



2021-2022 New Frontiers Public Schools Lottery Procedure

LOTTERY RULES

Lottery Rules and Procedures

Rules: General

- 1) For the purposes of the following rules, the following terms are defined as follows
 - a. Manual Lottery refers to the selection of applicant names by a random method such as the blind drawing of individual names from a container, in sequence, until all names in the container have been exhausted.
- 2) All Applicants (Students not already attending school) participate in the lottery irrespective of preference status.
- 3) The lottery will be open to the public, will not rely on computers, and will be easily understood and followed by all observers.
- 4) Only students whose request to attend have been received prior to the end of the initial or “open” enrollment deadline, of **February 28th** each year, are eligible to participate in the lottery.
- 5) All requests to attend received after the initial or “open” enrollment period deadline will be added to the end of the waiting list.
- 6) All Applicants offered a seat shall be required to affirmatively respond to a notice of acceptance within **ten (10)** calendar days of the date of notice. Those not responding by the deadline date will be placed on the waiting list with an application date equal to the date the initial offer of a seat expired.
- 7) Only one (1) lottery shall be conducted by a school to include all grades in which the number of Applicants exceeds the number of expected seats available.
- 8) ALL offers of registration shall be made in the order of the lottery results and established Waitlist. NO OFFER SHALL BE MADE TO A STUDENT NOT PROPERLY ENTITLED TO THE NEXT AVAILABLE SEAT.

Rules: Preferences

- 1) All preference categories shall be published prior to the conduct of the Lottery.
- 2) All Applicants entitled to receive a 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 attending student.

5) The Lottery, if necessary, will be conducted on **March 1st**. If **March 1st** falls on a weekend or a holiday, the Lottery shall be held on the next regularly scheduled school district workday.

Procedure:

- 1) The “Open” enrollment period must be published in advance of the lottery date regardless of the type of Lottery.

Public Lottery:

- 1) Public event scheduled on **March 1st** of each year, if necessary.
- 2) School administration ensures all requests to attend received during the initial or “open” enrollment period participate in the public lottery.
- 3) All applications are verified for preference prior to generating lottery labels. (e.g. All siblings are **properly** linked and verified, etc.) (See Rule 2 above)
- 4) The school’s administration selects the grade levels that will participate based on enrollment numbers. (Number of seats available.) Those grades not requiring a lottery at the close of the initial enrollment period will have applicant’s assigned random number. (See Rule above)
- 5) Labels with all eligible students will be generated, sorted by grade, for all students participating in the manual lottery. Students drawn during the lottery will be displayed by drawing number and NOT by name unless specifically request in writing by the student’s parent.
- 6) All labels are affixed to a 3x5” index card and put into a single container (irrespective of grade).
- 7) School conducting a Manual lottery records the order in which student names are drawn. This can be accomplished by writing the selection number on the card as drawn. Drawing should be done by a neutral third party. (For ease of recording, once selected, cards may be sorted by grade level indicated on label)
- 8) Once all numbers are recorded, the lottery will be processed to establish the admission order allowing for all appropriate preferences.
- 9) Display of lottery results will be **posted** by student name.
- 10) The school administration will generate offers of registration.
(See Rule above regarding Offers not responded to within the designated time frame)
- 11) Remaining students are assigned to the waitlist in the order of their lottery number.
- 12) Applicants who applied after the close of the enrollment period will be placed on the waitlist in the order that their application was received (date & time)
- 13) Letters will be sent to waitlisted students indicating their status.



14) Students who decline admission will be marked and the seats that open will be made available to waitlisted students. On the waitlist, the appropriate number of students will be highlighted in the order in which an offer should be made. Siblings of students who are sent an offer will move up on their waitlist as appropriate.