

**APPROVED 7-20-15
8023 – ENROLLMENT (LOTTERY POLICY)**

Definitions

Application – The application form for enrollment/lottery can be obtained by calling the school at 231-271-8609. The application must include: applicant name, requested grade in school, date of birth, mailing address, names of siblings applying for or already attending this school, parent/guardian (caretaker) name, telephone number, email address.

Applicant – During the application period, children who make an application to be in the lottery.

Admitted Students – Students selected in the lottery.

Enrollment – This is the first day a student is in school. It is not the day on which the child applies for admission, nor is it the day when the applicant is selected in the lottery.

Enrolled Student – A student who receives and accepts an offer of enrollment, and completes all enrollment tasks by the designated deadline.

Exempt Applicants – As allowed for in the Federal Charter School Program guidelines, children of teachers (as defined) may be exempt from the lottery. Five percent (5%) of the total spaces will be held for children of teachers. If the number of children of teachers is less than maximum exemptions permitted and there is space available in the class desired, an exemption from the lottery will be offered. Exempted children of teachers will be admitted. Per Federal lottery guidelines, exempted children of teachers may not make up more than 5% of total enrolled students.

Final Grade Placement – The grade requested for an applicant and the final grade placement once the student is enrolled may be different based on the review of report cards/transcripts and/or placement tests.

Preference Lists – Groups of applicants who will be given enrollment preference in the lottery. Note that a child of a teacher or a sibling of an enrolled student who was not admitted due to space, but who wishes to be placed on the corresponding Preferred List, must have made an application by the application deadline.

Teacher Preference List – This list is comprised of children of teachers (as defined) who were not exempt from the lottery and who were not admitted in the lottery due to space, but who submitted an application prior to the application deadline. These applicants are given first preference to enroll if/when a space in their grade becomes available.

Sibling Preference List – Applicants who were in the lottery but were not admitted due to space, but whose sibling was accepted and completed the enrollment tasks by the deadline, and enrolled, will be offered a space in the school based on availability in their grade and on their lottery number. For example: Five applicants are selected and admitted in the lottery. Each of these students has a sibling who wants a space in the Lower Elementary. However, only one Lower Elementary space becomes available. The sibling applying for a Lower Elementary space with the lowest lottery number would get the space. The other students will remain on the Sibling Preference List and will be placed if additional spaces become available. Students on the Sibling Preference List will be given priority to enroll after students on the Teacher Preference List.

Priority Students – Students who were in the lottery but whose number was too high for them to be offered a space in the school. These students are given third priority to enroll, after Teacher Preference List applicants and Sibling Preference List applicants.

Registration Package – Enrollment package provided by the school to students accepted in the lottery.

Sibling – A sibling of a currently enrolled student or of an applicant admitted in the lottery.

Teacher – Certified to teach in Michigan and has a teaching assignment with the school. Any adult in the classroom acting as a lead teacher, co-teacher, or assistant and/or designated as a highly qualified teacher.

Preschool applicant – Three- and four-year olds seeking admittance to a Primary classroom.

Lower Elementary applicant – Any student applying for grades 1-3.

Upper Elementary applicant – Any student applying for grades 4-6.

Toddler Enrollment

Enrollment for the Toddler Class will be first-come first-served on an ongoing basis year-round. Enrollment will be limited to 12 students per day of the week. The sibling preferences will not apply to toddlers.

Reenrollment Schedule

2nd Monday in February – Reenrollment application period
4th Friday in February – Close Reenrollment period

All currently enrolled students and their siblings may complete an application during this reenrollment period. In the unlikely event that there are more students seeking reenrollment than available spaces, then all students seeking reenrollment will be placed in the Reenrollment Lottery. The Reenrollment Lottery would be held prior to the Open Enrollment Lottery, and these students would be enrolled (or placed on the appropriate waiting/preference list when spaces are filled) ahead of Open Enrollment applicants. This lottery will be held on the designated Lottery Day. Any students eligible to apply during the reenrollment period who fail to submit an application by the close of Reenrollment, may apply during Open Enrollment and will be treated as an Open Enrollment applicant.

During **reenrollment** for Primary, to allow for a balanced class, no more than half of the Primary classroom spaces will be filled by Preschoolers and not more than half by Kindergarteners.

In the **unlikely** event that more eligible Kindergarten students (currently enrolled students and their siblings) apply during **Reenrollment** than spaces allotted to reenrolling Kindergarten or more eligible Preschool students (currently enrolled students and their siblings) apply during Reenrollment than spaces allotted to reenrolling Preschoolers, then the excess Preschool students (over the reenrollment cap of ½ of the class) and **all** of the Kindergarten students will be placed in the Reenrollment Lottery on Lottery Day and will be admitted (or placed on a waiting/preference list) in the order described below. The Reenrollment Lottery will be held prior to the Open Enrollment Lottery, and these students will be enrolled (or placed on the appropriate waiting/preference list when spaces are filled) ahead of Open Enrollment applicants.

Order of Admittance **when there are not enough spaces for all Preschool and Kindergarten Reenrollment applicants** (currently enrolled students and their siblings):

All eligible preschoolers (to ½ of the total number of Primary Classroom spaces) by date of application (first-come first-served). Note that siblings of Preschoolers will be admitted at the same time if also in Preschool or along with the other siblings of currently enrolled students at the end of reenrollment if in grades K-6, subject to the lottery if space is not sufficient for all K-6 Reenrollment applicants.

By lottery, Kindergarten Reenrollment applicants.

By lottery, remaining Preschool Reenrollment applicants (exceeding the ½ cap).

