



## **Lottery System**

### **INTRODUCTION**

Families choose to enroll their children because they believe our school is right for their child, and children are welcomed regardless of ability or disability, race, religion or national origin. A simple process, described below, ensures that all applicants are treated fairly. Children residing in the school district approving the charter and children with a sibling already enrolled receive preference provided their applications are completed in a timely manner. Eighth-grade students who wish to transfer from a Propel K-8 or middle school are required to re-apply, so they receive preference to attend a Propel high school of their choice as well.

A lottery is held in January for spaces that may be open in the following year. At the lottery, an ordered list is created using the online application system called SchoolMint. The initial drawing of the lottery is overseen by an auditor.

When space becomes available, an offer of admission will be made. In order to accept the offer, families must: 1) complete an enrollment form; 2) provide a birth certificate for the student (Children must be 5 years old on or before August 31<sup>st</sup> of the school year to enter kindergarten.); 3) provide evidence of required immunizations (or a statement from the parent/guardian of objection to this requirement on religious grounds); 4) complete a record release form; and 5) provide satisfactory proof of residence.

### **PROCEDURES**

1. Visit the school. We encourage families to visit the school and talk with designated staff to make sure the school is right for their child.
2. Complete an online application in SchoolMint. A separate application must be completed for each child who is applying.
3. Applications will be accepted beginning the first Monday in October for the following school year. Students on the waitlist must reapply every year. The waitlist does not roll over to the next school year.
4. In order to be eligible for the lottery, applications must be received by December 31st.
5. In mid-January, we will conduct a lottery. Only applications submitted by the December 31st deadline will be eligible for the January lottery. At the lottery, Propel 8th grade students applying to high school will be drawn first. Then, siblings of current students will be drawn. Then, applications from families residing in the chartering school

district(s) will be drawn. Finally, other eligible applications will then be drawn. An ordered list will be created at each grade level.

6. Accept offer of admission. When we are sure that a space will be available in a particular grade, offers of admission will be made from the ordered list. Parents will have two weeks from the offer of admission to complete the enrollment process or forfeit their space.