



Public Schools of North Carolina

Admissions, Lottery, and Enrollment:

What's lawful and unlawful?

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Session Outcomes

Participants will:

- ❖ Identify and locate applicable law and policy pertaining to admissions and enrollment requirements
- ❖ Summarize key components of a robust admissions and lottery policy
- ❖ Examine an exemplar lottery application
- ❖ Discover and discuss common misapplications of relevant law and policy



What are my legal obligations?

- **State Board Policy: CHTR-003**
 - Length of open enrollment period
(no less than 30 consecutive calendar days)
 - Open admission procedures and policies
- **Charter Agreement: Section 7 – Enrollment**
 - Guidance on student recruitment and enrollment decisions



What are my legal obligations?

– continued

- **Charter Law: G.S. § 115C-218.45**
 - Qualifications for admission to a charter school
 - How admission can/cannot be determined
 - Enrollment priorities (optional, 7 total)
 - Lottery procedures
 - Applicants during each enrollment period
 - Admission refusal

*Note: “**shall**” = must, “**may**” = can choose



How can I locate these in the future?

State Board Policies:

- <https://stateboard.ncpublicschools.gov>
 - ❑ Policy Manual > Charter Schools Administration

Charter Agreement:

- www.ncpublicschools.org/charterschools/
 - ❑ Additional Resources > Charter Agreement

Charter School Law:

- www.google.com and type in any of the following:
 - NC charter school law, G.S. 115C-218, Article 14A charter schools

Policies and law change over time, so stay up to date!



Tips for Developing a Strong Policy

- Policy should clearly define enrollment process for EACH applicant
- Be specific as possible (i.e. timelines, steps, enrollment priorities, etc.)
- Correct implementation of law and policy
- Coherent format that can be understood by a general audience



Key Components of a Robust Admissions Policy


- ✓ Applicant eligibility
 - ✓ Many boards choose to cite G.S. 115C-218.45 and the charter agreement verbatim
- ✓ Content of application
- ✓ Length of open enrollment period
- ✓ How families can apply
- ✓ Enrollment priorities selected
 - ✓ List which will be used including rank and order



Key Components – continued

✓ Lottery procedures:

- ✓ Date
- ✓ Procedures
- ✓ Accepted applicants
- ✓ Waitlist applicants

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- Separation of duties
 - Selection method
 - Student identification (be mindful of FERPA)
 - Sibling lottery procedures
 - Definition of siblings
 - (g)(1) Siblings applying at same time
 - (g)(2) Multiple birth siblings applying
 - Enrollment Priorities
 - Post lottery process



Key Components – continued

- ✓ Applicants after open enrollment period
 - ✓ If a school does not accept ONE application – cannot accept any or enroll any students for the rest of the year.
- ✓ Collecting enrollment documents
- ✓ Waitlist procedures
 - ✓ Good faith effort made by school to contact family
- ✓ Intent to Return Forms
 - ✓ Cannot have a negative consequence attached



Exemplar Lottery Application

*Note – this application fits on one page, front only

INITIAL APPLICATION FORM

Grades K – 12

Applying for GRADE: ____ (in YEAR 20xx-20xx)

Is this new student a sibling of a currently enrolled student? YES ____ NO ____

If you checked yes, please give name and current grade of sibling: _____

NEW STUDENT INFORMATION:

STUDENT'S LEGAL LAST NAME, FIRST NAME, MIDDLE NAME: _____

DATE OF BIRTH: _____

STREET ADDRESS APT#, CITY, STATE & ZIP CODE: _____

HOME TELEPHONE NUMBER: _____ CELL PHONE (include area code) _____

RESIDENT COUNTY: _____



PARENT/GUARDIAN INFORMATION

Parent Name: _____

Parent Address: _____

Parent email address: _____

PARENT/GUARDIAN SIGNATURE _____
DATE: _____

***Please mail, fax, or hand-deliver completed forms to:**

Admissions Office

XYZ Charter School

123 Educational Highway

Anytown, NC 55555

FAX: (555) 555-5555



Lottery Application:

To Include or Not to Include?

- | | |
|---------------------------------|------------------|
| • Country of birth? | × Do not include |
| • County of residence? | ✓ Can include |
| • Preferred name? | × Do not include |
| • Legal name? | ✓ Can include |
| • Parent employer? | × Do not include |
| • Parent work number? | ✓ Can include |
| • Name of last school attended? | × Do not include |
| • Student sex?* | × Do not include |
| • How did you hear about us? | × Do not include |

Check [HERE](#) for admissions and lottery resources.



Misapplication – Yes or No?

Lottery Procedures for Siblings

For siblings (including multiple birth), school officials will enter one surname for all the siblings applying at the same time and if that name is drawn, all children are admitted simultaneously.

If siblings are placed on the waitlist and one sibling gains acceptance, the school will move all other siblings to the very top of their respective waitlists.

Lottery Procedures for Siblings

For ~~siblings (including~~ [✓] multiple birth), school officials will enter one surname for all the siblings applying at the same time and if that name is drawn, [✓] all children are admitted simultaneously.

If siblings are placed on the waitlist and one sibling gains acceptance, ~~the school will move all other siblings to the very top of their respective waitlists.~~ [✗] the remaining siblings will hold their place on their respective waitlists until the students ahead have been exhausted.



