

**Appendix R**  
**Admissions and Lottery Process**

# Education for New Generations Charter School

## Board of Trustees Policy

### Admission of Students - Lottery Process Policy

#### **Purpose:**

Education for New Generations Charter School ("Charter School") adheres to the State law that requires admission be open to all residents in the North Penn School District by lottery or criteria.

#### **Delegation of Responsibility:**

The CEO shall oversee the application process and the lottery with the oversight of the Board of Trustees.

#### **Guidelines:**

- 1) Non-resident students may be admitted only if there are no North Penn School District students applying for that particular grade. Non-resident students' per pupil allotment must be paid by the district in which the non-resident student resides.
- 2) A completed Charter School application which is timely submitted to Charter School is required for participation in the lottery.

#### **Lottery:**

All students currently enrolled in Charter School from the prior school year are exempted from the lottery process.

- 1) Students residing in the North Penn School District who are children of founding members and current members of the Board of Trustees of the Charter School have first priority for enrollment.
- 2) Siblings of currently enrolled Charter School students residing in the North Penn School District have second priority for enrollment.
- 3) Students who are children of residents of the North Penn School District but are neither (1) the children of founding members and current members of the Board of Trustees of the Charter School or (2) siblings of currently enrolled Charter School students have third priority for enrollment.

- 4) Students not residing in the North Penn School District who are children of founding members and current members of the Board of Trustees of the Charter School have fourth priority for enrollment.
- 5) Siblings of currently enrolled Charter School students not residing in the North Penn School District have fifth priority for enrollment.
- 6) Students of residents of Pennsylvania applicants from a school district other than the North Penn School District will have sixth priority for enrollment.

The lottery is conducted annually and will include all applications received from (DATE of submission period). All applications must be submitted annually for participation in the annual lottery. The wait list from the prior school year is discarded and is not applicable to the next school year lottery.

Each application received will be designated a card with the student's name on it, beginning with Kindergarten and proceeding to eighth grade, and will be placed in a container/bag and shaken. Each card will be individually drawn by a Board Trustee or a Board designee. Each name will be read out loud and entered on a written list, kept by a second Board Trustee or designee, who will record the student name and "seat number" on this list. Each name drawn will be assigned a sequential number from one until all cards have been drawn for that grade.

#### **Notification of Applicants:**

- 1) The results of the Lottery will be a part of the Board Meeting Minutes and also entered into the Charter School's database as recorded. In the case of an applicant who has been assigned to the Wait List as a result of the sequential number assigned from the drawing, a "W" will be entered into the database field.
- 2) The database will generate letters to each individual applicant indicating their status and guidance for the completion of the admissions process. All letters will be sent to parents/guardians via first class mail. Two distinct letters will be created:
  - a) Congratulations on admission
  - b) Notification of placement on Wait List

**Post-Lottery Application Submissions:**

Any applications received after the lottery has been conducted will be entered into the database and coded as Wait List and assigned the next sequential number from the lottery process for the grade sought.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENTS.**