

## "EXHIBIT A"

<p style="text-align: center;"><b>TOWN OF WESTLAKE WESTLAKE ACADEMY BOARD OF TRUSTEES POLICY</b></p>
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**Policy No. :** TBD

**Date Board Adopted:** April 15, 2025

**Date Board Amended:**

**Effective Date:** April 15, 2025

**Policy Category:** Admissions

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

**Policy Goal:**

This policy establishes a deadline 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 prior to the conclusion of the current academic year enables the Registrar's Office to gather reliable enrollment figures. This 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note that returning students who do not submit their registration forms by the stated deadline will be considered withdrawn for the upcoming school year.