

**LAKE OCONEE ACADEMY
LOTTERY, WAITLIST AND ENROLLMENT
POLICY AND PROCEDURES**

approved May 5, 2018

Lake Oconee Academy (LOA) is a tuition free public school. LOA does not admit or limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion or ancestry.

In order to properly plan, the school will routinely inquire with parents in early spring through letters of intent to ascertain if students will return to LOA the following year. An online application for new students is available on the School website at www.lakeoconeeacademy.org. This application can be accessed via any internet capable or mobile phone device. If needed, assistance is always available by contacting the Admissions Coordinator at the school at 706.454.1562.

APPLICATIONS

There will be a period of open applications (each January 1st through March 31st)(the “Open Application Period”), during which LOA will accept applications for new students for the following school year. Once enrolled, a student is not required to re-apply during subsequent Open Application Periods. Following the Open Application Period, the School shall enroll each eligible student who submits an application within this period, unless the number of applications exceeds the number of available spaces of a program, class, grade level, or building (hereinafter “Grade Level”).

A parent/guardian may make an application, after the date of the lottery, for a current school year. In such event, if the student is not accepted for enrollment during the current year for which it was made, then a new application for the following school year must be made during the Open Application Period to be eligible for the following school year.

Any parent/guardian residing anywhere, may submit an application for enrollment. To be eligible to enroll and matriculate, a student must establish residence in Greene County in accordance with the deadlines set by LOA, and otherwise meet all requirements as set out for enrollment.

All applications shall be made and submitted to LOA electronically. All notifications by LOA or SchoolMint® shall be made electronically by either text or email (as directed by the parent/guardian at the time of application) to the parent/guardian. By making an application, each Applicant shall be deemed to have agreed to the sole use of electronic communications. All responsive communications shall be made electronically.

Notwithstanding the foregoing, a paper application may be requested prior to making application, due to a bona fide hardship, upon a good faith showing of hardship in receiving or making electronic communications. Alternate communications are available via regular USPS First Class Mail which may be requested prior to making a paper application. All official notifications shall be made in writing and may not be made verbally via telephone.

(PLEASE NOTE: DUE TO THE TIME NECESSARY TO SEND LETTERS VIA USPS, IT IS STRONGLY RECOMMENDED THAT ALL PARTICIPANTS UTILIZE ELECTRONIC COMMUNICATIONS. THERE IS A POSSIBILITY THAT YOU MAY NOT RECEIVE A NOTIFICATION LETTER VIA USPS WITHIN THE 5 BUSINESS DAYS REQUIRED FOR A RESPONSE). BY REQUESTING NONELECTRONIC COMMUNICATIONS, THE APPLICANT ACKNOWLEDGES AND AGREES THAT SUCH APPLICANT IS ACCEPTING THE RISK INHERENT IN NON-ELECTRONIC COMMUNICATIONS AND BEARS ALL RESPONSIBILITY FOR MISSED RESPONSE DEADLINES.

PREFERENCES

As allowed by state law, LOA will give enrollment preferences (Priority) in the following order*:

1. Any student whose parent or guardian is a member of the governing board of the charter school or is a full-time teacher, professional, or other employee at the charter school;
2. A sibling of a student enrolled in the charter school; and
3. Children who matriculate from a pre-kindergarten program which is associated with the school.

***Note:** enrollment preferences are governed by the School's Enrollment Preference Policy

LOTTERY PROCEDURE

In the event a greater number of applications is received than spaces available, a random electronic selection process (hereinafter "Lottery") shall be used to determine which students will be admitted and all applicants will be placed in the lottery. Of the names not selected for admittance, the Lottery shall also be used to establish a waiting list based upon the order drawn, which will be used to admit students to enrollment in the event a seat becomes available (the "Waitlist").

LOA will utilize SchoolMint's® web-based, electronic student registration, application and lottery management system. Unless otherwise cancelled or withdrawn by the Applicant, all applications submitted during the Open Application Period will be placed into the Lottery held each spring on a date selected by LOA. The lottery will be drawn by Grade Level, beginning with PK-4 and continuing through grade 12. Priority applicants

are weighted based on the order outlined above and will be assigned lottery numbers ahead of all other applicants.

