



Admission and Enrollment Policy

Pacific Heritage Academy, a public charter school, follows Federal and Utah State Board of Education regulations, guidelines and practices regarding enrollment of all students. By design and State Charter, Pacific Heritage Academy is limited to 450 students, grades K to 8th grade.

Open Enrollment

Pacific Heritage Academy will have an open enrollment period each spring in grades where space is available. Enrollment will be offered to those on the waiting list first. Pacific Heritage Academy will accept students without regard to race, color, religion, sex, national or ethnic origin, disability, or need for special education services. We recognize the benefits of a diverse student population and we encourage enrollment of a wide variety of students from across the Salt Lake valley.

Lottery Selection

Pacific Heritage Academy, by law, may give priority to children of “founders” or of parents who have “actively participated in the development of the school.” Children of teachers may also be given preference for enrollment. These students will be included with the founding board preference percentage. If, by the application deadline, the number of applications exceeds the capacity of a class or grade level, all applications for that class or grade level will be selected for the available slots through a lottery.

Lottery Policy

- 1 - Currently enrolled Pacific Heritage Academy students who request continuing enrollment by a date designated each school year will be guaranteed placement for the following school year.
- 2 - Siblings of currently enrolled students who request enrollment by the designated date each school year will be guaranteed placement for the following school year.
- 3 - All other registration requests will be entered into Pacific Heritage Academy lottery to be held on a designated date each spring and open to the public. After the lottery students will be notified of their selection in the lottery and will have 2 weeks to complete the pre-registration process. Students who complete the pre-registration process and who are applying for a grade level and/or program that is currently open will be guaranteed placement for the following school year. Students who do not respond within the two weeks will not be guaranteed placement for the following year.
- 4 - Students who are applying for a currently closed grade level or program will be placed on a waiting list in the order that their pre-registration materials come in. That waiting list will be

maintained until the first day of school the following fall. After that time there will be open enrollment for any existing openings in the school.

5 - During the lottery, names will be drawn one at a time. As a student is selected, their siblings will also be offered a place at Pacific Heritage Academy, as requested and possible. This process will continue until school enrollment capacity has been reached.

6 - Following the lottery and spring pre-registration process, remaining openings for the following school year will be filled from names drawn from the lottery until that process is exhausted, and then through open enrollment.

7 - Any remaining openings for the following school year after the lottery and spring registration process will be filled on a first-come first-served basis until designated school capacity is achieved.