



NORTHPOINT
CHARTER SCHOOL

Lottery Policy & Procedures

Governing Board Policy Manual Section J.01 – Selection of Students

Students will be selected to attend NCS by randomized lottery. If more students apply to the school than the school has seats available, the remaining students will be placed on a waiting list.

Each year the administration shall identify the maximum number of openings the school shall have for the following school year. This shall be accomplished by identifying the number of graduates the school expects; querying students/parents on their intent to re-enroll for the following school year, and setting the maximum number of students who shall be admitted via the lottery process. Parents who fail to respond to the query shall be deemed "not returning" and the student's position shall be made available to a new student.

Priority placement in the lottery will be given to:

1. Returning students currently enrolled
2. Children of current employees of the school
3. Siblings of students currently enrolled in the school
4. All other new applicants

NEW ACADEMIC YEAR LOTTERY PROCEDURES

- Northpoint Charter School utilizes an online platform linked to the student information system to process new student applications and hold a randomized lottery.
- Returning students complete an intent to return notice in the spring of each year prior to the lottery, and their seats are held for the upcoming school year.
- New student applications are available on the school's website beginning in January of each year.
- New applicants must enter:
 1. Full student name
 2. Student's date of birth
 3. Grade level for the coming year
 4. Parent name and contact information (phone # and email address)

5. Whether the applicant has a parent/guardian who is currently employed at the school or if a sibling is currently enrolled at the school
- The lottery is held in March of each year. The lottery is enabled in the online system, and it randomizes applicants (subject to priority status) up to enrollment capacity.
 - If applications exceed the available number of seats, students seated beyond that limit are placed on a waitlist.
 - The seated students receive a notification of their placement and must accept a seat offer by the stated deadline of one business week.
 - If the seat is accepted, the family receives information regarding registration for the new school year. Registration occurs in June.
 - If the parent declines or does **not accept** the seat offer before the deadline, the student is placed on hold and the seat is offered to the next student on the waitlist (if any).

APPLICATIONS RECEIVED AFTER THE LOTTERY HAS BEEN HELD

- If the enrollment count is at capacity, the student is placed on the waitlist. The family is notified of their waitlist position.
- If NCS has available seats, the parent is sent a seat offer letter with an acceptance deadline (one business week).
- If the parent **accepts** the seat, registration information is sent to the parent.
- If the parent declines the seat or does not accept the seat offer before the deadline, the student is placed on hold and the seat is offered to the next student on the waitlist (if any).