



Lottery Rules and Procedures:

Rules: General

1. For the purposes of the following rules, the following terms are defined as follows:
 - A. All references to dates are defined to mean the CLOSE OF BUSINESS on the date indicated.
 - B. Manual Lottery refers the selection of applicant names by a random method such as the blind drawing of individual names from a container in sequence until all names in the container have been exhausted.
 - C. SIS Lottery refers to the process whereby all eligible applicants are assigned a random number by the SIS and sorted, by grade, in order of the randomly assigned number.
2. All Applicants (Students not already attending school) participate in lottery irrespective of preference status.
3. Only applications received prior to the end of the enrollment deadline are eligible to participate in the lottery.
4. All applications received after the initial enrollment period will be accepted on a "First-Come, First-Serve" basis, after the Waiting List has been exhausted.
5. All Applicants offered a seat shall be required to affirmatively respond to an offer for acceptance within the designated time. Those not responding (excludes declines) will be placed on the waiting list with an application date equal to the date the initial offer expired.
6. Only one (1) lottery shall be conducted by a school to include all grades in which the number of Applicants exceeds the number of expected seats available.
 - A. If the number of Applicants is less than the number of seats anticipated to be available, no public lottery shall be conducted for that grade. However, the Computer system shall assign each Applicant a random number. In the event the number of available seats for a grade level in which a public lottery was not conducted is less than the number anticipated at the close of the initial enrollment data, ALL offers shall be rescinded and Applicants shall be offered admission based upon the system assigned numbers.
 - B. Siblings of Applicants in another grade who are offered and have accepted admission based upon the preference established by the

rescinded offer SHALL maintain the seat accepted and the sibling whose offer which has been rescinded shall be considered to have a preference of an Applicant with a sibling applying for the same academic year.

7. ALL offers of registration shall be made in the order of the lottery results and established Waitlist. NO OFFER SHALL BE MADE TO A STUDENT NOT PROPERLY ENTITLED TO THE NEXT AVAILABLE SEAT.

Rules: Preferences

1. All preference categories shall be published prior to the conduct of the Lottery.
2. All Applicants entitled to receive a placement preference shall be identified PRIOR to the Lottery.
3. Preference status entitles an Applicant to be offered an available seat ahead of Applicants without a preference status.
4. Preferences granted are subject to review and verification. The School reserves the right to rescind acceptance offers if the preference status is not verified or validated (*i.e.* proof of residency, proof of legal guardianship).
5. All Preferences shall be considered in the following hierarchy:
 - A. Applicant is a dependant of military active duty personnel
 - B. Applicant is a sibling of a currently enrolled resident of a charter school in a municipality
 - C. Applicant is a sibling of an accepted applicant who are residents of a school in a municipality applying for the same academic year
 - D. Applicant is a resident of a charter school in a municipality
 - E. Applicant is a sibling of a currently enrolled student that is a non-resident of the municipality
6. Siblings who are applying for the first time will receive preference only after one of the siblings has been accepted.

Procedure:

1. The "Open" enrollment period must be published in advance of the lottery date regardless of the type of lottery.

Public Lottery:

1. Public event scheduled.
2. Call center selects all applications received during the initial enrollment period for participation in a public lottery.
3. All applications are verified for preference prior to generating lottery labels. (*e.g.* All siblings are properly linked and verified, etc.) (See Rule 2 above)
4. SIS Call Center selects the grade levels that will participate based on enrollment numbers. (Number of seats available). Those grades not

- requiring a lottery at the close of the initial enrollment period will have applicant's assigned random number. (See Rule above)
5. System generates labels with all eligible students, sorted by grade, for all students participating in the manual lottery. Students drawn during the lottery will be displayed by drawing number and NOT by name unless specifically requested in writing by client.
 6. All labels are affixed to a 3x5" index card and put into a single container (irrespective of grade). (If no preference other than sibling, proceed to step 7)
 - a. If a preference other than attending or applying sibling is established, those students shall be identified and lottery labels shall be affixed to a colored index card.
 - b. See Step 10a for selection ordering.
 7. School conducting a Manual lottery records the order in which student names are drawn. This can be accomplished by writing the selection number on the card as drawn. Drawing should be done by a neutral third party. (For ease of recording, once selected, cards may be sorted by grade level indicated on label)
 8. Lottery results, including Waiting Lists, are forwarded to the CSUSA Call Center. (If applicable)
 9. The Call Center will record Manual lottery results in the SIS beginning with the lowest-to-highest grade level order.
 10. The SIS will order the students based on number and any preference noted.
 - a. If a colored index card system is necessary, those cards drawn that are not of the preference color will be recorded/ordered with the addition of the appropriate number to ensure all index drawn colored index cards will have a lower ordinal number.
 - b. For example: There are a total of 650 applicant's eligible to receive a preference such as Residence Preference. To ensure all 650 of these applicants will be placed before a non-resident, 1000 is added to all non-resident applicant selection order number. If a non-resident card is selected as the third (3rd) card drawn in a public lottery, 1000 is added resulting in a selection ordinal number of 1003. The number used for this purpose shall be announced prior to the first card being selected.
 11. Once all numbers are recorded, the lottery will be processed to establish the admission order allowing for all appropriate preferences.
 12. Display of lottery results can be by Lottery ID # or student name.
 - a. If by Lottery ID number, a second set of lottery index cards are distributed to parents with their child's Lottery ID.
 13. Call center will generate offers of registration. (See Rule above regarding Offers not responded to within the designate time frame)
 14. Remaining students are assigned to the waitlist in the order of their lottery number.

15. Applicants who applied after the close of the enrollment period will be placed on the waitlist in the order that their application was received (date & time)
16. Letters will be sent to waitlisted students indicating their status.
17. Students who decline admission will be marked and the seats that open will be made available to waitlisted students. On the waitlist, the appropriate number of students will be highlighted in the order in which an offer should be made. Siblings of students who are sent an offer will move up on their waitlist as appropriate.

SIS Based Lottery Process:

1. Call Center will select the applicants eligible to participate in the lottery.
2. Call Center will select the grade levels which require a lottery.
3. Call Center will run the lottery process.
4. The lottery results module of the SIS will highlight the students eligible for "offer" letters, along with noting the siblings.
5. Letters will be generated to offer students an "offer of registration."
6. The remaining students will move to a waitlist based on their lottery number.
7. Applications received after the enrollment period will be placed on the waitlist in the order in which they are received. (See Rule above)