

## **Application and Enrollment Policy and Procedures (Rev 3.12.15)** (Rev 2.16.17) Rev. 8.23.18

All students eligible for enrollment in a North Carolina public school are eligible for enrollment at Thomas Academy. Applications for the upcoming year will be posted on our website during our winter break and available at the school by the first week in March. Applications must be "in hand" by March 31, not postmarked. Parents/guardians may mail, fax, or drop off the application at the school. The application period is March 1st through March 31st at 5 pm. At that time, it will be determined if we have more applications than spaces available for each grade. If there are more applicants than space available, a lottery will be held to determine admission and the waiting list showing an Order of Entry. The lottery will be held during the first week of April unless the school is closed during that time. In that case, the lottery would be held during the second week of April. This is an open meeting and everyone is welcome. Any applications that are received after the March 31st deadline, will be added to the waiting list in the order that they are received.

### **Enrollment Priority:**

Thomas Academy will follow all rules and regulations regarding enrollment priority as specified in charter school law. The following groups will have enrollment priority at Thomas Academy in this order:

- 1) Children of full-time Thomas Academy employees (not to exceed 15% of the total school population). If there are more employee children applying than space available, a separate lottery will be held prior to the general lottery to determine the Order of Entry for employee children.
- 2) Siblings of currently enrolled students. The law defines a sibling to include any of the following who reside in the same household: half siblings, stepsiblings, and children residing in a family foster home. If there are more siblings applying than space available, a sibling lottery will be held prior to the general lottery. This will determine the Order of Entry for siblings.
- 3) Children of active board members in good standing who have served on the board for at least one year (not to exceed 15% of the total school population). If there are more board member children applying than space available, a separate lottery will be held prior to the general lottery to determine the Order of Entry for board member children.

### **Multiple Birth Siblings**

If multiple birth siblings apply for admission and a lottery is needed one surname shall be entered into the lottery to represent all of the multiple birth siblings selected, then all of the

multiple birth siblings shall be admitted. In the case that there is not a class opening when a multiple birth number is drawn, all multiple birth siblings will be put on the waiting list.

### **Lottery Results**

The results of the lottery will be mailed by postcard on the day of the lottery. It will have whether or not the child got a space or what number on the waiting list they are.

### **Thomas Academy Charter School's Right to Refuse Enrollment.**

Thomas Academy reserves the right to refuse to enroll any student currently under a term of expulsion or suspension until that term is over.

Thomas Academy reserves the right to refuse to enroll a student if a parent willingly and knowingly provided incorrect information on the application.

### **Acceptance of Enrollment**

Parents/guardians will have until two weeks after the enrollment packet is sent out to accept or decline enrollment. If the school does not hear from the parent/guardian by this date, the school will make reasonable attempts to contact the parent/guardian. If there is no response, the school reserves the right to remove the student from their enrollment roster and offer the next student on the waiting list the spot.

### **Admission of Retained Students**

If a student is retained from their former school, educational testing will take place and results will drive grade-level placement.

### **The Lottery Placement**

The lottery will be conducted in the following manner.

1. The lottery will take place in March and the time and place will be posted on our website by March 1st. All applicants have the right to be present and witness the lottery.
2. Applicants will be able to verify that their name is on the applicant list prior to the lottery and to verify the correct grade for which they are applying via the application/lottery website or by contacting the school at any time between March 1st and March 31st.



**Thomas Academy Application**  
206-B Rube McCray Circle, Lake Waccamaw, NC 28450  
910-646-2237  
Return to: [shannon.derosa@thomasacademync.org](mailto:shannon.derosa@thomasacademync.org)

**2025 - 2026**

**Student Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Current Address: \_\_\_\_\_

Current  
Grade: \_\_\_\_\_

Previous School: \_\_\_\_\_

**Parent/Guardian Information:**

Name of Parent/Legal Guardian: \_\_\_\_\_

Address of Parent/Legal Guardian: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cellphone: \_\_\_\_\_

Email: \_\_\_\_\_

**Emergency Contact:**

Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature of parent/Legal Guardian: \_\_\_\_\_

*I certify that all information provided on this application is accurate and complete. I understand that Thomas Academy can deny or revoke admission if any information is found inaccurate or untrue.*

Please return completed application to Thomas Academy ATTN: Shannon DeRosa 206-B Rube McCray Circle, Lake Waccamaw, NC 28450  
[shannon.derosa@thomasacademync.org](mailto:shannon.derosa@thomasacademync.org)

During each period of enrollment, from March 1st to March 31st, the charter school shall enroll all eligible students who submit a timely application. Unless the number of applications exceeds the capacity of the program, class, grade level, or building. In this case, students shall be accepted by lottery and the remaining students placed on a waiting list in the order the names were called. The lottery would be conducted in a public forum.



