



## **Lottery Procedures**

### New Millennium Academy Admission Policies & Procedures

The School establishes the following enrollment policies and procedures:

1. The School Board establishes a maximum enrollment by grade and annually publishes its enrollment and lottery policy.
2. The School Board establishes the open enrollment period for each school year. The open enrollment period is communicated to the local community and school community (e.g. enrolled families and teachers) to facilitate the completion of enrollment applications.
3. The School allows for on-line enrollment or paper enrollment application for potential students. All applications are date and time stamped.
4. The School asks families of currently enrolled students to complete an “Intent to Return” form, regarding their plans of returning to the School for the following year’s enrollment. This form is not binding, as all existing students have the right to return to the School regardless of whether or not or how the Intent to Return form is completed. The School uses the responses to provide assistance with the School’s planning and management.
5. All applications received during the open enrollment period are automatically accepted for enrollment unless more applications are received than the maximum grade enrollment established by the School Board. In this situation, all submitted applications for that grade will move to the lottery process, except for siblings of enrolled students, followed by children of licensed teachers employed by the School. As noted below, in the situation where it arises, siblings and children of licensed teachers will move to their own separate lottery process.
6. Siblings of already enrolled students, who have submitted a timely application (e.g. by the end of the open enrollment period June 30), will be enrolled if sufficient available seats are open within the grade.
8. Children of employees of the School, who submit a timely application (e.g. by the end of the open enrollment period June 30), are automatically enrolled provided all siblings of already enrolled students who submitted a timely application are enrolled, and provided there is available space in the grade.



9. General Lottery: If the number of applications received during the open enrollment period exceeds the number of available seats in any grade (and after siblings or enrolled students are already admitted or establish a sibling waiting list; and after children of licensed teachers employed at the School are already admitted or establish a teacher children waiting list), the School will conduct a general lottery. If a student is selected through the general lottery and the student has siblings in other grades, also subject to the lottery, those siblings are automatically enrolled as long as seats are available in that grade. 10. Once all seats in each grade are filled, the lottery continues and establishes a general waiting list for that grade in the order drawn, until all names have been selected.

11. Applications received after the open enrollment period expires are automatically accepted for enrollment if there are available seats in that grade. If there are no available seats in the grade, applications received after the open enrollment period expires are added to the waiting list for that grade, in the order received.

12. The School conducts all lotteries through a method of random selection.

#### General Admission Policies

1. Order of Admission. Siblings of already enrolled students, children of licensed teachers employed at the School, general admissions.
2. Waiting lists do not carry forward from year to year.