



Admissions and Lottery Procedure

International Charter School of Atlanta (ICSAtlanta) will accept new applications in Kindergarten through 3rd grades. The Kindergarten through 3rd grade lottery is open to all students.

We are not currently accepting applications for 4th-8th grades due to spacing constraints. These grades are currently full.

ELIGIBILITY REQUIREMENT

All residents of the State of Georgia are eligible to enroll at ICSAtlanta.

AGE REQUIREMENTS

Applicants for kindergarten must be 5 years old on or before September 1st of their kindergarten year. Applicants for 1st grade must be 6 years old on or before September 1st of their 1st grade year (regardless of completing Kindergarten at a private school).

APPLICATION AND ADMISSIONS PROCESS

General Information

The Initial Application and Re-enrollment Period will open on January 2nd and close on January 31st. Unless the number of timely applicants exceeds the capacity in the student's grade, all eligible students with complete and valid applications received between January 2nd and January 31st will be permitted to enroll in ICSAtlanta for that academic year. If the number of applicants exceeds the available spaces for a grade, a lottery will be conducted to determine the students admitted.

To be considered for the lottery, a student's application must be received prior to the Initial Application Period deadline (11:59 PM on January 31st). All applications received after January 31st will be added to the end of the appropriate grade waitlist in the order they are received. Applicants will be notified of their admissions status when and if it changes.

Application System

ICSAtlanta utilizes Lotterease, a school application software, to accept and manage new student applications and the lottery each school year. Lotterease securely maintains data and ensures the integrity of the lottery and any waitlists.

When applying at ICSAtlanta, parents will create an account with Lotterease. Parents will have the ability to check the status of their application, determine waitlist position, and view application history at any time by logging in to their Lotterease account.

Accuracy of Application

Parents are responsible for ensuring that the information provided to ICSAtlanta through Lotterease is accurate. If inaccurate information is provided regarding date of birth, grade level, or preferences, it is the parent's responsibility to correct the application in their Lotterease account PRIOR to the close of the Initial Application Period (January 31st). If the error is discovered at any point after the lottery drawing, regardless of the applicant's admission status

or position on the waitlist, the applicant will be moved to the end of the waitlist. If the student has already enrolled at ICSAtlanta and the error is discovered or sibling status changes, the applicant will be withdrawn and returned to the end of the waitlist. **Please note:** *Any student who completed and passed a public kindergarten program will **NOT** be permitted to repeat kindergarten at ICSAtlanta. If an enrolled student is found to have passed kindergarten at another public school, he/she will be withdrawn from enrollment at ICSAtlanta.*

Application Expiration

Applications are only valid for one academic year. A new application must be submitted for each academic year for new students. The waitlist is purged annually after the enrollment period has ended and does not carry over from year to year.

LOTTERY

The lottery for any grades with more applicants than available spaces will take place on February 2nd. The lottery event is open to the public, and all qualifying applicants will be notified of the date, time, and login instructions for the lottery via email and web posting. ICSAtlanta utilizes Lotterease to conduct an automated lottery. The lottery will take place via Zoom (or other similar video meeting platform).

It is not necessary for an applicant's parent/guardian to be present at the lottery for an applicant to participate in the lottery or to be admitted to ICSAtlanta. Parents/guardians of students in the lottery will be notified via email and by text of their admission or waitlist status. Parents can also check their applicant's status by logging into their Lotterease account for real-time status.

During the lottery event, the Admissions and Lottery Procedures will be explained to the audience, including the following:

- Preferences and the number of applicants with each preference;
- Waitlist process
- Notification process
- Confirmation of attendance and enrollment process

Participants will have the opportunity to ask questions.

Lottery Preferences

In accordance with O.C.G.A. § 20-2-2066(a)(1)(A) and SCSC Rule 691-2-.05, ICSAtlanta will give an enrollment preference to the following categories of applicants and in the following order of priority, while the lottery is running:

1. **Child of ICSAtlanta Board or Staff Member:** A student whose parent or guardian is a member of the ICSAtlanta Governing Board or is a full-time, ICSAtlanta staff member.
2. **Enrolled Sibling:** A sibling of a student enrolled in ICSAtlanta. If applicable, all qualified applicants for grades that do not require a lottery (the number of applicants does not exceed the number of available spaces) will be placed on the school roster.
3. **Applicant Sibling:** Applicant who has a sibling that is also applying to a pending or active lottery at the school.

The preferences will also exist within each preference category. So, a student who qualifies under more than one preference category will have a higher priority than someone falling into only one preference category.

A student may qualify as a sibling if the student meets one of the following definitions:

1. Sibling residing within the same household (half-sibling is included);
2. Step-sibling residing in the same household; or
3. Foster child residing within the same household.

Other sibling notes:

- Step-siblings living in different households are not considered for a sibling preference.
- If sibling status cannot be verified at enrollment, anyone enrolled through Sibling Preference will lose their spot in their grade and move to the bottom of any waitlist for their grade.
- Sibling Preference is only applicable for students who are eligible to enroll based on age.
- An alumnus of the school does not qualify as a sibling for entrance preference.

