

THE ACADEMY FOR CLASSICAL EDUCATION

ENROLLMENT/LOTTERY PROCEDURES

The following procedures are established to ensure an objective, orderly, fair, and random enrollment process.

- Enrollment shall be open to any grade level eligible student who resides in the State of Georgia.
- The Academy for Classical Education uses a third party (SchoolMint) to ensure a fair and random lottery.
- Prior to the lottery, ACE will hold a drawing to determine in what order each grade level will be called (following Kindergarten) during the lottery. This event will be videotaped and posted on the School's website.
- The Enrollment Officer is responsible for ensuring that all applications within the lottery pool are verified, that qualified individuals are conducting the lottery, that the lottery procedures are established and tested, and that the names of all families who are eligible for the lottery are included in the lottery pool.
- In accordance with Georgia law, ACE provides enrollment priority to a student whose parent or guardian is a member of the governing board of the charter school or is a full-time teacher, professional, or another employee at the charter school and to a student who is the sibling of a student enrolled in the school.
- Currently, ACE does not have openings for the 2020-2021 school year except for Kindergarten. For those grades in which there are no available seats (1st – 12th), the lottery process will be conducted for all applicants to determine waitlist order. Enrollment priority and lottery preference rules apply in the case of siblings, children of employees/Governing Board members.
- In accordance with O.C.G.A. 20-2-2066(a)(1)(A), and as required based on the terms of the charter agreement, ACE shall implement a weighted lottery for educationally disadvantaged students based on the following criteria
 - Students who are economically disadvantaged;
 - Students with disabilities;
 - Limited English proficient students;
 - Neglected or delinquent students; and
 - Homeless students.

To facilitate the weighted lottery, applicants may indicate their educationally disadvantaged status on the pre-admissions application and the Charter School shall verify this status for selected students as part of the registration process. If selected during the lottery, the applicant will be required to provide documentation/proof of the educationally disadvantaged status.

- Economically disadvantaged (documentation that the applicant is a student whose family qualifies for federal benefits including SNAP, TANF, WIC, Medicaid or PINS.)
- Students with disabilities (documentation that the applicant is determined to have a disability and qualifies for services under the Individuals with Disabilities Education Act (IDEA))
- Limited English proficient students (documentation that the applicant qualifies for English Language Learner services)

- Neglected or delinquent students (documentation that the applicant currently resides in a child-caring institution due to abandonment, neglect or death of parents/guardians, i.e. Children's Home or has been adjudicated to be delinquent).
- Homeless (documentation that the student lacks a fixed, regular and adequate nighttime residence due to economic hardship)
- After the lottery has taken place, parents will be notified of his/her child's acceptance or placement on the waitlist.
 - Those applicants who were selected during the lottery, will be notified and have **3 days** (72 hours from the time of the notification) to accept or decline the offer for enrollment. Acceptance or denial must be in writing and received by the school no later than 72 hours from the time of notification.
 - After ACCEPTING, the applicant must log into their SchoolMint account and begin the registration process.
 - The following documentation will be required at the time the enrollment packet is completed:
 - Copy of birth certificate
 - Copy of Social Security card (or waiver form)
 - Copy of Certificate of Immunization
 - Copy of Hearing/Dental/Vision Certificate
 - Documentation proving educationally disadvantaged status
 - The enrollment packet must be completed, all documents uploaded and submitted no later than midnight on March 31. Incomplete packets will not be accepted and the offer for enrollment will be rescinded. When applicable, enrollment packets not including proof of educationally disadvantaged status will not be accepted and the offer for enrollment will be rescinded. Any offer rescinded for such deficiency will result in the applicant's name being placed at the end of the waitlist.
 - Those applicants who are waitlisted, may log into their SchoolMint account at any time to determine their status on the waitlist.

After the lottery has taken place (March 17), applications may still be submitted but the child's name will be put at the bottom of the waitlist. For example, applicant's name will be added to the waitlist (established during the lottery) in the order they are received via the electronic application. The waitlist remains active until the next lottery is held in 2021. Applications remain active for one school year and do not carry over to subsequent school years. When an opening becomes available in a grade level more than a calendar week before the start of the school year, the first applicant on the waitlist will be contacted via email/text message. The parent/guardian will be given 3 days (72 hours from the time the message is sent) to respond. If there is no response, the offer will be rescinded and the Enrollment Officer will move to the next applicant on the waitlist.

The period to accept/decline an offer of enrollment off the waitlist will be 24 hours if space becomes available within the calendar week prior to the start of school or after the school year begins.

Questions about admission should be emailed to Esterine Stokes at esterine.stokes@acemacon.org.