

SUGAR VALLEY RURAL CHARTER SCHOOL

POLICY NUMBER: 820
SECTION: OPERATIONS
TITLE: **ADMISSION OF STUDENTS LOTTERY PROCESS POLICY**
DATE ADOPTED: APRIL 2017
DATE LAST REVISED: APRIL 2017

ADMISSION OF STUDENTS LOTTERY PROCESS POLICY

PURPOSE

Sugar Valley Rural Charter School adheres to the State Law that requires admission to be open to all residents in the Keystone Central School District by lottery or criteria.

DELEGATION OF RESPONSIBILITY

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

GUIDELINES

1. Non-resident student may be admitted only if there are no Keystone Central 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 complete SVRCS application which is timely submitted to the school is required for participation in the lottery.

LOTTERY

1. All students currently in SVRCS from the prior school year are exempt from the lottery process.
2. The child(ren) of a current employee or original founding member of SVRCS is exempt from the lottery process if there is space in the grade sought.
3. Siblings (defined as children having one common parent) of student enrolled at SVRCS from the prior school year are exempt from the lottery provided there is space available for the grade sought. Siblings preference is granted to Keystone Central School District residents, then extended to other students within the Commonwealth. A sibling lottery will be held if there are more siblings than seats available in any grade.
4. All other applicants, other than those identified above, are included in the lottery process.

5. The lottery is conducted annually in April of each year and will include all applications from the students wishing to attend SVRCS during the next school year. All applications must be submitted annually for participation in the annual lottery. The waitlist from the prior school year is discarded and is not applicable to the next school year lottery.
6. Each application received will be designated a card with the student's name on it, beginning with Kindergarten and proceeding to twelfth, and will be placed in a container/bag and shaken. Each card will be individually drawn by the CEO or their designee. Each name will be read out loud and entered on a written list, kept by a second member of the SVRCS administration 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

The results of the Lottery will be entered into SVRCS database as recorded. In the case of an applicant who has been assigned to the waitlist as a result of the sequential number assigned from the drawing, a "W" will be entered into the database field.

1. 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 waitlist
2. Parents/Guardians will have 14 (fourteen) calendar days after the postmarked date on the notification to return a signed enrollment registration card for each child offered enrollment, or signed waiting-list applicant card for waitlisted children. If no form is returned within ten days, Sugar Valley Rural Charter School will make 3 (three) attempts to contact the family before the fourteen day deadline. If no form has been returned by the two-week deadline, the child's admission space or waiting list order will be given to the next eligible candidate. Parents who will not be available at the home address listed on the application form during the notification period should contact SVRCS to make alternate arrangements.

POST-LOTTERY APPLICATION SUBMISSIONS

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