

**EXHIBIT A  
WA RES 25-07**

<b>TOWN OF WESTLAKE WESTLAKE ACADEMY BOARD OF TRUSTEES POLICY</b>
---

**Policy No. :**

**Date Board Adopted:**      **May 7, 2025**

**Date Board Amended:**

**Effective Date:**              **May 7, 2025**

**Policy Category:**            **Admissions**

**Policy Name:**                **Deadline for Returning Student Registration Forms**

**Policy Goal:**

This policy establishes a deadline of May 31st of each year for parents of returning students to submit annual registration forms, confirming their child's continued enrollment at Westlake Academy for the upcoming school year. Timely submission of these forms is essential to support the school's planning and operational processes.

**Policy Description:**

All Westlake Academy students are required to complete annual registration, which provides the Administration with essential information regarding the number of students returning for the upcoming school year. Accurate enrollment data is critical to effectively manage new student admissions from the lottery, finalize the Master Schedule, balance class sizes, and confirm the school's operating budget.

Establishing a registration deadline of May 31st of the academic school year enables the Registrar's Office to gather reliable enrollment figures. This returning enrollment information allows the Administration to make informed planning decisions during the summer in preparation for the new school year.

Please note that returning students who do not submit their registration forms by the May 31st deadline will be considered withdrawn for the upcoming school year.