
A.D. HENDERSON UNIVERSITY SCHOOL (K-8) ADMISSIONS POLICY

Legislative Authority

Florida Statute 1002.32(4) Developmental Research (Laboratory) Schools

"Sidney Martin Developmental Research School Act"

Each lab school may establish a primary research objective related to fundamental issues and challenges that occur in Florida public schools. A student population that is reflective of the student population of the public school environment in which the issues and problems are most prevalent shall be promoted and encouraged through the establishment and implementation of an admission process that is designed to result in a representative sample of public school enrollment based on gender, race, socioeconomic status, and academic ability, notwithstanding the provisions of s. 1000.05, F.S.

Policy Statement

The legislated mission of A.D. Henderson University School emphasizes research that is beneficial to the citizens of the state of Florida. In order to fulfill this mission, the school requires a student population that approximates the demographic composition of the student age population of the State as a whole. The admissions policy of A.D. Henderson University School is established with this goal as its objective. The school reserves the right to modify the admissions policy in response to changes in requirements by the State or University, to meet the requirements of a specific research study, or to implement a specific research study.

Initial Applications

Application Deadline

Applications shall be available and accepted for eligible students beginning September 1 and ending ~~January 1~~ December 1 for the next school year. A new application must be submitted for each succeeding school year if the child is not accepted. The child must be five (5) years old either on or before September 1 of the year he/she would start kindergarten. Students are selected randomly from the eligible applicant pool to fill a categorical need in the school. Applications must be completed electronically ~~on the appropriate form~~ and submitted on or before the ~~prescribed~~ deadline date and time. The application process for A.D. Henderson University School involves multiple steps, including completing an online application and submitting all required documentation outlined on an item checklist. Applications are considered incomplete until all required items have been uploaded and information has been provided. Applications received after the ~~application~~ deadline ~~shall~~ will not be considered for admission for the upcoming year. Applications must be completed fully for admission consideration. Submission of an application and required documentation does not guarantee enrollment.

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Student Selection Process

Complete applications will be entered into a lottery selection process. Selected candidates will be invited for a screening in the spring. Initial selections and enrollment screening and enrollment are contingent upon a parent's provision of the required enrollment application, documentation, and subsequent school review of ~~said the~~ documentation, ~~and~~ student interview, and academic and behavioral evaluation. Invitation to ~~apply~~ screen does not guarantee enrollment. Enrollment may be denied ~~based on~~ for failure to meet the criteria outlined in this policy.

Selection

Applicants satisfactorily evaluated as meeting the criteria stated in Applicant Requirements are eligible to be selected for admission. Subject to the priority category set forth below, students are selected to most closely represent the public school student population of the state of Florida. The Office of PK-12 Schools and Educational Programs is authorized to select from the pool of applicants in order to meet the necessary criteria for admissions.

Priority Selection

Priority in the selection and screening of students will be given as stated below. Qualifying in more than one priority category does not give an applicant any greater priority. **Priority status does not guarantee selection, screening, or admission.**

- 1. Faculty & Staff Children** – Children of full-time faculty and staff at A.D. Henderson University School will be ~~admitted~~ considered on a first priority basis, for the length of the parent's full-time employment at A.D. Henderson University School. Should an employee resign voluntarily or involuntarily from A.D. Henderson University School/FAU High School, the employee's child is subject to withdrawal.
- 2. Siblings** – A sibling in the applicant pool is defined as a natural, adopted, or foster brother, sister, half-brother, half-sister, stepbrother, or stepsister living in the same household as a student who is currently attending A.D. Henderson University School/FAU High School and will continue to attend the school during the next school year. The ~~child~~ sibling will have priority within his or her categories of admission criteria (*refer to Admission Criteria on page 3*).
- 3. FAU Full-time Faculty**- IRS qualified dependent children of actively employed, full-time FAU faculty. The child will have priority within his or her categories of admission criteria.
- 4. Active Military Duty Personnel** – Dependent children of active duty military personnel currently serving in any branch of the U.S. Armed Forces (Army, Navy, Marine Corps, Air Force, and Coast Guard). The child will have priority within his or her categories of admission criteria.

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5. **Alumni** – Children of A.D. Henderson University School Alumni will be admitted on a priority basis, provided an opening exists within the appropriate category. The child will have priority within his or her categories of admission criteria.

Administrative Placement

The Office of PK-12 Schools and Educational Programs may admit a student under special circumstances.

