

New Life Charter Academy  
Lottery and admission policy:

Florida law provides that charter schools must be open to any student residing in the district or covered in an inter-district agreement.

Florida law requires charter schools to admit students via a random selection process when the number of applications exceeds the capacity of a program, class, grade level, or building.

Florida law provides that charter schools may give enrollment preference to students who are siblings of a student enrolled in the charter school, students who are the children of a member of the *founding* governing board of the charter school, students who are the children of an employee of the charter school, students who are children of a business partner with the school, students who are children of a resident of a municipality that operates a charter school-in-a-municipality, students who have been in a pre-K program in that school, and students who are the children of active-duty members of any branch of the armed forces.

Florida law provides that a charter school may limit the enrollment process only to target the following student populations: students within specific age groups or grade levels; students considered at risk of dropping out of school or academic failure (such students include exceptional education students); students enrolling in a charter school-in-the-workplace or charter school-in-a-municipality; students residing within a reasonable distance of the charter school; students who meet reasonable academic, artistic, or other eligibility standards established by the charter school and included in the charter school application and charter or, in the case of existing charter schools, standards that are consistent with the school's mission and purpose; and students articulating from one charter school to another pursuant to an articulation agreement between the charter schools that has been approved by the sponsor.

### **Enrollment**

**We are now accepting applications for the 2016-17 school year.** Seats for the 2016-17 school year will continue to be offered according to grade availability. Open Enrollment for the 2014-15 school year will remain open until May 28th. If at the close of Open Enrollment the number of applications submitted exceeds the number of seats available for any grade level, a system generated, random lottery will be processed in order to determine who is offered a seat at the school. All application submitted within the Open Enrollment period will have an equal opportunity for admission, regardless of whether they are submitted on the first day or the last day of Open Enrollment. A second enrollment period will begin on May 29<sup>th</sup> and end on July 15<sup>th</sup>. The final enrollment period will begin on July 16th and end on August 5th.

### **Lottery Process**

In the event that the number of applications for any grade exceeds the number of available spaces a random lottery will be held. Each student who applies during the initial enrollment period has an equal chance of being selected in the lottery. Preference will be given to siblings of currently enrolled students and employees of the school. Families will be notified of the lottery date and results will be posted.

Prior to the start of school families will be provided with a registration package and instructions for each child who has received an offered seat.

## **Florida Enrollment Policy**

### **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 added to the waiting list through a lottery process 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 no later than twenty-one (21) days past the acceptance period deadline 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.

The School is committed to enrolling a diverse student population and shall abide by the provisions of the Florida Equity Act, Section 1000.05, and Florida Statutes that forbid discrimination on the basis of race, national origin, sex, marital status, or handicap.

In compliance with 1002.33(7)(a)8, the School will endeavor to achieve racial/ethnic balance through the comprehensive marketing plan. The School will focus its efforts on recruiting students in a manner consistent with the racial/ethnic balance of the community it serves or within the racial/ethnic range of other public schools in the same District. This effort will include marketing to underrepresented populations with direct mail, community postings, public service announcements, and the availability of bilingual staff.

## **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 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 public lottery shall be conducted for that grade. All applicants shall be offered admission.

B. Siblings of applicants in another grade who are offered and have accepted admission **SHALL** 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 published prior to the lottery being conducted.
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. The following preferences shall be applied:

"While the school has an active CSP grant, the only allowable exemptions to the lottery policy are:

  - 1) Siblings of enrolled or accepted students
  - 2) Children of founding board members, and
  - 3) Children of teachers and staff at the school.

#### **Process:**

Applications will be made available on the school website, and in paper form at local distribution sites. The School will accept student applications and monitors the number of applications submitted for each grade.

Upon submission of an application the information is reviewed for eligibility of attendance. Proof of residence in a particular area and age requirements are verified. At each phase of the admission process the appropriate correspondence will be generated and communicated to each applicant. The data will be monitored and reports created to determine the need for a lottery, waitlists, and

letters of acceptance. If, at the end of the Open Enrollment period, there is an over subscription for any grade level a lottery will be conducted.

All accepted applicants will be provided with access to registration requirements. Documentation required by the School District is collected for review and verification. The following items are generally required for all students:

- Authorization for request of cumulative folder
- Proof of residence
- Social security card (optional)
- Birth certificate
- Report card, transcript
- Current immunization/medical history
- When appropriate, ESE, ESOL/ELL, literacy folder, and any conduct/discipline actions

**Procedure:**

Once all current students are registered and classes have been assigned, class size will determine the need for subsequent marketing efforts. Applications are accepted on an ongoing basis and maintained on a waiting list. Communication with perspective students is generated as appropriate.

The school will continue to accept applications after the initial two enrollment periods. If the school receives more applications than spaces available, the school will conduct a lottery on a periodic basis. The applicants will be listed in the random order their names are drawn on the waiting list. New student applications will be added to the waiting list through a random process and their names will be added in the order drawn.

Prior to the School's opening, an Open Enrollment period will be established and announced. During Open Enrollment, School staff will host informative meetings in areas around the district for the upcoming school year. These meetings will not only focus on informing the community about the school, but more specifically the meeting will provide direction for parents/guardians interested in enrolling their child(ren). At the end of the enrollment period, parents will be notified of acceptance to the School or assigned a lottery number in the event that applications exceed capacity. If capacity is not reached after the established Enrollment Period, subsequent applications will be accepted and all applications received will be added to the waiting list through a lottery process for that particular program, class, or grade level in the order in which they are received. As seats become available, they will be offered to applicants according to this established order, until capacity is reached.

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. 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 added to the waiting list through a lottery process for that

particular program, class, or grade level in the order in which they are received. The lottery will be random generated.

Each applicant selected in the lottery will receive an offer letter. An applicant will have one week (7 days), starting from the date the offer was made, to respond to the offer letter via the internet or mail. They will have the opportunity to confirm their plans for attendance at the school, by either accepting or declining the offer. If the applicant fails to respond to the letter, in either the affirmative or the negative, the offered seat will be rescinded and offered to an applicant on the waiting list.

Should the applicant decide to accept the offered seat, they will receive a confirmation email within 24-48 hours of their response. The email will contain instructions for completing the enrollment and registration process. Starting from the day of the applicant's acceptance, the applicant will have two weeks (14 days) to complete and submit several items of the required registration paperwork. If these specified registration items are not submitted within the two week window, the applicant will lose their seat. The registration items include:

- Dress Code Agreement
- Internet Use & Promotion Form
- Parent Contract
- Photograph & Video Release Permission Form
- Volunteer Form

**The Lottery Process:**

1. The School will select the applicants eligible to participate in the lottery.
2. The School will select the grade levels which require a lottery.
3. The School will run the lottery process.
4. Letters will be generated to offer students an acceptance in the charter school.
5. The remaining students will move to a waitlist based on their lottery number. All applications received after the open enrollment period will be added to the waiting list through a lottery process for that particular program, class, or grade level in the order in which they are received. The applicants will be listed in the random order their names are drawn on the waiting list. New student applications will be added to the waiting list through a random process and their names will be added in the order drawn.