, a lottery will be held amongst Applicants meeting the Siblings of Enrolled or Accepted IACA Students Classification for available student seats within a program, grade level, class or building (“Sibling Enrollment Lottery”).

4) *Children of Members of the United States Armed Forces¹*

After selection of Enrollment Applications meeting the Siblings of Enrolled or Accepted IACA Students Classification, Enrollment Applications meeting the Children of Members of the United States Armed Forces Classification will be accepted. If the number of Applicants meeting the Children of Members of the United States Armed Forces Classification exceeds the capacity of a program, grade level, class or building, a lottery will be held amongst Applicants meeting the Children of Members of the United States Armed Forces Classification for available student seats within a program, grade level, class or building (“Armed Forces Lottery”).

5) *Children of IACA’s Safe-School Officer*

After selection of Enrollment Applications meeting Children of Members of the United States Armed Forces Classification, Enrollment Applications meeting the Students of IACA’s Safe-School Officer Classification will be accepted. If the number of Applicants meeting the Students of IACA’s Safe-School

¹ “Active duty military” means working for the military full-time. Persons in the Reserve or National Guard are not full-time active duty military personnel.

Officer Classification exceeds the capacity of a program, grade level, class or building, a lottery will be held amongst Applicants meeting the Students of IACA's Safe-School Officer Classification for available student seats within a program, grade level, class or building ("Officer Lottery").

6) Marion County Residents

If there are any available student seats after enrollment of Applicants meeting the above classifications, then all remaining Applicants who are Marion County Residents will be eligible for enrollment. If the number of Applicants who are Marion County Residents exceeds the capacity of a program, grade level, class or building, a lottery will be held in accordance with the Lottery Process ("IACA Lottery").

7) Out-of-County Residents

Pursuant to section 1002.31, Florida Statutes, Applicants who are not Calesa Residents, have no Enrollment Preferences and do not qualify as Marion County Residents ("Out-of-County Residents") will be eligible for enrollment for any remaining seats after all Enrollment Applications from Enrollment Applicants meeting the above Enrollment Classifications have been considered. If the number of Enrollment Applications from Out-of-County Residents exceeds the capacity of a program, grade level, class or building, a lottery will be held following the Lottery Process.

Enrollment Applications Not Selected in the Lottery Process or Received After the Lottery

If there are any remaining Applicants that are not selected in the lottery(ies), such Applicants will be placed on a wait list in the order of the Enrollment Classifications above and how Enrollment Applications were selected in the lottery. Students applying after the lottery(ies) will be placed on the Enrollment Classification Wait List, in an order based on the above Enrollment Classifications and based on when such Enrollment Applications were received. As seats become available, such seats will be offered to the next eligible student on the Wait Lists. New Wait Lists will be created each year. Applicants on the Wait Lists will not be carried over from year-to-year.

Registration

Upon selection of an Applicant, the parent/guardian of the Applicant will receive registration instructions that include a detailed list of the documentation required by IACA and Marion County Public Schools, and timelines that must be followed. IACA will provide this notification electronically to the parent/guardian at the email address included in the Enrollment Application. During the registration process, information provided in the Enrollment Application will be verified, including, without limitation, Enrollment Preferences, grade level and residency (i.e. status as a Calesa Resident or Marion County Resident). If acceptable and sufficient documentation is not provided within the required timelines, or applicable Enrollment Preference, grade level or residency cannot be verified, the Applicant's seat will be forfeited.

Records

Copies of all Enrollment Applications and Wait Lists will be maintained by IACA for the time periods required by law.

Board Certificate

I hereby certify that the foregoing Policy was adopted by a majority vote of a quorum of the IACA Board of Managers at a duly noticed meeting held on 20, May 2025.



Harvey Taub, M.D., President

5/20/2025

Date

Exhibit "A"

[Please see attached]