### Previous School Information Form

Student Name:	
Date of Birth:	Current Grade:

Previous School Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_



## Student Driver Registration

### Student Information

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Date: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy Dates: \_\_\_\_\_

(Fill Out The Next Section if the Student is Under 18)

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### Car Information

Color: \_\_\_\_\_

Year, Make, and Model: \_\_\_\_\_

License Plate Number: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(If Under 18)

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Parking Space #: \_\_\_\_\_

- Proof of Insurance
- Proof of License

## ClassDojo Signup Sheet

ClassDojo is a good way to keep up with the goings on of Thomas Academy. We use it to send out news, updates and information about the school, and we use it to give out points for the students that they can use at the end of every week for incentives like playing games or buying snacks and drinks. If you are not already on ClassDojo and would like to sign up, please fill out this form. ***You will receive a text message with sign up instructions. Please make sure that when you are done signing up, that you verify your email address with ClassDojo.*** Please download the ClassDojo app to your phone in order to keep up with Thomas Academy.

Parent Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_



## Thomas Academy Charter School Student Privacy Options

### Student Information

Student's Full Name (Please Print):

School Name:

Grade:

School Year:

Complete and return your child's **Student Privacy Options** Only if you are *Opting Out* of the disclosure of any of the information listed below

#### Directory Information Opt-Out

The Family Educational Rights and Privacy Act (FERPA) and state regulation permit Thomas Academy to disclose designated "directory information" without a parent's written consent, unless you have notified Thomas Academy to the contrary. As defined by FERPA, directory information is personally identifiable information that would not generally be considered harmful or an invasion of privacy if disclosed. Thomas Academy designates the following student information as directory information:

- Student first name and last name.
- Dates of school attendance.
- Grade level.
- School enrollment status.
- Most recent school attended.
- Major field of study.
- Participation in official activities and sports
- Weight and height of athletic team participants.
- Degrees and awards received.
- Photographic, video, or electronic images.

Parents/Guardians may opt out of having Thomas Academy disclose their child's directory information in the following ways:

- In School Publications (disclosure of directory information in school publications, such as school newsletter, yearbook/memory book, graduation program, theater playbill, athletic team roster, displays, brochures and other school publications.)
- In Thomas Academy Publications (disclosure of directory information in school system publications, such as the Thomas Academy school information calendar, student handbook, meeting handouts/PowerPoint presentations, annual budget book and other Thomas Academy publications.)
- In Thomas Academy School Communications (disclosure of directory information in systemwide and school communications, such as Thomas Academy website, Thomas Academy social media and other Thomas Academy and school communications.)
- To Outside News Media Organizations (disclosure of directory information, upon request, to news media organizations outside of Thomas Academy, such as local and national TV and radio stations, newspapers, or magazines.)
- To a Third Party Other Than News Media Organization (disclosure of directory information, upon request, to a third party, such as a community or parent organization or other third party apps.)

Parents may choose NOT to allow Thomas Academy to disclose their student's directory information. To OPT OUT of Thomas Academy disclosing your child's directory information, please place a checkmark (✓) in the appropriate box or boxes below.

- Opt out of disclosure in school publications
- Opt out of disclosure in Thomas Academy publications
- Opt out of disclosure in Thomas Academy school communications
- Opt out of disclosure to outside news media organizations
- Opt out of disclosure to a third party other than news media organizations

#### Privacy Options Other Than Directory Information

##### Military Recruiters/Institutions of Higher Education Opt-Out (Secondary Students Only)

- Opt Out of disclosing my child's name, address, and phone number to military recruiters
- Opt Out of disclosing my child's name, address, and phone number to institutions of higher education

##### Photography/Filming By Outside News Media Organizations Opt-out

- Opt Out of allowing members of outside news media organizations to photograph or film my child during the school day in relation to a story about Thomas Academy school/students

##### Student Intellectual Property Opt-Out

- Opt Out of Thomas Academy publishing and/or displaying my child's intellectual property and/or student-created publications. A student's intellectual property is published/displayed with your child's first and last names or with a group name, school, and grade

#### Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, permits the disclosure of directory information from a student's education record without the parent's prior written consent unless the parent has opted out of such disclosure. (To Opt Out means that a parent/eligible student does not permit Thomas Academy to disclose a student's directory information.) Please note that, in certain situations, federal and state laws and regulations may permit or require the disclosure of the information from a student record to authorized persons or entities even

**If you have opted out of its disclosure as directory information.**

**Opt Out of Publishing Directory Information**

**Parents may opt out of having Thomas Academy disclose their student's directory information in the following ways:**

**• In School Publications -**

These Publications include: (1) lists of students participating in officially recognized activities and sports, which may include playbills, programs, or rosters; (2) lists of students receiving honors, awards, and scholarships; (3) athletic team rosters, which may include a team members name, height, and weight; (4) lists of students with degrees conferred and awards received; (5) school newsletters, yearbooks/memory books; (6) school/classroom displays; (7) school brochures; or (8) other means. A parent may request that Thomas Academy not disclose the directory information of their child on school publications by checking the "opt out of disclosure in school publications" box on page 1. **(If you opt out of school publications, your child's photo and directory information will not be published in the school's yearbook/memory book.)**

**• In Thomas Academy Publications -**

These publications include: (1) school information calendar; (2) student handbook; (3) meeting/conference handouts/programs; (4) brochures; (5) annual budget; and (6) other means. A parent may request that Thomas Academy not disclose the directory information of their child in Thomas Academy publications by checking the "opt out of disclosure in Thomas Academy publications." on page 1.

**• In Thomas Academy Communications -**

These communications include: (1) Thomas Academy school website; (2) Thomas Academy social media (e.g. Facebook); and (3) other school communications. A parent may request that Thomas Academy not disclose the directory information of their child in communications by checking the "opt out of disclosure in Thomas Academy communications" box on page 1.

**• To Outside News Media Organizations -**

There are times when Thomas Academy may send a story of interest regarding the school to various media. These news media organizations include local and national TV and radio stations, newspapers, or magazines. A parent may request that Thomas Academy not disclose the directory information of their child to the media by checking the "opt out of disclosure to outside news media organizations" box on page 1.

**• To a Third Party Other Than News Media -**

Directory information may be provided to individuals and organizations outside of Thomas Academy (e.g. PTA's and booster organizations, state, and county agencies, and other third parties.) A parent may request that Thomas Academy not disclose the directory information of their child to a third party by checking the "opt out of disclosure to a third party other than news media" box on page 1.

**NOTE: The Student Privacy Options on page 1 do not include videotaping by security cameras in school or on school buses or for pictures used for student ID cards or badges, nor do the privacy preferences apply to school activities or events that are open to the public.**

**Military Recruiters and/or Institutions of Higher Education (Secondary Students Only)**

Federal law requires Thomas Academy to provide, on a request made by a military recruiter or institution of higher education, access to the **name, address, and telephone listing** of each secondary school student, unless the parent has notified the school principal in writing that this information not be disclosed. State Law also requires Thomas Academy to provide the same information to official recruiting representatives of the military forces of this state and the United States in order to inform students of educational and career opportunities available in the military. Parents must request that their child's name, address, and telephone listing not be disclosed to military recruiters and institutions of higher education by checking the appropriate opt out box(es) on page 1.

**Photography/Filming by Outside News Media Organizations Opt-Out**

There are times when Thomas Academy may be featured in various media. News reporters, photographers, and/or film crews from TV, radio stations, newspapers, or magazines may wish to photograph or film your child during the school day in relation to a story about our school's students. A parent may request that the media not photograph or film their child by checking the "outside news media opt-out" box on page 1.

