

Approved: March 1, 2018

Lottery Policy

Lottery Policy In accordance with public school law statutes 115C-238.29F, any child who is qualified under the laws of this state for admission to a public school is qualified for admission to charter schools. Charter schools shall not discriminate against any student on the basis of ethnicity, national origin, gender, or disability and shall not limit admission to students on the basis of intellectual ability, disability, race, creed, gender, national origin, religion or ancestry.

Lottery Procedure

Lotterease is an independent automated lottery system that the school uses to manage their lottery and wait list. Since Lotterease is an independent system, the school staff do not have the ability to manipulate or adjust the lottery outcome. They must work within the requirements of the system. In addition, all activity that takes place with your application is tracked in a history log that you can view at any time by logging into the parent portal.

Parents will go to lotterease.com online to register their child/children for the lottery. They will have the option of currently enrolled sibling preference, multiple birth siblings, and school employee students that are currently in place. The application period will last from February and March. The lottery will be held in April. On that day, the staff and a local official, not affiliated with the school will be on campus to initiate the program online. This will be able to be viewed by all who want to attend the lottery. The program will instantly notify the parent and/or guardian via phone or email, based on what they requested when they filled out the application online.

After completing the acceptance by lottery, Southeastern Academy shall have a specified and reasonable, timeframe in which the accepted applicants must reply to the school clarifying their decision to accept or decline continuation of the enrollment process. The school's enrollment policy, including all time frames will be declared on the original application completed by the applicant.

Enrollment Priority

The school will give enrollment priority to the following:

1. Children of The Head of School (Principal)
2. Children of the school's full-time employees
3. Presently enrolled student's that have completed the 2016-2017 school year.

The school may give enrollment priority to any of the following as space allows:

1. Applicants who have siblings that are currently enrolled and have been for at least one school year. The terms then all of the siblings shall be admitted to the extent that space is available, the sibling (s) will be given priority in the respective grade(s) level waiting list. In the event that the lowest grade level applied for doesn't require a lottery, siblings will be entered as one surname automatically by the school.
2. If multiple siblings of already enrolled students apply then ONE surname in the lowest grade level that is being applied will be entered. The surname of the siblings is selected, then all of the siblings shall be admitted to the extent that space is available, the sibling (s) will be given priority in the respective grade(s) level waiting list. In the event that the lowest grade level applied for doesn't require a lottery, siblings will be entered as one surname automatically by the school.

Lottery Procedures for New Sibling Applicants

1. If multiple birth siblings (twin, triplets, etc.) apply for admission to the School and a lottery is needed, the school shall enter one surname in the lottery to represent all the multiple birth siblings applying at the same time. If that surname is selected, all multiple birth siblings shall be admitted. Example: Kindergarten-20 spaces available, if a twin is drawn for space #20 then the school would increase class size to 21.
2. If multiple siblings apply then ONE surname in the lowest grade level that is being applied will be entered. The surname of the siblings is selected, then all of the siblings shall be admitted to the extent that space is available on the respective grade(s) level waiting list.

Waiting List Procedures

If seats become available **prior to the first day of school**, the student's parent/guardian at the top of the waiting list will be contacted. All the numbers on the student application will be called. If there is no answer, a message will be left on the answering machine/voice mail. That parent will have to confirm that his/her child will attend the school within 24 hours of the phone call. After 24 hours, the next name will be called, and the first student will be moved to the bottom of the waiting list. This procedure continues until all names have been called or all seats have been filled. If seats become available on the first day of school or until the end of the second grading period (January 9, 2018), the student's parent/guardian at the top of the waiting list will be contacted. All the numbers on the student application will be called. If there is no answer, a message will be left on the answer machine or voice mail. That parent will have to confirm immediately to reserve his/her child's seat. If there is no response, or the parent does not call back right away, that student will go to the bottom of the waiting list and the next child will be called. This procedure continues until all names have

been called or all seats have been filled. The waiting list **does not** roll over to the following school year. A new application must be completed during open enrollment each school year to be included in the lottery.

Notification of Acceptance Policy

Parent/guardians will be notified of their child's acceptance or placement on a waiting list by either phone call, email, or letter within 3 school days.

Acceptance of Seat Policy

After notification of acceptance, a student registration packet must be completed and submitted prior to the due date set by administration, otherwise a seat will not be guaranteed for that student, and he/she will be placed at the end of the waiting list. Newly enrolled students must be present the first day of school by 7:55 am to secure their seat. Also, new students will not be allowed to begin classes until proof of promotion from their previous school has been provided.

****It is very important that you understand that the order of the names that are drawn may change at any time based on change of Principal, staff, or due to students being retained or withdrawn. If these changes occur, we will have no choice but to comply and you will be contacted about these changes.** With that being said, we are ready to proceed with our lottery following the policies and procedures discussed.