

ENROLLMENT/LOTTERY PROCESS

EXPLORE ACADEMY



- a) The annual open enrollment period for available positions at Explore Academy is from **December through March**. Any errors on the application information submitted by the parent/guardian are not the responsibility of the school or administration. If a parent/guardian suspects an error was made, it is their responsibility to notify the school NO LATER THAN the date of the lottery. *If a parent/guardian makes errors - applies for the wrong grade level or fails to identify the presence of a sibling, etc. - when submitting the application for enrollment, and these errors are not brought to the attention of Explore Academy before the lottery, this may result in the student(s) being placed at the end of the waitlist for their correct grade level or relinquishing their right to sibling preference.*
- b) Explore Academy will announce its open enrollment period and provide an Application Form that can be submitted online through the website or in person at the school site. Submission of the Application Form officially places a student on the list for a position at Explore Academy. Parents and students should ensure that the information entered on the Application Form is accurate. Explore Academy is not responsible for errors in grade level, contact information, or any other information that results in enrollment errors or mistakes.
- c) Parents of current Explore Academy students must notify the school of their intent to return via the form provided by the school. From these responses, the school determines the number of available seats at all grade levels. The school will assume that families who do not complete this step will not be returning for the following school year.
- d) Lottery exempt students are siblings of current students and children of school staff. Applicants who fall into one of these categories will be accepted unless there are more lottery-exempt students for a given grade level than there are open seats. In this situation, each lottery-exempt student will be given a random number and students will be accepted based on their number until all seats are filled. The remaining students will be at the top of the waiting list for the given grade, ahead of the students from the lottery. Parents of current students and staff members will be notified in December and must commit via an Application Form with “sibling” or “employee child” indicated on the submission no later than the date of the lottery. Failure to do this will result in the student being added to the general list of student applications which are subject to enrollment lotteries per grade level when necessary.
- e) Once all lottery-exempt students are accounted for, Explore Academy will count the number of student seats remaining at all grade levels. This will occur in March annually and will determine the available seats for each grade level for the following academic year.
- f) At the close of business day on the posted lottery date (in the month of March) annually, the Application Form open enrollment list for each grade level will be locked and finalized. At this time, should Explore Academy receive Application

Forms that exceed the available seats in a given grade level, then it must conduct a blind, random lottery to assign seats to students.

- g) If a lottery is necessary at any grade level, Explore Academy will enter all students from that grade level's Application Form list into a random, blind lottery that does not take into account any factor such as race, ethnicity, gender, socioeconomic status, etc. The lottery will be held annually in March. It is conducted in an open forum and is open to the public. This process will be completed separately for any grade level for which Explore Academy received more Application Forms than there were available seats. For each grade level lottery, students are assigned a computer-generated, randomized number. This number is their position on the lottery.
- h) Students whose number corresponds to an available seat will receive an acceptance letter within three weeks of the date of the lottery. All students who are not accepted for enrollment through the lottery are placed on grade level waiting lists. Any student who submits an Application Form after the date of the lottery will be added to the grade level waiting lists in the order of Application Form submission.
- i) All students accepted after the lottery process, both from the lottery process or from sibling and employee priority acceptance, have ten (10) calendar days to complete the enrollment process. This process requires that each accepted student submit the Enrollment Form, birth certificate, and proof of vaccinations to Explore Academy. If a family requires assistance with this process, they must contact the school immediately. If a student has not completed this enrollment process within the 10-day timespan, they will forfeit their position immediately.
- j) If seats become available for any grade level after the March lottery and acceptance period, these seats will be given to students assigned to the applicable grade level waiting lists in numerical order. Students have one month to complete the enrollment process from the date of their acceptance letter or they will forfeit their position.

Explore Academy is a public school open to all students and does not discriminate based on race, ethnicity, ability, socio-economic status, disability, or any other factor.