Open Enrollment Schedule

2nd Monday in March – Open application period
4th Friday in March – Close application period
4th Friday in May – Within five (5) business days in advance of the lottery, the school will communicate the time, date and location of the lottery with caretakers of applicants
1st Friday in June – Lottery Day
The following Tuesday after the lottery – Caretakers of accepted applicants notified with offer of enrollment
Within one week from receiving notification – Caretaker deadline to accept offer of enrollment
3rd Friday in July – Caretaker deadline to complete enrollment tasks of accepted applicants

Enrollment Caps:

30 Primary students (ages 3-6) in each classroom where three adults staff the room (1:10 ratio),

Three and four year olds limited to a number which would not mandate a change in the 1:10 ratio planned for the Primary classroom and Kindergarten students to make up no more than 50% of each Primary classroom.

30 children* in each Elementary classroom where two adults staff the room (1:15 ratio).

***can be exceeded with approval of Head of School.**

Lottery Policy

If all applicants are able to be admitted (no lottery needed), then there will be no lotteries and any applicants applying after the close of Open Enrollment will be admitted on a first-come first-served basis.

As required by Federal Charter School Program, Leelanau Montessori Public School Academy will conduct a lottery if applications exceed the enrollment caps. At the close of the application period, applicants who are age-ineligible will be notified of their ineligibility for enrollment in the school. If the remaining applicants will oversubscribe any of the Preschool, Kindergarten, Primary, Lower Elementary or Upper Elementary caps, a lottery will be conducted. As provided for in the Federal lottery requirements, children of teachers and siblings of applicants admitted in the lottery will be given enrollment preference.

The date, time and location of Lottery Day will be publicized on the LMPSA website (www.leelanaumontessori.org). The lottery will be conducted by a SBPS school administrator or Board Member (our authorizer) or a representative from TBAISD and will be attended by an LMPSA board member and one outside observer, as is required by the lottery regulations, and will be open to the public. If a lottery is to be held, caretakers of applicants will be notified of the lottery date, time, and place by email no later than five (5) business days in advance of the lottery.

Applicant Selection Process

All applicants who applied during the application period, and who are eligible to enroll, will be included in the lottery drawing.

If an applicant falls into two categories, LMPSA will use the category most advantageous for the applicant (i.e. a child of a teacher without an exemption would be considered a sibling in the event that his/her sibling was admitted).

If an applicant has a sibling who has been admitted, he/she will be admitted at the same time as his/her sibling if space permits.

Exemption Lottery: 5% of the total spaces available school-wide will be held for children of teachers. The spaces will be reserved for the exempted children of teachers until the 2nd Monday in July at which time they will be released to other applicants as determined by the lottery. If the number of children of teachers seeking exemptions is greater than the maximum allowed, then a drawing will be held to determine which children of teachers will receive the exemptions. Those not exempted will be placed in the Open Enrollment Lottery if the application was received during the Open Enrollment period.

Then the lotteries will be conducted by the following in the following order:

Reenrollment Lottery: Reenrollment student applicants (currently enrolled students and their

siblings & non-exempt children of teachers), who submitted a reenrollment application on time.

Open Enrollment Lottery: Open Enrollment applicants, who submitted an open enrollment application on time.

In conducting the lottery, LMPSA will follow a family-friendly approach in conducting the lottery.

All eligible applicants will receive a lottery number in a random drawing. Beginning with Upper Elementary, as each name is drawn, any siblings of admitted applicants, regardless of

grade/class, will be admitted at the same time if space is available. After all spaces are filled, the remaining names for each level will be drawn in order to create prioritized waiting/preference lists. After Upper Elementary, the lottery will then proceed to Lower Elementary and then to Primary.

Notification of Acceptance

Caretakers of applicants accepted in the initial lottery will be notified by email and telephone with an offer of enrollment no later than two (2) business days after the lottery is conducted. These caretakers will then have five (5) business days to respond affirmatively in writing (email is acceptable) to the offer of enrollment or the applicant will forfeit his/her space in the school. After the acceptance of the offer of enrollment, caretakers will have 30 days to complete all enrollment registration tasks, or the applicant will forfeit his/her space in the school. Applicants who forfeit the enrollment slot will be able to place their name at the bottom of the appropriate waiting/preference list, if they are still actively seeking enrollment.

Waiting Preference Lists

The children of teachers in the lottery who were not admitted due to space will be placed on a Teacher Preference List. These applicants will be given the first opportunity to enroll if space becomes available in their class. As with the regular lottery process, applicants on this list with the lowest lottery number will be placed first.

Siblings of admitted applicants, who were not admitted due to space will be placed on a Sibling Preference List. These applicants will be made an offer of enrollment if/when space becomes available in their class, after applicants on the Teacher Preference List have been placed. As with the regular lottery process, applicants on this list with the lowest lottery number will be placed first.

Other applicants who were in the lottery, but who were not admitted due to space, will be placed on a Priority List. If a space becomes available, and there are no applicants from the Teacher Preference List or the Sibling Preference List who accept an offer of enrollment, or who are in the class for which the space is available, then that space will be offered to the applicant on the Priority List in that grade with the lowest lottery number.

Subsequent Applications

Applications will be accepted after the Open Enrollment period and throughout the year. All applications received after Open Enrollment will be placed on a waiting list. If all students from the Teacher Preference List, the Sibling Preference List and the Priority List created on Lottery Day are accepted for admission, then students from this Post-Open Enrollment Waiting List will be offered admission until all spaces are filled. Post-Open Enrollment applicants will be placed on the list in the order of application (first-come, first served).