

STANDARD OPERATING PROCEDURE 5.09: ENROLLMENT VERIFICATION PROCESS

July 1, 2025

A. PURPOSE

The ENROLLMENT VERIFICATION PROCESS ensures that all CSS partner schools that are sponsored by St. Aloysius have at least the minimum number of students per ORC 3314.03(A)(11)(a) prior to opening for the school year.

B. APPLICABILITY

The ENROLLMENT VERIFICATION PROCESS is relevant to all CSS partner schools that are sponsored by St. Aloysius and applies to all staff involved in the verification of enrollment and opening assurances processes.

C. DEPARTMENT RESPONSIBILITIES

Responsible Department: **Legal Department**
Other Departments: *Management Team*
 C Suite Level Executives

D. PROCEDURE

1. The ENROLLMENT VERIFICATION PROCESS begins with an assessment of the enrollment at any new school scheduled to open in the upcoming school year and any school that is currently on any type of intervention for low enrollment.
 - a. By May 1 of each year, the following will be provided to the Executive Team:
 - i. Legal Department shall prepare a list of all new schools scheduled to open.
 - ii. Each Department shall provide all schools currently on an intervention for low enrollment or financial reasons.
 - iii. Services Department shall provide a list of schools currently in an Emergency fiscal classification.
 2. The Executive Team shall compile a final list of schools for enrollment and financial verification by May 31.
 3. The Compliance Department during opening assurances shall contact each school on the list and request the current number of completed enrollment applications, which includes the number of students enrolled during the current school year that have indicated that they intend to return as well as new applicants that have completed preliminary enrollment paperwork and financial verification information
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as required. The Compliance Department shall save the enrollment application paperwork and the financial verification information to the shared drive

4. The number of completed applications and financial verification for the school must be submitted within five (5) business days after the request.
 5. Legal Department reviews the enrollment information. The Services Team reviews the financial information.
 6. If the current number of completed enrollment applications during the opening assurances visit is fifty (50) or above, the school will provide a spreadsheet of student names (re-enroll and new) and completion status (i.e. fully enrolled, application submitted, POR submitted, etc.) to assess how close the school is to the enrollment number in the contract. If the information has been provided, the school will be permitted to open in the upcoming school year.
 7. If the current number of completed enrollment applications during opening assurances is below fifty (50), then:
 - a. If the school is a new school, the school may not be permitted to open in the upcoming school year unless they can provide evidence of fifty (50) or more started or completed applications with at least one mandatory supporting document (i.e. proof of residence, parent ID, birth certificate). The school must verify enrollment of fifty or more students prior to August 1 to be permitted to open.
 - b. After consultation with the C Suite Level Executives, the Compliance Department shall send correspondence to the school and the Legal Department, indicating it has not achieved the requisite number of enrollment applications, and the school is not currently permitted to open.
 8. If the school is currently operating, then the school shall be placed on suspension and follow the process established in Standard Operating Procedure 3.01.
 9. In consultation with the C Suite Level Executives, the Services Team shall review the financial verification from the school and determine whether the school will have sufficient funds to operate for the upcoming school year.
 10. If the school has provided sufficient financial verification, the Services Team shall establish checkpoints with the school by approximately the 15th of each month to allow time to provide the financial documentation.
 11. If the school has not provided sufficient financial verification, the Services Team shall:
 - a. If the school is a new school, the school shall not be permitted to open in the upcoming school year unless they can provide evidence of a new source of finances to cover the operating losses.
 - b. The Services Team shall send correspondence to the school and the Legal Department, indicating the school has not achieved the requisite financial stability, and the school is not currently permitted to open.
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- c. If the school is currently operating, then the school shall be placed on suspension and follow the process established in Standard Operating Procedure 3.01. If the school is able to verify financial stability prior to August 1, the school may be permitted to open for the upcoming school year.

E. DOCUMENTATION

Location of documentation:

S:\Contracts\SY\School Name\Enrollment Documentation

F. GLOSSARY

Enrollment, assessment, intervention, new schools, statutory minimum enrollment, enrollment applications, financial issues, sufficient funds, checkpoints, mandatory support document

G. CROSS REFERENCED SOP'S

Standard Operating Procedure 3.01 Intervention Process

H. REVIEW AND APPROVAL

Approved By: Chief Executive Officer David L. Cash, Jr.

Date: 06/30/2026
