



Office of Pupil Services  
45 Ranoldo Terrace, P.O. Box 5015  
Cherry Hill, New Jersey 08034-0391  
(856) 429-5600

**Rosa Middle School**  
**Open Enrollment for the 2020-2021 School Year**

January 21, 2020

Dear Fifth Grade Parent,

Since Rosa reopened as a middle school in 1999, middle school choice has been offered. Under the provisions of the school district's open enrollment Policy 5111.2, ***"Unless students apply to attend the Rosa International Middle School and are accepted under open enrollment, they will be assigned to Beck and Carusi based on the boundary guidelines in Policy 8110."*** Further, ***"When students accept admittance under the Open Enrollment Policy, they are making a commitment for the complete number of grade levels at that school. Any request for a change of enrollment at Rosa International Middle School after a commitment to open enrollment must be made by application for a waiver of this Policy to the Superintendent or designee. Waivers will not be accepted after July 15<sup>th</sup> for the upcoming school year."***

If you would like to submit an application for Open Enrollment to Rosa Middle School, please follow the below directions. **Applications will be accepted from February 18, 2020 through February 28, 2020. You must submit your application by 4:00 pm on February 28, 2020.** The online application will not be available after 4:00 pm on February 28, 2020.

To submit your application for Open Enrollment to Rosa Middle School:

1. Sign into Genesis Parent Access - <http://parents.chclc.org>
2. Click "Forms" in the top menu.
3. Under your 5<sup>th</sup> Grade Student(s) name, find the form titled "Open Enrollment Application - Rosa Middle School." Click the name of the form to enter the form.
4. Review the information on the form. If you wish to apply to Open Enrollment for Rosa, enter your "Digital Signature" and click the green "Update Answers" button.
5. You will be prompted "You must finalize to officially submit this form. Once finalized, this form will no longer be editable." On the pop up click the checkbox to finalize the form.

To confirm your application form has been submitted, you will see a Green Check and the date that the form "Open Enrollment Application - Rosa Middle School" was submitted. If you see the words "Not Yet Submitted" next to the form, your application is not submitted. Repeat steps 4 & 5 above to apply. **If you have trouble accessing the parent portal, please contact your elementary school.**

If applications for Rosa enrollment exceed the number of openings, a selection among applicants shall be made by an enrollment selection process. Applicants shall be offered admission in the order selected in the enrollment selection process until the maximum enrollment goal is reached. Applicants not initially offered admission shall be assigned a place on a waiting list, based on their enrollment selection process number. Applicant families will be notified of the status of their application in a letter mailed on or before March 16, 2020. Openings subsequently arising shall be filled from the waiting list in the order determined by the enrollment selection process.

**Please see the reverse side for important information regarding Middle School Information Meetings.**

Computers will be available at your child's elementary school and the Malberg Administrative Building for those without computer access. If you have any questions please contact me at 856-429-5600 ext. 4416 or email me at [bmingin@chclc.org](mailto:bmingin@chclc.org).

Sincerely,

*Bonnie Mingin*

Supervisor of Pupil Services

***Middle School Information Meetings  
for Fifth Graders and Parents***

**Rosa Middle School**

485 Browning Lane

**Wednesday, February 5, 2020 7:00 p.m.**

For Cooper, Harte, Mann, Sharp, Stockton & Woodcrest schools.

**Snow date: Tuesday, February 18, 2020**

**Wednesday, February 12, 2020 7:00 p.m.**

For Barton, Johnson, Kilmer, Kingston, Knight & Paine schools.

**Snow date: Wednesday, February 19, 2020**

**Carusi Middle School**

315 Roosevelt Drive

**Thursday, February 6, 2020 7:00 p.m.**

**Snow date: Tuesday, February 11, 2020**

**Beck Middle School**

950 Cropwell Road

**Thursday, February 13, 2020, 7:00 p.m.**

**Snow date: Thursday, February 20, 2020**