

UP ACADEMY DORCHESTER ENROLLMENT POLICY (SEPTEMBER 2014 UPDATE)

UP Academy Dorchester's Enrollment Policy. As a Horace Mann charter school, UP Academy Dorchester is a public school that is open to all students on a space available basis. When recruiting or admitting students, UP Academy Dorchester *does not discriminate on the basis of race, color, national origin, creed, sex, gender identity, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or academic achievement.* M.G.L. c. 71, § 89; 603 CMR 1.06 (1). Moreover, UP Academy Dorchester will not set enrollment requirements that are intended to discriminate or that have the effect of discriminating based upon any of these characteristics. UP Academy Dorchester will have and implement a student recruitment and retention plan as outlined in M.G.L. Chapter 71, Section 89(f); CMR 603 1.05(f).

UP Academy Dorchester will enroll students in grades K1-8¹. New students will be enrolled in K1; any vacancies in grades K2-8 will be filled according to our vacancies/backfilling policy.

Expansion Plans. UP Academy Dorchester has no plan to expand beyond a total of 750 students.

Admissions Criteria

Eligibility. UP Academy Dorchester requires:

1. Candidates for admission to apply for the grade immediately following their current grade².
2. Candidates to be residents of Boston, Massachusetts by the application deadline for the lottery in which their enrollment at UP Academy Dorchester will be considered.

Priority. In accordance with M.G.L. c. 71, § 89; 603 CMR 1.06 (4)(h) enrollment in UP Academy Dorchester will be conducted in the following order of preference:

Priority Levels for Year One (2013-2014):

1. **Priority 1:** Any student actually enrolled in the Marshall Elementary School on the date that the final charter application is filed with the Massachusetts Board of Elementary and Secondary Education³.
2. **Priority 2:** Siblings of students actually enrolled in the Marshall Elementary School on the date that the final charter application is filed with the Massachusetts Board of Elementary and Secondary Education.
3. **Priority 3:** Other students enrolled in the Boston Public Schools; and then
4. **Priority 4:** Other students that are residents of Boston, Massachusetts (e.g., students enrolled in private schools, parochial schools, or Commonwealth charter schools in Boston).

Priority Levels for Year Two (2014-2015) and Beyond:

¹ In year one (2013-2014), UP Academy Dorchester will enroll students in grades K1-5, adding a 6th grade in year two, a 7th grade in year three, and an 8th grade in year four. Year four (2016-2017) will be the first year that students are enrolled in all grades across grades K1-8.

² Any students enrolling in UP Academy Dorchester who are retained by their current school may enroll in UP Academy Dorchester, but these students will be required to repeat their current grade upon enrolling in UP Academy Dorchester.

³ Per state law and ESE regulations, these students will be guaranteed a seat as long as a valid admission application is submitted prior to the first lottery. Applications submitted after the first lottery will still receive first priority, but these students will not be guaranteed seats.

1. **Priority 1:** Siblings of students actually enrolled in UP Academy Dorchester on the application deadline for the lottery in which the sibling's enrollment at UP Academy will be considered⁴.
2. **Priority 2:** Other students enrolled in the Boston Public Schools; and then
3. **Priority 3:** Other students that are residents of Boston, Massachusetts (e.g., students enrolled in private schools, parochial schools, or Commonwealth charter schools in Boston).

UP Academy Dorchester will not:

1. Give preferences to children of staff members (including UP Education Network staff members), members of the school's Board of Trustees, or members of the UP Education Network Board of Directors;
2. Take any actions or make any statements that discourage parents/guardians of students with disabilities, students with limited English proficiency, or any other protected group of students from submitting an application. M.G.L. c. 71, § 89;
3. Administer tests to potential applicants or predicate enrollment on results from any test of ability or achievement;
4. Require obligatory attendance at informational meetings or interviews as a condition of application and/or enrollment (603 CMR 1.06(2));
5. Mandate an application fee for admission;
6. Use financial incentives to recruit students;
7. Require dual parent/guardian signatures;
8. Require submission of the student's social security number on the application.

Application Completion. While UP Academy Dorchester is a tuition-free, public, in-district charter school, all eligible families must apply by submitting an information-based application⁵. We have developed an easy and quick information-based application, which will be made available to families as of December 1 of each year⁶ (i.e. the application for the 2015-2016 school year will be made available by December 1, 2014). All information requested in the application, such as language spoken at home, is not intended and will not be used to discriminate (603 CMR 1.06(2)).