Prior to the Lottery drawing, LOA will identify any/all open seats available for the upcoming year, by Grade Level, in the SchoolMint® system. Following the Lottery drawing, students in each grade level will be offered a seat starting with the lowest number and progressing to the highest number until all available seats in each class, in each Grade Level, are filled.

The SchoolMint® system will generate and send to each parent/guardian of each student who has received a winning lottery number notice of the winning drawing and an offer of acceptance. Parents/guardians will then have until 4:00 PM on the 5th business day from the date of sending such notice and offer of acceptance in which to either accept or decline the offer. Acceptance must be made in writing via electronic communication unless communicated as otherwise authorized herein. After 4:00 PM on the 5th business day from the date of sending such notice, an available seat which has been neither declined nor accepted shall be deemed declined and may be offered to the next parent/guardian based on the next lottery number. All non-electronic communications and responses shall be subject to the same deadlines for response and acceptance.

The lottery will be held on the 2nd Wednesday of April each year.

WAITLIST

Once all seats are filled, all other applicants are assigned a Waitlist number based on the number drawn in the lottery. The SchoolMint® system will generate a notice to the parent/guardian advising them that the Lottery results are available and a Waitlist has been established. Parents/guardians can then log into the SchoolMint® site at any time to view and monitor their child's position on the Waitlist. As openings become available at the applicable grade level, students will receive an "offer" based on their Waitlist number. Parents/guardians will then have until 4:00 PM on the 5th business day following the date of sending such notice and offer of acceptance in which to either accept or decline the offer. Acceptance must be made in writing via electronic communication unless communicated as otherwise authorized herein. After 4:00 PM on the 5th business day following the date of sending such notice, an available seat which has been neither declined nor accepted shall be deemed declined and may be offered to the next parent/guardian based on the next Waitlist number.

Current year waiting lists shall terminate at end of the school day on the last day of each school year.

In the event there is an open seat which cannot be filled from the Waitlist, or applications for the current year, then the school will fill the seat by holding an internal lottery using those new applications for the next school year, if any.

All applications received outside the Open Applications Period will be placed on the end of the Waitlist in the order received.

ENROLLMENT

After confirming acceptance of a seat following the Lottery, the Applicant who has received a winning lottery seat shall be given access to registration materials on SchoolMint®. The applicant will have until not later than 3:00 PM on the 21st calendar day beginning on the day following acceptance of an offer to attend to return all completed registration materials. LOA acknowledges that medical records or residency proof, may not be available within said 21 day period. For reasonable cause shown, the time within which to produce medical records or prove residency as required by law may be extended until no later than the 2nd Thursday of June each year.

Applicants on the Waitlist receiving an offer to attend shall be given access to registration materials on SchoolMint®. The applicant will have until not later than 3:00 PM on the 21st calendar day beginning on the day following acceptance of an offer to attend to return all completed registration materials. LOA acknowledges that medical records or residency proof, may not be available within said 21 day period. For reasonable cause shown, the time within which to produce medical records or prove residency as required by law may be extended for such reasonable time as determined in the reasonable discretion of the School, but no later than the first day of school for the student.

Each request for an extension of the 21 day period shall be made in writing and delivered to the school not later than 3:00 PM on the 21st day. In the event an applicant does not provide the required registration documentation and no request has been received by LOA, then LOA shall remove said applicant from the list and offer the seat to the next person on the Waitlist.

An applicant is deemed provisionally enrolled upon submitting its registration documentation, but is subject to be removed from the list of provisionally enrolled students upon the Applicant failing to timely produce all completed and requested registration documentation. Provisional Enrollment shall not extend longer than 30 days unless extended in writing by LOA for extenuating circumstances. Enrollment is deemed complete upon the Applicant providing all required registration documentation, the registration materials are reviewed, approved and accepted by LOA, and the student's name is listed on the student rolls of the school.

NOTE: As part of the registration process, **ALL** parents/guardians of new students must submit a Lake Oconee Academy Residence Certification form and two additional proof of residence documents with their registration paperwork on or before the stipulated deadline to be eligible for enrollment. Failure to meet this deadline will cause the student(s) to be dropped from the acceptance list and the seat offered to the next student on the waiting list.

Questions should be directed to Dr. Otho Tucker, CEO, Lake Oconee Academy by phone (706.454.1562) or via email otucker@lakeoconeeacademy.org.

