

Public Random Drawing

Applications will be accepted during a publicly advertised open enrollment period each year for enrollment in the following school year. Following the open enrollment period each year, applications shall be counted to determine whether any grade level has received more applications than availability. In the event that this happens, the Charter School will hold a public random drawing (or “lottery”) to determine admission for the impacted grade level, with the exception of existing students, who are guaranteed admission in the following school year. Admission preferences in the case of a public random drawing shall be given to the following students in the following order:

1. Siblings of students admitted to or attending the Charter School
2. Children of Founding Families of the Charter School identified on page 14
3. Children of Charter School teachers and staff not to exceed 10% of total
4. Students who are currently enrolled in Sugar Hill Elementary School (subject to change) and students who reside in the Sugar Hill Elementary School (subject to change) attendance area (for purposes of the SB 740 Charter School Facility Grant Program)
5. Residents of the District
6. All other applicants

The Charter School and the District agree to adhere to the requirements related to admission preferences as set forth in Education Code Section 47605(d)(2)(B)(i)-(iv).

At the conclusion of the public random drawing, all students who were not granted admission due to capacity shall be given the option to put their name on a wait list according to their draw in the lottery. This wait list will allow students the option of enrollment in the case of an opening during the current school year. In no circumstance will a waitlist carry over to the following school year.

Public random drawing rules, deadlines, dates and times will be communicated in the application form and on the Charter School’s website. Public notice for the date and time of the public random drawing will also be posted once the application deadline has passed. The Charter School will also inform all applicants and interested parties of the rules to be followed during the public random drawing process via mail or email at least two weeks prior to the lottery date.

The Charter School will conduct the lottery in the spring for enrollment in fall of that year.

Anticipated Lottery Procedures

1. The lottery will take place within 30 days of closing the open enrollment period. For the 2019-2020 school year, application/lottery forms must be received by May 24, 2019.
2. The lottery will take place on the Charter School's campus in a facility large enough to allow all interested parties to observe the drawing, or at another public venue near the Charter School large enough to accommodate all interested parties.
3. The lottery will take place on a weekday evening or other time when most interested parties who wish to attend may do so. For the 2019-2020 school year, the drawing will take place on May 31, 2019, at 6 PM.
4. All interested parties will know, prior to the holding of the lottery, how many openings are available per grade level at the Charter School.
5. The lottery shall draw names from pools of ballots differentiated by grade level.
6. Beginning with the lowest grade, the ballots shall be drawn by a Charter School administrator or Board member.
7. The drawing shall continue until all names for that grade level are drawn.
8. There is no weighted priority assigned to the preference categories; rather, within each grade level, students will be drawn from pools beginning with all applicants who qualify for the first preference category, and shall continue with that preference category until all vacancies within that grade level have been filled. If there are more students in a preference category than there are spaces available, a random drawing will be held from within that preference category until all available spaces are filled. If all students from the preference category have been selected and there are remaining spaces available in that grade level, students from the second preference category will be drawn in the lottery, and the drawing shall continue until all spaces are filled and preference categories are exhausted in the order provided above.
9. Those individuals whose names are drawn after all spaces have been filled will be placed on the waiting list in the order drawn, except if the preferences described above require otherwise.
10. Potential students on the waiting list shall provide contact information to be used in the event space becomes available, on their application/lottery forms. Families promoted off of the waiting list shall be informed by telephone and in writing and shall have a maximum of seven (7) days to respond. In addition, the Charter School shall attempt on at least two separate occasions to contact the parents/guardians of promoted students by telephone. Those families not responding within the maximum response period will forfeit their right to enroll their student in the Charter School for that school year.
11. Existing students who wish to return must notify the Charter School during open enrollment.
12. Applicants need not be present at the lottery to enroll and will be notified via phone call and mail of their status.

13. Applications received after the close of open enrollment will be added to waitlist after the lottery, in order received, and will be contacted for enrollment when lottery wait list is exhausted.
14. The random public drawing for the first year, should it be necessary, will be held on May 31, 2019, at 6 PM. All families will be notified about results, but applicants will also be able to contact the Charter School to ascertain an individual student’s status on the waiting list.

Planned Application, Public Random Drawing, and Admission Schedule

The following estimated application, public random drawing, and admission schedule and process is proposed, and may be amended by the Charter School Board as necessary. In year one (1), if the charter is approved after the beginning of the timeline specified herein, the schedule proposed below will be pushed forward and abbreviated to ensure all steps are followed within a shorter time frame.

Table 8.1: Planned Application, Public Random Drawing, and Admission Schedule

November 2018 – March 2019	Application forms available at school administrative office or online at the Charter School’s website.
May 24, 2019	All application forms due to Charter School.
Last week of May 2019	Public random drawing conducted (if necessary).
2nd week of June	Admission notification and enrollment packets distributed to parents and children who have been drawn in the public random drawing.
Approximately Weeks Later 2	Completed enrollment packets due back to the Charter School, which will include proof of immunizations, proof of residency, proof of age requirements and proof of withdrawal from prior school and district of residence.