To ensure that all families have a just chance to apply, UP Academy Dorchester will assist families throughout the application process, as needed. Assistance may include, but is not limited to, providing a straightforward application translated into multiple languages, answering applicants' questions via information sessions for interested families, requesting additional information when incomplete or illegible applications are submitted prior to the application deadline, and completing applications for families with information provided verbally either in-person or over the phone.

While UP Academy Dorchester seeks to serve a broad spectrum of underserved families, in the following cases, UP Academy Dorchester reserves the right to mark applications void, effective immediately wherein an applicant:

1. Fails to meet eligibility criteria;
2. Intentionally provides false, inaccurate, or misrepresented information; and/or

⁴ Per DESE regulations, siblings receive this preference following their sibling's actual enrollment at UP Academy Dorchester. A sibling's receipt of a seat via the lottery does not grant preference, rather the sibling receives this preference after their brother or sister begins attending UP Academy Dorchester. This is an important distinction for siblings applying for enrollment at the same time.

⁵ This requirement applies to all families in year one (2013-2014), regardless of previous enrollment at the Marshall Elementary School.

⁶ In year one (2013-2014), the application will be available to families by November 1, 2012.

3. Submits to UP Academy Dorchester, or UP Academy Dorchester receives, his/her application after the application deadline.

For applicants who have failed to meet eligibility criteria, UP Academy Dorchester will communicate to these families that they are not eligible to be enrolled in UP Academy Dorchester in the quickest manner possible (i.e., via phone call) so that these families have time to seek out alternative education options for their children.

Tracking Applications. To ensure accurate and effective student application records, UP Academy Dorchester will develop its own system (e.g., in an Excel spreadsheet) or purchase an Application Received Tracking System (e.g., SchoolBrains, Veracross, etc.). This system will include student records regarding real-time status of their application (e.g. accepted, applied, waitlisted, enrolled, withdrew, or loss of seat.)

Community Outreach. UP Academy Dorchester has developed a comprehensive recruitment plan to provide information about the school to potential applicants and their families throughout the year. As a part of this plan, UP Academy Dorchester will host information sessions for interested applicants and their families⁷. UP Academy Dorchester strongly advises – but will not require – parents/guardians and students to attend one information session. Sessions will be approximately 1-2 hours in length and will discuss the program and culture of UP Academy Dorchester. UP Academy Dorchester will strive to make accommodations for all families, for example, by offering sessions at various times of the day and by providing both written and oral translations for families. Time will be included for families to ask questions.

Application and Enrollment Process. UP Academy Dorchester will, in accordance with DESE laws and regulations, give reasonable public notice, of at least one month, of all application deadlines (603 CMR 1.06 (3)). Dates will be publicized via the UP Academy Dorchester and UP Education Network websites. Interested families will have the option to submit completed applications: (1) by mail; (2) in-person; or (3) by fax.

Public Lottery. UP Academy Dorchester will manage enrollment via public lotteries that are open, fair, and in accordance with the charter school statute and regulations. Annually, UP Academy Dorchester will define the number of seats available for a given year by grade level. If the number of eligible applicants exceeds the number of available seats for a given year, UP Academy Dorchester will hold a public lottery shortly after its first application deadline⁸. At least one week notice will be given prior to each lottery.

UP Academy Dorchester may choose to hold electronic lotteries instead of traditional, paper-based lotteries. These electronic lotteries will be subject to the same DESE regulations that govern traditional, paper-based lotteries.

If UP Academy chooses to hold a traditional, paper-based lottery, it will follow the following procedures.

⁷ For the 2013-2014 academic year, UP Academy Dorchester will hold multiple information sessions, starting as early as October 2012 through the last application deadline.

⁸ In its first year of operation (2013-2014 academic year), UP Academy Dorchester will give enrollment priority to all students actually enrolled in the Marshall Elementary School on the date that the final charter application is filed with the Massachusetts Board of Education. A public lottery will be used to formally identify students with priority 1 status that will be offered seats and to fill the remaining available seats.

