

Enrollment and Lottery Policy and Procedures

Overview

The School is committed to enrolling a diverse student population and shall abide by the provisions in the Florida Educational Equity Act, Section 1000.05(2)(a), and Florida Statutes that forbid discrimination on the basis of race, national origin, gender, marital status, ethnicity, or disability.

The School will admit students of any race, color, nationality and ethnic origin, religion, sexual orientation, or gender. Pursuant to section 1002.33(10)(b)- Eligible Students, the charter school shall enroll an eligible student who submits a timely application unless the number of applications exceed the capacity of a program, class, grade level or building. In such cases, all applicants shall have an equal chance of being admitted through a random selection process. Enrollment will also follow 1002.33(15)c, which includes enrolling students according to racial/ethnic balance provisions in 1002.33 (7)(a)8. In accordance with 1022.33 (10)(d), a charter school may give enrollment preference to populations denoted in its rules and procedures.

In subsequent years, applications will be accepted each year during an open enrollment period and continuously to maintain capacity in each grade level. All applications will be date/time stamped as they are received and filed by grade level. If the number of applications exceeds the capacity of a program, class, grade level, or building, a public lottery will be held to determine which applicants are admitted. The number of seats available will be determined by the number of students who recommit minus the capacity. This is in compliance with 1002.33(10)(b). The drawing will continue until every name has been drawn and scheduled for enrollment or placed on a numerical waiting list. All applications received after the open enrollment period will be placed at the bottom of the waiting list for that particular program, class, or grade level in the order in which they are received. The lottery will be system generated. Parents will be notified in writing of their child's acceptance and will have a specific timeline to respond to the school in writing of their decision to attend. If an accepted applicant decides not to attend the school, the slot will be given to the first person on the waiting list.

Florida 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. Lottery refers to the selection of applicant names by a random method such as a system generated process or the blind drawing of individual names from a container in sequence until all names in the container have been exhausted.
 - c. Lottery refers to the process whereby all eligible applicants are assigned a random number by the school or educational service provider and sorted, by grade, in order of the randomly assigned number.
2. All applicants (students not already attending school, including siblings of those already attending) participate in the 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 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 moved to a pool for the subsequent lottery.
5. A 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 lottery shall be conducted for that grade. In the event the number of available seats for a grade level in which a 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 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 that has been rescinded shall be considered to have a preference of an applicant with a sibling applying for the same academic year.
6. **ALL** offers of registration shall be made in the order of the lottery results.

Rules: Preferences

1. All preference categories shall be processed prior to the lottery being conducted.
2. All applicants entitled to receive an initial 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. All preferences shall be considered in the following hierarchy:
 - a. Applicant sibling of a currently enrolled student. The attending sibling must be enrolled in either the K-8 or high school system to which the applying sibling is seeking admittance.
 - b. Students of Active Duty military personnel.
 - c. Applicant children of an employee of the charter school.
 - d. Applicant child of a charter board member or charter sponsor employer (ESP),
 - e. Applicant sibling of an accepted applicant applying for the same academic year.
5. Siblings who are applying for the first time will receive preference only after one of the siblings has been accepted.

Random Based Lottery Process:

1. Enrollment office will select the applicants eligible to participate in the lottery.
2. Enrollment office will select the grade levels which require a lottery.
3. Enrollment office and/or SMART Management will run the lottery process.
4. Applications of Interest qualifying for lottery are numbered by grade level.
5. Numbers assigned to each application are placed in a sealed container.
6. Numbers assigned are randomly pulled from the sealed container.
7. The order in which the numbers assigned to each application will determine the order in which applicants will be notified of their acceptance.
8. Letters will be generated to offer students an acceptance in the charter school.
9. The remaining students will move to a waitlist based on their lottery number.

Applications received after the enrollment period will be placed on the waitlist in the order in which they are received (according to date, time, and preference).