



Admissions, Lottery, and Enrollment

Office of Charter Schools

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Goal

- Each board and school leadership members will receive interpretations of the general statute and recommendations regarding:
 - Enrollment preferences
 - Open Enrollment
 - Lottery Procedures
 - Post Lottery Procedures



Admissions Policy

- Should clearly define the enrollment process for EACH applicant.
 - Applicant eligibility
 - Application content
 - Length of open enrollment period
 - Lottery
 - Accepted applicant
 - Waitlist applicant
 - Applicants after open enrollment period



Key Definitions

- **Domicile**: One parent (natural or legal) resides within the domicile.
- **Siblings**: Any of the following who reside in the same ***household***: half siblings, stepsiblings, and children residing in a foster home.



Enrollment Priority

Key word is MAY give

- **Siblings**: Siblings of currently enrolled students who were admitted to the charter school in a previous year.
- **Legacy Siblings**: completed the highest grade and were enrolled for at least four years or maximum charter school offers (i.e. middle school).



- **Opportunity Preference:** Student enrolled within the previous two years who left to participate in an academic study abroad program or competitive admission residential program or vocational opportunity of the parent.



Enrollment Priority
Key word is MAY give

Limited to 15% of schools total enrollment

- Children of schools FULL-TIME employees.
- Children of the board members.



Open Enrollment Period

- Openness and transparency is the KEY!!!
- Must be at least 30 consecutive days. (TCS-U-003)
- Can begin once the school is formally approved.
- Lottery application should be limited and widely accessible (December 2014 Guidance).
- Applications should be time-stamped and checked for completeness - recorded formally.



Post – Open Enrollment Period

- Local decision regarding closed date
 - However, if school does not accept ONE application – they cannot accept any or enroll any students for the rest of that year.
- Waitlist should received applications should be time stamped and recorded in accordance to the policies and procedures of the school.



SAMPLE CHARTER APPLICATIONS



Lottery Application Recommended

- Make it accessible in multiple formats/locations
- Follow marketing plan
- Focus on being open and transparent
- Provide a synopsis regarding the process (web site, handbook, handout)
- Ask questions regarding siblings (multiple birth, or **currently enrolled (year two and beyond)**)
- Have a verification statement
- Use Best Practice examples
- Signed by parent or legal guardian



Not Recommended

- Limit public access to the application
- Limit marketing and open enrollment options
- Ask questions regarding
 - Race, gender, religion
 - Academic status
 - Disability
 - Interests
 - Write an essay
 - Previous transcripts



Public Charter School Lottery

Recommendations & Best Practices



Lottery Process

- Open to public, fair and consistent
- Practice, practice, practice!!!
- Continue until **ALL** names are pulled
- Provide a detailed policy and process to public
 - Initial Preferences
 - Including held spots for preferences
 - Noting **# of openings per grade**
 - Enrollment procedure (if chosen)
 - Waiting list procedures
 - (clear and consistent)



Required Lottery Worksheet

Grade	K	1st	2nd	3rd	4th	5 th
Total Grade Level Openings	50	50	50	50	50	50
# of enrolled due to Preferences	3	1	0	4	1	2
# of lottery Openings	47	49	50	46	49	48
# of Application	55*	43	67	51*	48	36

*Denotes Multiple birth siblings card in this lottery



- Pull from a hat or fish bowl
- Some use random selection computer programs (be clear), bingo cages
- Some use numbers to identify students, some use initials, some use names.
 - (whichever format, be conscious of **FERPA**)
- Example (woven basket)



- Clear separation of duties
 - Person to draw (3rd party community member?)
 - Person to announce
 - Person to record (*ensure all approved lottery preferences or are noted/recorded per grade level)
 - Person to verify (trust but verify!)



Preferences

§ 115C-218.45(f)

- Must be a Legal or biological Relationship
- Children of Full-Time Employees.
- Children of board members
 - (no more than 15% total student population)
- Surname Siblings (if drawn in lottery)
 - One name in lottery for ALL Surname siblings
 - Students get in only IF openings
- Multiple Birth Siblings (if drawn in lottery)
 - One name in lottery for ALL M.B. siblings
 - All get in no matter if last student pulled and no additional openings



Post Lottery Process

- Open and transparent
- If you messed up..."own it" and *do the right thing*
- Ensure the results are accessible to parents
- Policy in regards to how long the parent has to determine the “offer of enrollment”
 - Recommendation at least 7-10 days
 - Policy should address extenuating circumstances
 - Policy should address non-responsive families (position place on the waitlist)



Questions ?



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