

Lottery Policy

Approved March 1, 2018

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 the school uses to manage the lottery and wait list. Since Lotterease is an independent system, the school staff does not have the ability to manipulate or adjust the lottery outcome. Staff must work within the requirements of the system. In addition, parents create a lottery account within Lotterease that tracks all activity with your application in a history log that can be viewed at any time by logging into the parent portal.

Parents will go to lotterease.com to register their child/children for the lottery. The application period runs through February through March. The lottery is held annually 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. The lottery initiation and subsequent results are open to the public on the day of the annual lottery in April. Lotterease.com 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 receiving an offer for enrollment through Lotterease.com, Southeastern Academy shall have a specified and reasonable timeframe in which the accepted applicants must reply to the school confirming or declining enrollment acceptance or to 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 Policy

The school charter policy establishes 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 students that have completed the current school year.

It is very important to understand that the order of enrollment may change due to school employment changes and student retention or withdrawals through the summer and school

year. If these changes occur, we will have no choice but to comply, and you will be contacted about these changes.

The school charter policy establishes 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 term siblings includes any of the following who reside in the same household: half siblings, step siblings, and children residing in a family foster home. Siblings shall be admitted to the extent that space is available, the sibling(s) will be given priority in the respective grade level's waiting list.
2. If multiple siblings of already enrolled students apply then ONE surname in the lowest grade level that is being applied will be entered. If 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 level's waiting list.

Lottery Procedures for New Sibling Applicants

1. If multiple birth siblings (twin, triplets, etc.) apply for admission to the School, Lotterease.com uses 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. If 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 level's waiting list. The term siblings includes any of the following who reside in the same household: half siblings, step siblings, and children residing in a family foster home

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 contacts on the student application will be notified via Lotterease.com. If there is no answer, a message will be left via the preferred contact. That parent will have to confirm that his/her child will attend the school within 24 hours of the phone call unless school begins within 24 hours. In the event the opening for enrollment occurs within 24 hours of the first day, notification and acceptance timelines decrease. After the notification timeframe, 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, the

student's parent/guardian at the top of the waiting list will be contacted via Lotterease.com. All the contacts on the student application will be notified. If there is no answer, a message will be left via the preferred contact. 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 via Lotterease.com registration contact preferences.

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 on 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.