Prior to a lottery, names of eligible applicants will be separated into lotteries by grade. A label will be printed for each eligible applicant, noting the applicant's name, UP Academy Dorchester ID number, the grade-level lottery into which the applicant is begin entered (e.g., 1st grade, 2nd grade, etc.) and the applicant's priority level (i.e., priority 1, 2, 3 or 4, as defined in the Priority section on the previous page). The priority level of each applicant will also be noted by color coding the labels according to priority level.

On the day of the lottery, the number of applications and available seats, by grade, will be announced. For each grade-level lottery, student names will be drawn by an outside third party unaffiliated with UP Academy Dorchester and UP Education Network. UP Academy Dorchester will notify parents on its application of the practice of drawing applicants at the lottery by student name and will allow parents to indicate that they do not want their child(ren)'s names used publicly and would instead prefer to have their application drawn by number only (i.e., by UP Academy Dorchester ID #, which is specifically assigned to each application received by UP Academy Dorchester). Drawing by numbers only, rather than drawing by individual student names, is permissible to ensure the privacy of student information as required by state and federal law. If UP Academy Dorchester decides to draw by numbers only, or if any parents or guardians request that their child(ren)'s names not be publicly used, then the parent or guardian of each student is entitled to and will be provided the opportunity to know his or her lottery number in advance of the drawing to ensure the transparency and fairness of the process.

All names (or UP Academy Dorchester ID numbers) will be drawn and assigned an enrollment number, resulting in a list of applicants with enrollment numbers 1 to XXX, with 1 being the first applicant drawn in the grade-level lottery and XXX being the total number of applicants for that particular grade. We will draw from all student names (or ID numbers) with priority levels mixed.⁹ Following the lottery, a "prioritized enrollment list" will be created. To appropriately order students based on priority, we will move students with Priority 1 status to on the top of the enrollment list, in the same order in which their names were called during the lottery. Students with Priority 2 status will then be moved to immediately following the Priority 1 students on the enrollment list, also in the same order in which their names were called during the lottery, and so on. The order of applicants on the enrollment list will therefore be based on both priority status and the order that each applicant name was drawn on the night of the lottery.

Next, based on the number of available seats per grade, UP Academy Dorchester will determine the number of eligible applicants on the prioritized enrollment list who receive a seat at UP Academy Dorchester following the lottery. For example, if 100 seats are available in the 1st grade, then applicants who are in spots 1 to 100 on the prioritized enrollment list will receive a seat at UP Academy Dorchester. All eligible applicants whose names remain on the enrollment list after all available seats are filled will be placed on an active waiting list. The names on the active waiting list will be ordered in exactly the same order as on the prioritized enrollment list (i.e., the waiting list will take into account both priority status and the order in which names were drawn at the lottery). UP Academy Dorchester will maintain an active waiting list for each grade throughout the subsequent academic year.

Immediately following the lottery, each eligible applicant will be assigned a status:

⁹ In year 1 (2013-2014), UP Academy Dorchester will draw all names (or ID numbers) with Priority 1 status first at each lottery and will follow by drawing all students in priorities 2, 3, and 4 mixed.

- *Accepted.* Student's name has been drawn and accepted to attend UP Academy Dorchester via a public lottery.
- *Waitlisted.* Student who was not initially admitted via a public lottery.

Whether or not the family is present at the lottery, the accepted or waitlisted student and his/her family will be sent a written letter within 48 hours, notifying them of their admissions status.

Public Lottery Process and Notification. Annually, UP Academy Dorchester may choose to hold more than one lottery. Even when all available seats are filled, additional lotteries will serve to build the waiting list. The required lottery processes (e.g., public notification of one month in advance for all application deadlines and one week in advance for all lottery dates) are strictly followed in all subsequent lotteries. Dates will be publicized via the UP Academy Dorchester and UP Education Network websites. UP Academy Dorchester may choose to hold electronic lotteries instead of traditional, paper-based lotteries. These electronic lotteries will be subject to the same DESE regulations that govern traditional, paper-based lotteries.

All public lotteries will start promptly at 6:00pm and be held at the school, at 35 Westville Street, Dorchester, MA 02124, unless otherwise publicized. At least one week notice will be given. Application deadlines will be on a rolling-basis. In other words, if UP Academy Dorchester receives an application two days after an application deadline, the application will be included in the subsequent public lottery.