Misapplication – Yes or No?

Enrollment Priorities

ABC Charter will provide enrollment priority preferences to the following:

- Children of any staff members (limited to 15% of the total enrollment)
- Children of current board members (limited to 15% of the total enrollment)
- Siblings of students who have completed the last grade level offered at ABC charter
- Relatives of current students who live in the same household
- Students who reside in the district
- Any child of an alumni of ABC Charter
- Multiple birth siblings



Misapplication – Yes or No?

Enrollment Priorities

ABC Charter will provide enrollment priority preferences to the following:

full-time

- Children of ~~any~~ staff members (~~limited to 15% of the total enrollment~~)
- And ~~Children of current board members (limited to 15% of the total enrollment)~~ *(not to exceed 15% of total enrollment)*
- ✓ Siblings of students who have completed the last grade level offered at ABC charter *& attended for 4 years (or total grade offerings if less than 4)*
- X ~~Relatives of current students who live in the same household~~ *Siblings of current students (must match definition of siblings)*
- X ~~Students who reside in the district~~ *(unless conversion school) (public)*
- X ~~Any child of an alumni of ABC Charter~~ *not an enrollment priority*
- X ~~Multiple birth siblings~~ *lottery procedure, not an enrollment priority*



Misapplication – Yes or No?

Multiple Birth Siblings Procedures

If multiple birth siblings apply for admission to ABC Charter and a lottery is needed, the school shall enter one surname into the lottery to represent all of the multiple birth siblings applying at the same time. If that surname of the multiple birth siblings is selected, then all of the multiple birth siblings shall be admitted.

The order of entry of multiple birth siblings will be determined in a separate lottery prior to the general lottery.

Multiple Birth Siblings Procedures

✓ If multiple birth siblings apply for admission to ABC Charter and a lottery is needed, the school shall enter one surname into the lottery to represent all of the multiple birth siblings applying at the same time. If that surname of the multiple birth siblings is selected, then all of the multiple birth siblings shall be admitted. ✓

~~X The order of entry of multiple birth siblings will be determined in a separate lottery prior to the general lottery.~~ Students should be entered into the general lottery, or if they meet other enrollment priorities they can go into those respective lotteries.



Misapplication – Yes or No?

Admission Refusal

Notwithstanding any law to the contrary, ABC Charter school may refuse admission to any student who has been expelled or suspended from a public school under G.S. 115C-390.5 through G.S. 115C-390.11 until the period of suspension or expulsion has expired.

Admission Refusal



correct application

Notwithstanding any law to the contrary, ABC Charter school may refuse admission to any student who has been expelled or suspended from a public school under G.S. 115C-390.5 through G.S. 115C-390.11 until the period of suspension or expulsion has expired.



Misapplication – Yes or No?

Re-Enrollment Policy

Once enrolled, students are not required to reapply in subsequent enrollment periods. To help ABC Charter accurately determine the number of available seats each enrollment period, the school may ask families to complete and return an “intent to return form”. Failure for a family to return this form by the deadline will result in the student(s) losing their seat for the subsequent school year. If a family wishes to attend ABC Charter in the subsequent school year, they will have to submit an application and go through the admissions and lottery process like a regular applicant.



Misapplication – Yes or No?

Re-Enrollment Policy

- ✓ Once enrolled, students are not required to reapply in subsequent enrollment periods. To help ABC Charter accurately determine the number of available seats each enrollment period, the school may ask families to complete ✓ and return an “intent to return form”. Failure for a family to return this form by the deadline ~~will result in the student(s) losing their seat for the~~ *should not have any negative consequence attached.* ~~subsequent school year.~~ }
- If a family wishes to attend ABC Charter in the subsequent school year, they will have to submit an application and go through the admissions and lottery process like a regular applicant. }



Misapplication – Yes or No?

Lottery Procedures

During the open enrollment period, ABC Charter will enroll all eligible students who submit a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, ABC Charter will accept students by lot.

The following enrollment priorities will not be entered in the lottery. Once open enrollment period closes, they will gain immediate admittance into ABC Charter school.

- Students of full-time staff members and current board members (limited to 15% of the total enrollment)

All other students seeking admittance into ABC Charter school, who submit a timely application, will be entered into the lottery process and enrollment priorities will be selected in the order they are listed in the section above.



Misapplication – Yes or No?

Lottery Procedures

- ✓ During the open enrollment period, ABC Charter will enroll all eligible students who submit a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, ABC Charter will accept students by lot.
- ✗ ~~The following enrollment priorities will not be entered in the lottery.~~ Once open enrollment period closes, they will ~~gain immediate admittance into ABC Charter school.~~
- ✗ Students of full-time staff members and current board members (limited to 15% of the total enrollment) *IF a lottery is req. ALL students should be accepted by lot.*
- ✓ ~~All other~~ students seeking admittance into ABC Charter school, who submit a timely application, will be entered into the lottery process and enrollment priorities will be selected in the order they are listed in the section above.



Other Important Information

- May use sibling enrollment priority in year 2+ of operation
- May save priority enrollment space for children of full-time staff in year 1
 - Should not be heavily needed in year 2+
- **ALL** students should be selected by lot if there are more applicants than space available

Reminder: Check [HERE](#) for admissions and lottery resources.



Questions?



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