**Student Admissions & Lottery**

**Templates and Administrative Exemplars**

#1 Application -- Lottery -- Admissions Process and Procedures Documents

*(School Logo)*

Table of Contents

I. Process Overview

* High Level process steps
* Key Dates

II. Admissions

* Define special preferences, as appropriate
* Recruiting and Outreach Strategies
	+ Events
	+ Publications
	+ Meetings
* Samples of marketing materials, ads, etc
* Samples of Application, in all languages
* Explain how cleansed and/or checked data

III. Lottery

* Describe how marketed lottery
* Describe logistics for how lottery was be conducted
* Consider including:
	+ Agenda for Lottery day, with attendees noted
	+ Explanation of different runs (in district, out, etc)
	+ Control procedures (sign offs, video)
	+ Explain how parents were notified – at event, after
	+ Contingencies you planned for
	+ How handle common issues (e.g. twins, siblings, step siblings, etc)
* Describe how maintaining lottery records, and submitting to authorities

IV. Admissions

* Explain offer/wait list cut off points
* Describe rolling offer process, including deadlines and Proof of Residency check
* Note Acceptance event and offer follow up protocols
* Explain how document rejections
* Explain next step of Enrollment

APPENDIX

* Copies of application
* Copies of marketing material
* Copies of lottery logistics announcements
* Lottery Project Plan and Issues List
* Copy of Master Lottery List
* Copy of Third Party Verification Letter
* Copy of Lottery Results announcements – at event, after (email, letter)
* Proof of Residency rules
* Enrollment packet (if include Enrollment here…)

#2 Application and Lottery Process Announcement

[school name] Charter School

[school Year] Application & Lottery Process Announcement

About Us

Answer the following questions about the school, including but not limited to:

* What is a charter school?
* What is the school’s mission?
* What are some of the school’s highlights (e.g., class size, teacher/student ratio, school hours, after school programs)?
* What should parents and students expect from the school?

How to Apply

Provide information about the student application process, including but not limited to:

* Community school district and other preferences (emphasize that the preferences benefit applicants by increasing their chances in the lottery, and that everyone can apply)
* Grades the school is accepting applications for and the number of seats
* Lottery: in depth explanation of application process, lottery (process and dates), notification timeline (emphasize that applicants do not have to be present to be picked), and a reasonable timeframe by which the parent/guardian must acknowledge the student’s acceptance, if selected

Timeline

Highlight important dates pertaining to the application process, including but not limited to:

* Information sessions (emphasize that attendance is not mandatory)
* Application deadline
* Lottery date
* Notification date
* Enrollment information date

Contact Us

Provide contact information for questions or concerns:

* School name
* Contact person
* Telephone and fax numbers
* E-mail
* Website

#3 Accepted Student Letter

School Logo/ Address

(Date)

Parent/Guardian of

(Student Name)

(Address)

Dear Parent/Guardian,

Congratulations! Based on our lottery held (lottery date), we are pleased to offer your student, [Student name], admission to the (Xth) grade class at [school name] for the school year beginning fall [school year]. Your student’s official lottery numbers is (lottery #).

We hope that your student will join us for the new school year. So that we can be considerate to those on our wait list, we ask that you send your response to this acceptance letter quickly. Please detach the Parent/Guardian Admissions Response form below and return to (School Name, street address] by [day/date). If you are accepting your offer of admission, please send ***your Admissions Response Form***.

In order for [student name] to enroll at (school name), a complete student Enrollment Packet must be submitted. You may pick up a student Enrollment Packet from [street address], download it online at [website], or call to request that we mail one to you. The student Enrollment Packet must be signed and a hard copy must be submitted on or before [day of week, date, and time] to [street address].

Please contact [contact person] at [telephone number] or e-mail [e-mail address] if you have any questions or concerns.

Again, congratulations! We hope to see your acceptance soon.

Sincerely,

[school leader(s)]

[school contact information (telephone number and intake hours)]

*(option to include list of key enrollment docs – likely a separate page/checklist)*

(detach here)

Parent/ Guardian Admissions Response Form (school logo)

I acknowledge that my student, [student name], has been accepted to attend [school name], beginning in [grade] in the fall of [school year].

Please check your response:

\_\_\_\_\_ My student will be attending (school).

\_\_\_\_\_ My student will not be attending (school)

Print Name:

Signature:

Date (month/day/year): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

#4 Wait List (High Number) Student Letter

School Logo

Address

(Date)

Parent/Guardian of

(Student Name)

(Address)

Dear Parent/Guardian,

As a result of our lottery, held on MONTH (date) XXX, your (student first name) has been placed on the Wait List for a seat in the fall 2015 XXX grade class of XYZ Charter School. Your lottery number is **(#)**.