UP Academy Dorchester will hold its first lottery each year in accordance with requirements defined by DESE. Applications will be due on Fridays, and the applicable lotteries will take place on the following Wednesdays. Families will be sent notification by the Friday following the lottery (within 48 hours of the lottery), and that notification will clearly indicate the deadline for the return of their Intent to Enroll Form, if applicable.

Accepted Students. Upon admission, all students/families will receive an Intent to Enroll form. Families should indicate their intent to enroll in writing by the applicable deadline. Families should return their Intent to Enroll form (1) by mail; (2) in-person; or (3) by fax. If a family is not able to complete this form indicating acceptance/rejection of the seat, UP Academy will make a reasonable effort to contact the family and obtain their confirmation. UP Academy may accept verbal confirmation due to extenuating circumstances, but that verbal acceptance must be followed-up with written confirmation in a reasonable time period, to be determined by both parties. Note: This is not applicable in Year 1 (SY13-14). Any student actually enrolled at the Marshall Elementary School on the date that the final charter application is filed with the Massachusetts Board of Elementary and Secondary Education who submitted a timely application for the lottery may be considered enrolled in the school even if they do not submit an Intent to Enroll form.¹⁰.

Waitlisted Students. All waitlisted students/families do not have to confirm in writing their intent to remain on the waitlist. However, all waitlisted students/families will have the opportunity to opt-out of staying on the UP Academy Dorchester waitlist. All waitlisted students/families will receive a Waitlist Opt-Out form in the mail. If a student/family returns

¹⁰ Per state law and ESE regulations, these students will be guaranteed a seat as long as a valid admission application is submitted prior to the first lottery. Applications submitted after the first lottery will still receive first priority, but these students will not be guaranteed seats.

this form to UP Academy Dorchester noting their intention to opt-out of the waitlist, then the student's name will be removed from the waitlist.

The deadline to accept admission to UP Academy Dorchester will be no fewer than 14 days after notification status is mailed. Families must return their Intent to Enroll form to UP Academy Dorchester by the stated deadline to accept admission. Families will be provided with a self-addressed, stamped envelope. In addition, UP Academy Dorchester will attempt to contact families via telephone, home visits, etc. in advance of the admission acceptance deadline to ensure that all families are aware of the upcoming deadline. After this deadline, UP Academy Dorchester will update each applicant's status, as applicable. Any changes in status will be communicated to applicants and their families in writing.

- Enrolled. An accepted student (whether initially accepted or moved off the waitlist) who has confirmed acceptance and/or intention to enroll in and attend UP Academy Dorchester by returning an Intent to Enroll form. Note: In Year 1 (SY13-14), any student actually enrolled at the Marshall Elementary School on the date that the final charter application is filed with the Massachusetts Board of Elementary and Secondary Education who submitted a timely application for the lottery may be considered enrolled in the school even if they do not submit an Intent to Enroll form.¹¹.
- Loss of Seat. An accepted student who has not confirmed intention to enroll by the deadline following reasonable follow-up by UP Academy Dorchester or who has lost his/her seat due to ineligibility.
- Withdrew:¹² A student (whether accepted or on the waitlist) who informed UP Academy Dorchester of the decision to not enroll in UP Academy Dorchester. This includes any waitlisted students who indicated via the Waitlist Opt-Out form that they would like to have their name removed from the waitlist.

Students whose status is either Loss of Seat or Withdrew will be considered to have declined an offer of admission to UP Academy Dorchester (or, in the case of students who returned the Waitlist Opt-Out form, to have declined an offer to be on UP Academy Dorchester's waitlist). Students and their families will be informed of any changes in their status (e.g., loss of seat) in writing. These individuals will have at least five days to contact UP Academy Dorchester if they have any questions on their change in status. If no contact is made after this five day period, these individuals must reapply to UP Academy Dorchester to be considered for enrollment in the future.

UP Academy Dorchester's Principal reserves the right to adjust the timing of when the Intent to Enroll Form is due, as needed, so long as extensions are made uniformly across a single grade level.

UP Academy Dorchester will not disclose student information, including the public announcement/disclosure of a child's name during the public lottery, without explicit permission from parents/guardians. The school will provide parents/guardians the opportunity to consent or deny to the public announcement/disclosure of a child's name during the public lottery on the UP Academy Dorchester application.

