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Enrollment Lottery 10/10/16 (revised/approved)
(Controlled Open Enrollment)

The lottery is composed of seven pools of applicants.

- Siblings
- Staff children
- Students residing in the County
- Students residing out of the County
- Dependent Children of Active Military
- Children who have relocated due to foster care placement
- Children who have moved due to court-ordered change in custody

Using a secure system on our web site, parents go on line and enter their children throughout the year. The enrollment form will be reconfigured to include the designation:

- Children of Active Military
- Children who have relocated due to foster care placement
- Children who have moved due to court-ordered change in custody

On Feb. 15 we close the system and then take any further entrants by phone. All phone entrants identified under the above criteria will be recorded on the designated pool list. All downloaded entrants will be culled for the above designations and added to the appropriate pool of applicants.

On February 1st, we send out re-enrollment forms to our parents. There is a section for siblings. When they return their re-enrollment forms, we use that to generate a sibling lottery list.

On February 1, staff are notified to forward the names ages and grade of any children they wish to enroll. When they return those forms, we use that to generate a staff lottery list.

From our re-enrollment data and priority pools, we calculate how many openings we have at each grade level. During the first week in March, we draw the lottery from a computer generated system. We begin at grade 8, for available openings, with subsequent “pulls” relegated to the wait list. We continue the process through kindergarten. If a spot is filled by a child who has siblings, those siblings automatically go on the sibling list which impacts the spaces available.

After the lottery, parents are contacted within three weeks and offered the spots. They

have 48 hours to accept or decline the spot. If they accept, they are sent registration packets which must be returned in one week. If they decline, we go to the next name on the list. The process is followed until all spots are filled. The remainder of the students stay on the waiting list and are called throughout the year as openings occur. No students are called after the end of the second trimester (approximate date 2/15) due to academic continuity factors.

There is no carry over of wait list applicants. A new list is generated each year. Also, kindergarten students may only be placed on the list the year preceding their eligibility.