**Expression of Interest – Due (date)**

Students offered seats as a result of the lottery have been asked to respond to their offer by (date). After that date we send out new offers to students on our Wait List on a rolling basis. To facilitate making these new offers we are asking families of students on our Wait List to reconfirm their interest in staying on our Wait List. Please complete the enclosed ‘Expression of Interest’ form and send it to us by (date). You can mail this form to us at (address), or scan the document and email it to us at (email address).

We thank you for your interest in (school), and appreciate the time you have taken to get to know our school. The lottery process can be a difficult time for families and students, we are happy to answer any questions you might have. If you have any questions, please call us at (###-###-####) or email us at (email address).

Sincerely,

The (school name) Team

*(Note – ‘Expression of Interest’ form is optional but suggested)*

#5 Wait List (“Likely to be Admitted”) Student Letter

School Logo

Address

(Date)

Parent/Guardian of

(Student Name)

(Address)

Dear Parent/Guardian,

As a result of our lottery, held on April (date) XXX, (student first name) has been placed on our ‘likely to be admitted’ Wait List for a seat in the fall 2015 XXX grade class of XYZ Charter School. Your lottery number is **(#)**.

**Expression of Interest/ Proof of District – Due (date)**

Students offered seats as a result of the lottery have been asked to respond to their offer by (date). After that date we send out new offers to students on our Wait List on a rolling basis. To facilitate making these new offers we are asking families of students on our Wait List to reconfirm their interest in staying on our Wait List.

Please complete the enclosed ‘Expression of Interest’ form and send it to us by (date). You can mail this form to us at (address), or scan the document and email it to us at (email address). Please be sure to include your student name and their relationship to the parent/guardian on the documentation you are sending in.

**Accepted Student Event – (Date)**

As it appears likely that we will be able to offer you a seat at (school) for the fall, we would like to invite you to our Accepted Students Event on (day, date) at (location). At this event you will have the chance to get to know (school name) better, and to meet other families of accepted students.

We look forward to hearing from you.

Sincerely,

The (school name) Team

#6 Lottery Results Form

*(School Logo)*

Address

(Lottery Date) April X, 20XX

On \_\_(lottery date)\_\_\_\_\_\_\_\_\_\_, XYZ Charter School conducted its 2015- 2016 Admissions Lottery. Results of that lottery include:

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Grade in School Year 20XX – 20XX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Lottery Number: \_\_\_\_\_\_\_\_\_\_\_

*Note that these results are preliminary, and subject to Proof of Residency confirmation and other due diligence exercises. Formal notification of lottery results will be sent via email and/or mail.*

Thank you,

(School Name) Charter School

#7 Official Lottery Certification

(school logo)

Date

**LOTTERY THIRD PARTY OBSERVER CERTIFICATION**

To Whom It May Concern, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, unaffiliated with the (charter school), officially observed the (charter school) 20XX lottery, and by my signature below certify that the lottery was run as per their documented processes and with full transparency and fairness.

Signed,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

#8 Official Lottery Certification (Board Member)

(school logo)

Date

**LOTTERY THIRD PARTY OBSERVER CERTIFICATION – BOARD MEMBER**

To Whom It May Concern, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Board Member of (charter school), officially observed the (charter school) 20XX lottery, and by my signature below certify that the lottery was run as per their documented processes and with full transparency and fairness.

Signed,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

#9 Family Guide to Lottery and Admissions

(School Logo)

How the (School) 20XX Lottery and Admissions Processes Will Work

Lottery - Logistics Details

* Provide date, time and location of lottery
* Clarify who is invited to attend. Consider asking people to RSVP

Pre Lottery activities

* School will accept applications until X date and time.
* Applicants will/ will not receive confirmation of receipt and/or confirmation of being In or Out of District – with directions on how to contest if desired.

Lottery Day Detail

* Explain lottery process (e.g. in district first, then out of district, any other preferences)
* Detail how applicants will be informed of results – at event, after event
* Detail how many offers will be given on Lottery Day and if you are planning to segment your waitlist between ‘likely to be admitted’ vs ‘remaining’ waitlist, indicate the cutoff point.

Admissions Detail

* Explain rounds of admissions and anticipated deadlines
* What will families need to provide, by when (e.g. proof of residency – when due, what is/is not allowable)
* Acceptance is an obligation to attend. Will be followed by Enrollment documents.

Contact information

* Email: (contact email address)
* Phone: (phone #)
* Postal Service: (address)