

ENROLLMENT PROCEDURES

- Applications submitted by March 6th will be placed into the official lottery.
- Applications that are submitted after the March 6th deadline will be date stamped and filed in order by that date. These applications will constitute the second wait list to be utilized when the original Lottery waiting list of applications received by the deadline is exhausted.
- The Official Lottery is to be held on Thursday, March 12th; all applications that were submitted and dated up to and including March 6th will be entered into the official lottery on March 12th. The first 200 students will be announced on lottery night and those students and parents will be given the opportunity to fill out the enrollment forms that evening.
- Students whose names are called during the official lottery but who are not present will be sent a congratulatory letter which will instruct them on how to complete the enrollment process. Parents will have until April 23rd to submit a completed enrollment packet which will include the student's birth certificate, Immunization records, the guardian's valid driver's license or state ID or passport, proof of residency (gas bill, electric bill, water bill), the Parent Registration Statement and the Charter School Student Enrollment Notification. Those guardians who do not have proof of residency in their name may provide the school with a notarized letter signed by the person with whom they reside confirming the living arrangement. The proof of residency will then be provided in that person's name along with their ID.
- When a student gives up their seat by indicating they have chosen another school or by failing to complete the enrollment packet by the deadline, the next child on the list will be chosen. Parents will be contacted and offered enrollment for their student; they will be given 2 weeks to complete the enrollment packet. Failure to complete the process by the deadline given will mean forfeiture of their accepted status.
- When the entire wait list from lottery night has been exhausted, the applications that arrived after the original deadline will be called in order of date received. Each student called from the wait list will be given 2 weeks to accept the offer of enrollment and complete the packet. The offer of acceptance will be rescinded and considered null and void at the two week deadline should the offer of enrollment not be accepted and the packet not completed.
- Siblings of student's chosen in the lottery will be automatically accepted if their application is in by the March 6th deadline even if they are not picked during the lottery. Should a sibling wish to attend but not submit their application prior to the official lottery, they will be placed on the waiting and offered enrollment when a seat opens.
- All applications for upper grade students, regardless of sibling status must be reviewed by an administrator prior to an offer of acceptance.