¹¹ Per state law and ESE regulations, these students will be guaranteed a seat as long as a valid admission application is submitted prior to the first lottery. Applications submitted after the first lottery will still receive first priority, but these students will not be guaranteed seats.

¹² A student may withdraw from UP Academy Dorchester at any time, and enroll in a BPS school, in accordance with BPS Enrollment and Transfer Policies.

Waiting List Policy. Waitlisted students will be notified of an offer of admission in a written letter that includes an Intent to Enroll form and self-addressed stamped envelope. Waitlisted students who receive an offer of admission must confirm their acceptance of this offer by returning an Intent to Enroll form to UP Academy Dorchester by the deadline stated in the letter, which will be no fewer than 14 days after the notification is mailed. UP Academy Dorchester will attempt to contact families via telephone, home visits, etc in advance of the admissions acceptance deadline to ensure that all families are aware of the upcoming deadline.

If a waitlisted student is not admitted for a given year, s/he must reapply the following year. In other words, waitlist rosters do not roll-over from year to year. The school will keep accurate records of its waitlist containing the names, home addresses, telephone numbers, and grade levels of students who entered the lottery but did not gain admission.

Grade Placement Policy. Students must successfully complete their current grade in order to be placed into the subsequent grade upon enrollment into UP Academy Dorchester. If a newly enrolled student's current school recommends that he or she should be retained in a grade level that UP Academy Dorchester serves, UP Academy Dorchester will require that student to enter UP Academy Dorchester at that recommended grade level. If a newly enrolled student's current school recommends that he or she should be retained in a grade level that UP Academy Dorchester does not serve, the student does not meet UP Academy Dorchester's eligibility criteria and will lose his/her seat at the school.

Age Threshold for Kindergarten. As per BPS policy – students must be 4 years old by September 1 in order to enroll in K1, 5 years old by September 1 in order to enroll in K2, and 6 years old to enroll in 1st grade at UP Academy Dorchester each fall (603 CMR 1.06(8)).

Vacancies Policy. Prior to the start of every academic year, UP Academy Dorchester will fill vacancies with the next available waitlisted student for the grade in which the vacancy occurs as per the schools backfilling policy. In the case that there is no waitlist, UP Academy Dorchester will complete additional student recruitment and will hold an additional lottery to fill these seats.

We will comply with M.G.L. c. 71, § 89; 603 CMR 1.06 (4)(d) when attempting to backfill seats for UP Academy Dorchester through February 15th. If there are vacant seats end of the school year, UP Academy Dorchester will comply with M.G.L. c. 71, § 89; 603 CMR 1.06 (4)(d) when attempting to fill the vacancy in the applicable grade level prior to the beginning of the next academic year. In addition to these regulations, the UP Academy Dorchester Principal will consider enrollment goals and class size per grade level, projected student enrollment over time, and the number of seats awarded in UP Academy Dorchester's Charter when deciding whether or not to fill vacancies¹³.

Again, the required lottery processes (e.g., public notification, deadlines) are strictly followed in all lotteries.

Confirming Sibling Status

¹³ UP Academy Dorchester believes this flexibility will be necessary as the school grows from a K1-5 into a K1-8, as it is impossible to predict what retention rates will be for each grade level and the impact of planning to backfill specific grades on long-term enrollment. If all seats were backfilled, enrollment could go well beyond the 750 seats awarded in the UP Academy Dorchester Charter.

UP Academy Dorchester defines a sibling, in accordance with state regulations, as “children who share a common biological or legal guardian as opposed to children who live in the same household but do not share a common parent.” To check for any potential inconsistencies with this definition, UP Academy Dorchester reviews applicant data for siblings prior to each lottery (e.g., compares parent/guardian names and home addresses for siblings) and places a follow-up phone call to families as needed if there are questions as to an applicant's sibling status.

Confirming Residency (applies only to applicants who are not currently enrolled at a BPS school)¹⁴.

Students must be residents of Boston, Massachusetts by the application deadline in order to enroll in UP Academy Dorchester. When UP Academy Dorchester receives an application, UP Academy Dorchester first checks to determine whether a student is currently enrolled in BPS in order to correctly determine the student's priority status. This is done by looking up the student name in BPS's online student database to determine if the student has a BPS ID number¹⁵.

