



**ENROLLMENT AND LOTTERY PROCESS  
CHARTER SCHOOL PROGRAM (CSP) GRANT RECIPIENT SCHOOL**

If applications exceed the number of available seats, a lottery will be held. All student applicant names will be assigned a Lottery ID number. The school will maintain an active list of applicants and the CSUSA Department of Enrollment will call for a lottery within two weeks of determining that a lottery is required according to this policy.

Students who are eligible to attend, whose applications are received at any time during the open enrollment period, will be placed in the school lottery. Results will be publicly posted on the school's website. An official offer will be extended to the applicants selected in the lottery process.

All applications received *after* the posted application due date will be included in the *next scheduled lottery* which will be advertised at least [one month] in advance to the public.

Each applicant will be assigned a Lottery ID number prior to the lottery. A list of all applicants and Lottery ID numbers will be available prior to the lottery. This list will include all applicant siblings, as they pertain to the school's preference rules.

**Rules and Definitions:**

1. CLOSE OF BUSINESS is 4:30pm on the date indicated.
2. Lottery refers to the process whereby all eligible applicants are assigned a Lottery ID number, with numbers selected randomly at a specific date and time, for the purpose of determining their enrollment status when applications exceed available seats.
3. Only applications received prior to the end of the enrollment deadline are eligible to participate in the lottery.
4. All applicants not accepted in the first lottery shall be placed in subsequent lotteries, which shall be conducted monthly thereafter.
5. Upon receipt of the offer, the applicant will have seven (7) calendar days, starting from the offer date to either accept or decline the extended offer. If an applicant does not respond within this timeframe, the seat will be rescinded and offered to an applicant on the active wait list, created by the lottery. Those not responding will be re-ranked at the bottom of the current lottery derived application rank order list.
6. Preferences: All currently enrolled students who have returned their re-commitment application by the day prior to the Lottery Drawing Date will be automatically enrolled in the school for next year. Then, sibling preference only applies to children applying to/attending the same grant recipient school. This preference does not extend across co-located schools. Preference will be given to siblings of students who are enrolled and students whose parents are employees of the grant recipient school, or children of founding governing board members. Children of teachers/staff preference only extend to the employees/children of the grant recipient school. These exemptions will remain in a small percentage of the total applications accepted. Once an applicant is selected through the random drawing, the applicant's siblings who have also turned in an application will be given preference over other applicants in the drawing. Should the sibling who was offered seating from the drawing not accept the seat offered, then the other siblings will lose their preference status, and will be eligible for enrollment according to their lottery ranking. Each school conducts its own separate lottery. 7. ALL offers of registration shall be made in the order of the lottery results using the lottery-derived applicant rank order listing. NO OFFER SHALL BE MADE TO A STUDENT NOT PROPERLY ENTITLED TO THE NEXT AVAILABLE SEAT IN ACCORDANCE WITH THESE PROCESSES.