



## Spectrum Academy Lottery Policy

### General Rules

1. Each year, Spectrum Academy (School) will fill open seats at the School via a random selection process. Currently enrolled Spectrum Academy students in good standing who request continuing enrollment by a date designated each school year will be guaranteed placement for the following school year.
2. Spectrum Academy accepts all applications for consideration in the random selection process.
3. Applicants not selected but who desire to be considered for subsequent school years must re-apply prior to the start of each school year. The starting and ending dates of the open application period for the upcoming school year is available on the School's web site.
4. The dates and times of all random selection sessions shall be determined by the Spectrum Academy Board of Directors or by an administrative designee.
5. All random selection sessions shall be held as open, public meetings at the School. Consult the School's web site for the dates and times.
6. The results of all random selection sessions shall be available for review.
7. Parents of applicants are not required to attend the random selection sessions for those applicants to be considered.
8. Preferences: students shall be selected on a random basis, except that the school may give preference to:
  - a. **Founding Families\*\* Pool**-The students of founding families, as prescribed by Federal regulations.
  - b. **Existing Students Pool** - All students currently attending the School who have not declared, in writing, their intent to withdraw for the upcoming school year.
  - c. **Sibling Priority Waitlist** - All siblings of students in the *Existing Students Pool* who are not themselves registered students at Spectrum Academy. NOTE - This is a sequenced list.
  - d. **Children of Employees** - The children of Spectrum Academy employees who wish to attend the School.
  - e. **Students with Autism**- Students on the autism spectrum will be given a slight preference as allowed by state law (autism diagnosis must be documented by a healthcare professional).



### Random Selection Session Procedures

1. Random Selection Sessions (lotteries) are held at the school only if an open seat is available.
2. When a random selection session is held, all of the applicants in the following *applicant pools* are considered, in this order:
  - a. **Open Enrollment Applicant Pool**-All applicants who were submitted into the system during the open application period.
  - b. **Post-Open Enrollment Applicant Pool** - All applicants who were submitted after the open application period.
3. All applicants in all pools shall be considered. At the time of consideration, an applicant shall be assigned to one of two possible statuses:
  - 3.1. **Selected** - The applicant is guaranteed a seat at Spectrum Academy pending Confirmation of Placement.
  - 3.2. **Not Selected** - No seat was available for the applicant at the time of consideration.

### Notification of Placement

1. Upon an applicant's initial change of status to *Selected*, Spectrum Academy shall notify the applicant's household.
2. The method of notification, whether by e-mail, phone, or letter, shall be determined by the Spectrum Academy Board of Directors.
3. It is the parent's responsibility to check the online enrollment system to determine any applicant's change of status and to act accordingly.
4. Although Spectrum Academy staff will make a reasonable effort to contact the households of selected applicants, Spectrum Academy is not responsible for any failure of notification. This includes, but is not limited to:
  - 4.1. An e-mail address bounces or is invalid.
  - 4.2. A phone number is disconnected or is not in service.
  - 4.3. Failure to reach a parent at the phone numbers listed.
  - 4.4. A mailed letter is returned as undeliverable or is not responded to.

### Confirmation of Placement

1. All applicants having a status of *Selected* who are not in the *Existing Students Pool* must confirm their placement to the administration of SA within 30 days of notification. The procedures for Confirmation of Placement will be given during Notification of Placement.
2. Should the applicant not be confirmed according to the supplied procedures for confirmation, the regional director reserves the right to change the applicant's status
3. to **Declined Enrollment**. Applicants assigned this status are not considered in



subsequent random selection sessions unless or until the parent re-registers for subsequent lotteries.

4. Confirmation of Placement takes place on an applicant-by-applicant basis.

#### **Refusal of Placement**

1. If your student is selected in a lottery and you wish to decline the offer to enroll, you may do so by sending an email to this effect to [hdereta@spectrumcharter.org](mailto:hdereta@spectrumcharter.org) . Please include the student's full name, grade and campus.
2. At the time an applicant's placement is declined, the applicant is assigned the status ***Declined Enrollment*** and the rules for such applicants as listed in the Confirmation of Placement section shall apply.

\*\*Definition of *Founding Families*: A member of a family who has had a significant role in the development of the charter school application (R277-481)