Families of students who are **not currently enrolled in a BPS school (i.e., who do not currently have a BPS ID number)** will be notified of BPS's proof of residency requirements and registration process.

Prior to enrolling in UP Academy Dorchester, the student's parents or legal guardian will need to register at one of BPS's Family Resource Centers (FRCs). At the FRC, they will be required to prove legal residence in the City of Boston in order to comply with BPS's Residency Policy and Enforcement.

All enrolled students must be registered with BPS, which requires proof of residency. Students who fail to meet residency requirements cannot be officially assigned to UP Academy Dorchester.

¹⁴ UP Academy Dorchester requires proof of residency except in the case of homeless students.

¹⁵ In year one (2013-2014), this practice may be limited by our ability to receive access to Boston Public Schools' online student database.

For School Use Only:

Date Received

Entered into SET

Last, First (Grade for Lottery)

UP Academy Charter School of Dorchester



Application for Student Enrollment for the 2015-2016 School Year

UP Academy Dorchester is open to all students residing in the City of Boston entering grades K1-6. UP Academy is a tuition-free, college-preparatory program with an extended school day and year. UP Academy will ensure that its students acquire the knowledge, skills, and strength of character necessary to succeed on the path to college and to achieve their full potential. Learn more at <http://www.upacademydorchester.org>.

This application is required to enter the lottery for enrollment to UP Academy Dorchester. The next deadline is **Friday, March 6, 2015 by 4pm** for the enrollment lottery on Wednesday, March 11, 2015. Please complete all fields and submit via one of the following methods.

- **Mail.** Mail your completed application to UP Academy Dorchester, located at 35 Westville Street, Dorchester, MA 02124.
- **In-person:** Drop-off your completed application in person at the UP Academy Dorchester main office.
- **Email.** Scan your completed application, and email the file to enrollment@upacademydorchester.org.
- **Fax.** Fax your completed application to 857.220.3015.

Student name: First

Middle

Last

Gender (circle one):

Male

Female

Date of Birth (MM/DD/YYYY):

/ /

Current school: School name

City of current school

Is student currently enrolled in the Boston Public Schools (BPS) (circle one)? Yes No BPS ID Number (if known)

Student grade: Student's current grade during the 2014-2015 school year (circle one)

not in

school K0 K1 K2 1st 2nd 3rd 4th 5th

Which grade will the student be attending in the 2015-2016 school year (circle one)?

K1 K2

1st 2nd 3rd 4th 5th 6th

Prior to August 2015, your child must successfully complete the grade prior to the grade to which he or she is applying.

By September 1, 2015, your child must be 5 years old to enroll in kindergarten (K2) or 4 years to enroll in preschool (K1).

Home Language (optional): Language(s) read at home at home

Languages spoken

Would you like to receive information in a language other than English (circle one)? Yes No
Language for translation:

Child's Home Address: Street number and name
Zip code

City

State

Child's Mailing Address: *Street number and name*
Zip code

City

State

Parent/Guardian 1 Information: *First Name*

Last Name

Relationship to

student

Home phone

Work phone

Cell phone

Email

Parent/Guardian 2 Information: *First Name*

Last Name

Relationship to

student

Home phone

Work phone

Cell phone

Email

Sibling Information: *Please list any siblings below that are current students at UP Academy Dorchester or are applying to UP Academy Dorchester for fall 2015. Please note: You MUST submit a separate application for each student applicant. Listing a sibling here does not replace the enrollment application.*

Name

Grade in 2014-2015

Home Address

☐ *Current UP*

Academy Student ☐ *Applicant*

Additional siblings:

Public Consent: *Please check the box below ONLY if you do not want your child's name read aloud during UP Academy's public lottery. Leaving this box blank means you consent for UP Academy to read your child's name aloud during the lottery.*

☐ *No, I do not want my child's name read aloud during UP Academy's lottery.*

UP Academy does not discriminate on the basis of race, color, national origin, creed, sex, gender identity, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or academic achievement.

It is the family's responsibility to notify us of any changes to the information provided on the application, including contact information. If any information provided is factually inaccurate the application is considered void unless corrected by the appropriate lottery deadline. It is the family's responsibility to confirm that UP Academy has received this application by the deadline.