Invitation for Screening

Required documents must be submitted through the online application portal and can be found in the application checklist. Applicants should navigate to the Admissions Progress tab to view and complete all checklist items. Upon selection for screening, the parent/guardian is contacted by electronic mail via the application system. The parent/guardian will have five (5) business days from the date of the electronic mail to accept the invitation for screening and an additional ten (10) business days to submit the required documents. All required documents must be submitted by the stated deadline to be considered for screening. Failure to submit any required documentation by the deadline will result in the withdrawal of the offer to screen. Prompt completion of this packet is required for enrollment consideration, but does not guarantee acceptance into A.D. Henderson University School. Upon completion and review of all required documentation and screening, the parent/guardian will be notified of their child's enrollment application status. Screening invitations do not guarantee enrollment.

Students Not Selected for Admissions

Students not selected for admission shall continue to be considered through the current school year as openings may occur, unless the school is notified in writing by the parents or guardians to withdraw the application. Once a student's name is removed from the applicant pool or not selected for the current year, a parent must initiate a new application for the child to be considered for admission for the next school year.

Applicant Requirements

Discipline Status

Applicants are required to include the student's school discipline report from their most recent and/or current school. Students having a suspension or expulsion from another school are not eligible to enroll at A.D. Henderson University School.

Screening Diagnostics and Supporting Documentation

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Parents/guardians are responsible for providing the requested supporting documentation and for facilitating their child's screening process as part of the initial Admissions Application and subsequent annual application updates before selection and enrollment can occur. Required documentation, include but are not limited to, academic report cards, letters of recommendation (submitted directly by the recommender), discipline/behavioral records from the past two academic years, and any applicable educational plans, such as an Individual Education Plan (IEP), 504 Plan, Educational Plan (EP), or private educational or psychological evaluations. All submitted plans must be current and up to date.

Truth in Application

The application requires the disclosure and documentation of pertinent information on the student, family, and school history. All information and documents provided must be accurate, complete, and current. Failure to provide required documentation, disclose pertinent information, or provide false, incomplete, or inaccurate information constitutes a misdemeanor of the second degree under Florida law. Such actions, including, but not limited to, providing outdated documentation, withholding documentation, or providing false statements, will result in the revocation of any offer of admission and/or immediate withdrawal from the school program at any time. A student's application for admission to A.D. Henderson University School may be denied or any subsequent enrollment may be terminated or revoked if the application provided incomplete, inaccurate, or false information or if any information was withheld.

Admissions Criteria

A.D. Henderson University School strives to maintain a student population based on the Florida Department of Education's demographic characteristics of Florida's school-age children. Categorical percentages are established each October prior to a school year for the following four admission criteria provided in s. 1002.32, F.S.: Gender, race/ethnic origin, socioeconomic status, and level of academic achievement.

Gender – ~~The percentage of students desired in each school's target student population division, elementary and secondary,~~ is 50% male and 50% female.

Racial/Ethnic Category – This distribution is based on Florida's school-age population as developed by the recent census information and may be adjusted annually. Students may identify in more than one racial category. ~~The current categories are:~~

Black/African-American	White
American Indian/Alaskan Native	Multi-Racial
Asian/Pacific Islander	Hispanic

Socioeconomic Status – The desired percentage of students to be admitted in each of the four income categories, based on the distribution of family income in the state of Florida, is developed

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from 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.

Admissions Conditions

Research

A.D. Henderson University School, affiliated with the College of Education at Florida Atlantic University, is a professional development and research school. Parents accepting an invitation for admission to A.D. Henderson University School are aware that their child/children will participate in research projects.

Full-Time Enrollment School

All students enrolled will be full-time students on the A.D. Henderson University School campus and will be subject to the guidelines for promotion outlined in the Pupil Student Progression Plan and in accordance with state statutes.

Rules & Policies

Parents and students are to adhere to all school rules, regulations, and policies, and applicable University rules, regulations, and policies. These include, but are not limited to, Admissions Policies, Pupil Student Progression Plan, and Code of Student Conduct.

Fees

The parents/guardians are responsible for paying activity fees and providing all registration information according to established deadlines. Failure to comply will result in the cancellation of the student's admission and enrollment.

Enrollment Age

In accordance with s. 1003.21(1)(a), F.S., only those students who are 5 years of age by September 1 of the year in which they seek enrollment will be eligible for enrollment into kindergarten. Students entering first grade who are 6 years of age by September 1 of the year in which they seek enrollment and have successfully completed kindergarten will be eligible for enrollment into 1st grade.