Applications received after the Initial Application Period (ending January 31st) will be placed at the end of the waitlist that is generated by the lottery, in the order in which they were received. If a grade is not at capacity at the end of the lottery, additional students may be admitted as qualified applications are received, in the order they are received.

If additional spaces become available after the lottery, they will be filled by the applicants from the waitlist, in order based on the system-generated ranking, or date and time the application was received (if the application is received after the lottery).

Spaces Available for Each Class

Class size is at the discretion of the Executive Director. The number of spaces available during the lottery will be based on the approved class size and available spaces.

Notification of Admission

Confirming Attendance and Language Preference Form

When a student is admitted to ICSAtlanta, parents will receive an "Applicant Selected" email which includes:

- (1) Attendance Confirmation: parents must submit to confirm their child will be attending ICSAtlanta.
- (2) Language Preference Form: parents must submit this form, ranking their language preferences.

Both the Attendance Confirmation and the Language Preference Form must be submitted within two (2) full calendar days (if the student is admitted prior to July 20th). *Note: If the student is admitted after July 20th, parents must complete this step within 24 hours.*

If both the Attendance Confirmation *AND* the Language Preference Form are not completed within 48 hours, the applicant will automatically move to the end of the waitlist, and the spot will be given to the next applicant on the waitlist. *Note: Once again, if the student is admitted after July 20th, parents must complete this step within 24 hours.*

ICSAtlanta and Lotterease are *not* responsible for missed deadlines resulting from notification emails going into Spam or Junk folders, or undeliverable emails. It is the responsibility of the parent or guardian to enter a correct and valid email address when creating a Lotterease account, designate the sender (Lotterease or ICSAtlanta Admissions) appropriately, and/or monitor their Lotterease account and stay informed of their child's position on the waitlist.

Language Track Notification

Once the student is placed in their language track, the Language Assignment is sent by email, requiring the parent to accept the assigned language track, decline the assigned language and return to the waitlist, or decline the assigned language and withdraw their application to

ICSAtlanta. If the Language Acknowledgment Form is not completed within 48 hours (**24 hours if admitted after July 20th**), the student will automatically move to the end of the waitlist, and the spot will be given to the next applicant on the waitlist. Please note, there are no language-specific waitlists, and due to the nature of our program, we do not allow for changes in language tracks after the Language Acknowledgment Form has been completed.

ENROLLMENT PROCESS

Upon admission, attendance confirmation, and the completion of the Language Acknowledgment Form, applicants will be invited to enroll at ICSAtlanta. The online enrollment, along with the required enrollment documents, must be received within 7 calendar days of receipt of the enrollment invitation, or the student will forfeit his or her space and move to the end of the waitlist for his/her grade. **Note: If a student is admitted after July 20th, the online enrollment, along with the required enrollment documents, must be submitted within 5 calendar days.**

The online enrollment and its required enrollment documents must be submitted through ICSAtlanta's online enrollment portal (Infinite Campus) following the directions in the enrollment email. Documents should not be brought or mailed to the school unless directed by the Admissions Specialist or other members of ICSAtlanta administration. All information provided in the enrollment process must be accurate, and documents must be correct, current, and unaltered. **If parents knowingly provide false information or omit information, their student will be unenrolled from ICSAtlanta.**

Required Enrollment Documents

1. Online enrollment form (submitted by the enrollment deadline)
2. Birth certificate (we are not able to accept passports in place of a birth certificate)
3. Parent/guardian government issued photo identification
 - a. Parent identification must be consistent with the parent on the birth certificate.
 - b. Proof of custody or guardianship will be required if the enrolling parent is not listed on the birth certificate.
4. Social Security card of the student (A parent or guardian who objects to the incorporation of the social security number into the school records of a child may have the requirement waived by signing a statement objecting to the requirement (Social Security Waiver))
5. Signed Authorization to Release Records form (if applicable)
6. Certificate of Immunization (Georgia Form 3231 completed by the GA Health Department or a GA licensed physician)
7. Certificate of Vision, Hearing, Dental and Nutritional Screening (Georgia Form 3300 (please be sure all four sections are complete))
8. Two (2) Proofs of Georgia Residency*
 - a. A lease, deed, or mortgage statement AND
 - b. Other address verification showing the same parent name and address i. A current utility statement, such as electric, water, gas, or cable OR ii. Valid Georgia driver's license
9. If applicable, student's most recent IEP, 504, gifted, or EIP documentation

*Residency Notes:

- Ownership of property/land with stated intent to build and use as primary residence is insufficient to establish Proof of Residency.
- Parents or guardians who live in a residence but do not own or lease the residence will be required to complete a notarized Affidavit of Residence. The parent/guardian and the adult owner/lessee of the residence will both be required to complete the form, attesting

that the person does indeed reside there. The parent/guardian will also need to provide evidence that they do live at the specified residence, as detailed on the affidavit.

ICSAtlanta enrollment is considered complete only when the Language Acknowledgement Form, enrollment form, and all required enrollment documents are received.