

Woods Charter School  
Policy #26

Admissions Lottery

Approved 1/8/2009  
Revised 9/19/2013

1. Application Period:

October 15 through January 15. Applications will be made available online throughout this time frame. Anyone without access to a computer may complete their application at the school during regular school hours from 8:30 – 3:00 Monday through Friday. The application will include all dates relevant to the application, selection and enrollment process.

2. Enrollment Period:

February 1 through January 31. Any openings from the start of school through January 31<sup>st</sup> will be filled from the priority listing. Openings that may occur after January 31<sup>st</sup> through the remainder of the school year will not be filled.

3. The Woods Charter School shall offer enrollment to an applicant who submits a completed application during the application period and meets the legal admission requirements unless the number of applications submitted by eligible applicants during the application period exceeds the capacity of the program, class, or grade level to which an applicant is seeking enrollment.

4. If the number of applications submitted by eligible applicants during the application period exceeds the capacity of the program, class, or grade level to which they are seeking enrollment, then acceptance for any oversubscribed program, class, or grade level shall be determined by lottery.

5. Priority Placement:

For the purposes of this section, the term “siblings” includes any of the following who reside in the same household: half siblings, stepsiblings, and children residing in a family foster home.

Priority will be given in this order:

1. Children of Full-time Faculty;
2. Students who were enrolled within the two previous school years but left the school (i) to participate in an academic study abroad program or a competitive admission residential program or (ii) because of the vocational opportunities of the student's parent;
3. Siblings of currently enrolled students who were enrolled at Woods in the previous year;
4. Siblings of students who have graduated from Woods Charter School and who were enrolled in at least four grade levels offered by Woods;

Siblings must be identified by completing the Priority Application no later than January 15<sup>th</sup> to be given. If the number of eligible enrollment priority applicants exceeds the capacity of the program, class, or grade level to which they are seeking enrollment, then acceptance of enrollment priority applicants shall be determined by lottery.

6. Lottery Process:

- The time, date and place of the lottery shall be clearly stated on the application form.
- The lottery shall be open to the general public.
- Separate individuals will draw, record, and verify the results of the lottery.
- The lottery will be random with each applicant having an equal opportunity to be selected.
- The lottery shall continue until all eligible applicants have been selected and placed on a priority listing in order of selection.
- Within five days after the lottery, the school shall offer enrollment to the applicants in the order they appear on the priority listing until the school has offered enrollment to the number of applicants equal to the number of available positions in the program, class, or grade level for which the lottery is being conducted.
- Any offer of enrollment will be sent by email with a deadline within five (5) school days by which an applicant must accept the offer. This five (5) day deadline shall not apply to offers of enrollment made during the first twenty (20) days of the academic calendar. If an applicant does not accept enrollment by the specified deadline, the school shall offer enrollment to the next applicant on the priority listing. Acceptance must be in written confirmation.

7. Applications received after January 15<sup>th</sup> will be added to the end of the priority listing for that program, class or grade level that they are applying for in the order in which they were received. If more than one application is received simultaneously, a lottery will determine placement

8. If, prior to the end of the enrollment period (January 31<sup>st</sup>), a position becomes available in the program, class, or grade level for which a priority listing exists, then the school shall offer enrollment in that program, class, or grade level to the next applicant on the priority listing

9. Priority Listing:

The Priority listing will remain in place for the applicable enrollment period. After such time, a new priority listing will be created based on the next year's applicant pool. The application process will start new each year with all interested applicants needing to re-apply.

10. Eligible Applicant:

All applicants must be eligible within Public School Law and must adhere to the Woods Charter School Promotion Policy. See the Woods Charter School Handbook under Section Three: Academics.

The Woods Charter School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its admissions, programs, activities or employment. The following person has been designated to handle inquiries regarding nondiscrimination policies:  
Lawrence "Buddy" Smiley at [bsmiley@woodscharter.org](mailto:bsmiley@woodscharter.org)

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