**Student Intellectual Property Opt-Out**

Thomas Academy may publish and/or display a student's intellectual property and/or a student's publications/productions created during school-sponsored activities and/or learning experiences. Student-created works may be displayed in schools, at school-sponsored events, or used in Thomas Academy publications or communications through digital and print media, including: school newsletters, yearbooks/memory books, Thomas Academy school website, social media sites, brochures, or other means. Intellectual property includes, but is not limited to: (1) Patentable and potentially patentable works (processes, machines, manufactures, or compositions of material, such as text (manuscripts, books, and articles); videos and motion pictures; music (sound recordings, lyrics, and scores); images (print, photographs, and art); and computer software (programs, databases, and websites). A parent may request that their child's intellectual property and publications/productions not be published or displayed by any means by checking the opt-out box on page 1. **(If you opt out, your child's intellectual property will not be displayed in the school or by any other means.)**

**NOTE: A student's work will appear with the student's first and last names or with a group name, school, and grade.**

**If you have checked any of the opt-out boxes on page 1, you must sign and return your Student Privacy Options to Thomas Academy. Thomas Academy will assume that you have not opted out of the disclosure of your child's information, unless you submit your Student Privacy Options no later than October 1st or within 30 days of enrollment in Thomas Academy**

**Parent/Eligible Student (18 years or older) Signature**

Parent/Eligible Student Name (print):

Date:

Parent/Eligible Student Signature:

**NOTE: The opt-out preferences noted on Page 1 are for the current school year only.**

**If you wish to make changes to your Student Privacy Options, you must submit new privacy options to your child's school.**

**\*\*\*Please discuss your opt-out preferences with your child\*\*\***

## Student Emergency Card

### Student Information

Name of Student: \_\_\_\_\_  
(Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

911 Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Grade: \_\_\_\_\_

### Parent/Guardian Information

#### Guardian One:

Guardian with Legal Custody Name: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

911 Address if different: \_\_\_\_\_

#### Guardian Two:

Guardian with Legal Custody Name: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

911 Address if different: \_\_\_\_\_

**List two relatives or friends who you can designate to provide temporary care of your child, if you cannot be reached:**

#### Person One:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

911 Address: \_\_\_\_\_

#### Person Two:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

911 Address: \_\_\_\_\_

**Please list any person(s) that can pick your child up on the back of student emergency card along with phone numbers**

### Important Medical Information for Student

Please check any health problems your child has:

<input type="checkbox"/> Asthma (Date of last attack _____)	<input type="checkbox"/> Carries Inhaler? _____	<input type="checkbox"/> Sickle Cell Disease	<input type="checkbox"/> Anxiety
<input type="checkbox"/> Arthritis	<input type="checkbox"/> Heart Problems	<input type="checkbox"/> Vision Problems	<input type="checkbox"/> Hearing Problems
<input type="checkbox"/> Bleeding Disorders	<input type="checkbox"/> Orthopedic Problems	<input type="checkbox"/> ADD/ADHD	<input type="checkbox"/> Nosebleeds
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Seizures (Date of last seizure _____)	<input type="checkbox"/> Mental Health Issues	<input type="checkbox"/> Depression
<input type="checkbox"/> Gastrointestinal/Stomach disorders	<input type="checkbox"/> History of Head Injury/Concussion (Esp. within the past year)	<input type="checkbox"/> High Blood Pressure	

Other \_\_\_\_\_

Doctor: \_\_\_\_\_ Telephone: \_\_\_\_\_

**List any medications taken daily OR medications needed in a medical emergency:**

**List any allergies your child has (drugs, vaccines, foods, insect bites, ect)**

**Allergy**

**What kind of problem it causes**

\_\_\_\_\_



## Special Dietary Needs Form

<b>Student Information</b>			
Last	First	Middle Initial	Date of Birth
<b>PART A</b>		<b>FOOD ALLERGIES</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
		<b>DRUG ALLERGIES</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, list below)
		<b>SPECIALIZED DIET</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>COMPLETE SECTION B IF STUDENT HAS FOOD ALLERGIES AND/OR A SPECIALIZED DIET</b>			
<b>PART B</b>			
<ul style="list-style-type: none"><li>List any foods causing food <b>intolerance</b> that should be avoided: _____</li><li>List any food causing food <b>allergies</b> that should be avoided: _____</li></ul>			
<b>If student has any life threatening allergies*, check appropriate box:</b> <input type="checkbox"/> <b>Ingestion</b> <input type="checkbox"/> <b>contact</b> <input type="checkbox"/> <b>inhalation</b>			
<b>*Students with life threatening allergies must have an emergency plan in place.</b>			
For any special diet, list foods to be omitted and substitutions			
a. Foods to be omitted		b. Recommended substitutions	
<b>Meal Care Plan</b>			
<b>Signature of Parent:</b>		<b>Printed Name:</b>	<b>Date:</b>
<b>BGH Food Service Notes:</b>			
<b>BGH Food Service Manager Signature:</b>		<b>Date:</b>	