Health & 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

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~~certificate of entry into the United States~~ other approved supporting evidence as stated in s. 1003.21, F.S. The physical examination must have been completed within one year prior to the entry into a Florida school and preferably on a Department of Health (DH) form 3040. The immunizations must be on DH form 680 or 681 and document the immunizations required by DOE for the student's current grade.

Exceptional Student Education (ESE) and Other Support Services

A.D. Henderson University School offers limited exceptional student educational services and accommodations in an inclusive setting. We have a carefully designed multi-tiered system of instructional support. Supplemental instruction is designed to support student success in the general education curriculum. Parents must disclose their child's Individual Education Plan (IEP) or 504 plan status and the most current plan as applicable. Students whose IEP states they need more extensive services than can be provided by A.D. Henderson University School are referred ~~back~~ to their ~~home county~~ local school district.

Re-Registration of Currently Enrolled Students

Current students will re-register during March of the academic school year. Re-registration is a commitment of attendance for the next academic school year and is completed by submitting the School Choice form. Parents/guardians of current students who fail to re-register by March 31st, whose students have academic, behavioral or attendance concerns, or have any outstanding balances due to the school will be considered as forfeiting their student enrollment position and will NOT be enrolled at A.D. Henderson University School for the next school year. Upon completion of re-registration and analysis of the re-enrolling student population, enrollment goals will be established to fill the determined student vacancies in the school.

Activity Fees

Activity fees are used to aid the support of educational activities as per Section 1002.32 (5), Florida Statutes. Students entering A.D. Henderson University School during the academic year shall pay a prorated activity fee. No refunds will be provided after the first day of class. Failure to pay activity fees will result in withdrawal from school.

~~Free and Reduced Activity Fees are based on Federal eligibility guidelines established by the Federal Free and Reduced Price School Meals Program.~~ Based on income, families may be eligible for a reduced activity and service fee. The reduced fee is based on the USDA Income Eligibility Guidelines. Florida Atlantic Laboratory Schools require a written request and proof of income when seeking a reduced fee. Proof of income guidelines are necessary to direct benefits to those children most in need and are revised annually to account for changes in the Consumer Price Index. Families qualifying under these guidelines shall be eligible for a reduced activity and service fee when approved by the school after providing appropriate financial documentation

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~~verifying their eligibility for benefits. For additional information, including the fee schedule, please refer to the Fee Policy on the [school's website](#).~~

~~Families qualifying for Free and Reduced Price School Meals shall be eligible for reduced Activity Fees as follows:~~

- ~~a. Free Lunch Qualification: No Activity Fee charged~~
- ~~b. Reduced-Price Qualification: Activity Fees reduced by 50% per year per student~~

~~The Free and Reduced-Price Meals Program is auditable by federal auditors who investigate abuses and fraud by both individuals and schools. If fraud is proven, the federal penalties are severe. Parents/Guardians are reminded to complete all related forms carefully and to retain all necessary fiscal documentation, including Federal Income Tax returns and related records, in case a spot audit by federal or state officials is required. Prosecution may be recommended if possible fraud is identified during the audit.~~

~~The Applications for Free and Reduced-Price School Meals are provided in the beginning of the year packets and in the front office is available at the [Florida Department of Agriculture and Consumer Services](#).~~

Activity Fee Schedule

~~Please refer to the A. D. Henderson University School/FAU High School Fee Policy for details.~~

Leave of Absence

~~Applications for a Leave of Absence may be obtained from the Office of PK-12 Schools and Educational Programs. A leave of absence may be requested for an enrolled student unable to attend the school because of extenuating circumstances, such as a parent's sabbatical, a temporary change in residence to another state or country, or a verified health condition. Requests for a leave of absence require the approval of the Office of PK-12 Schools and Educational Programs. Leave is granted for **one academic year only** or the remainder of an academic year. If leave is granted, upon return, no preference for non-enrolled siblings shall apply. When a student is on leave, the Office of PK-12 Schools and Educational Programs should be notified, no later than February 1st prior to the school year of reentry, of the student's intention to reenter the school. Failure to notify the school may result in expiration of the leave and the student being dropped from the leave list.~~

Amended by the FAUS School Advisory Body 1-17-2018; 8-29-2018; 6-15-22; 7-16-25

Approved by the FAUS School Advisory Body on 4-8-2015