

Enrollment Policy history:

August 20th 2008 we adopted by Resolution 2008, Number 1, we formally adopted the initial Governance Manual including the then current enrollment policy giving 72 hours to respond up August 15 preceding opening of school. Thereafter, 24 hours.

Resolution 2009, Number 3, discontinued the lottery policy and reduced the response times to 48 hours and 24 hours

Resolution 2009, Number 9, rescinded 2009/3 and restored the initial policy of 72 hour and 24 hour notifications and the old lottery system

Resolution 20098, Number 27, would have re-implemented the no-lottery and the 48 and 24 hour notifications but we failed to pass the resolution.

## **PROPOSED BY RESOLUTION 2011, NUMBER 1:**

### **Section 17: CLASSES and ENROLLMENT**

**Lottery Process** Should the number of Letter of Intent forms exceed space availability for any grade level, a lottery will be conducted. The actual dates of the Letters of Intent are not relevant. Someone who submits a letter of intent the day before the lottery has the same chance for enrollment, as someone who submitted a letter of intent, months earlier.

The lottery will be held ~~annually on the second Thursday~~ **during the first three weeks of February on a day and date set annually by the Board of Directors.** At least three SCCS representatives will conduct the lottery. Once class lists are filled, the remaining names will be randomly chosen for a wait list should any vacancies occur during the school year. Any letters of intent received on the ~~second Thursday on the day of the lottery of February,~~ **or later,** will go to the bottom of these waiting lists in first-come, first-served order. SCCS will continue to fill open slots until each class is full or until October 1<sup>st</sup> each school year, the date open enrollment ends. There is no waiting list from year to year. No students will be enrolled after October 1<sup>st</sup> of each year without approval by the Principal.

**Enrollment Notification** Parents will be notified of their child's selection for an opening at SCCS through the phone numbers listed on the Intent to Enroll form. Between the ~~second Thursday~~ **day of the lottery** in February and August 15, from the time of notification, parents will be given ~~72~~ **48** hours to accept enrollment by completing and turning in the enrollment packet, all required documents, the

mandatory Books and Materials Fee and the Parent/Student Handbook Acknowledgment Forms. Children of parents declining an opening or who have not returned the enrollment packet by the deadline will be removed from the lottery pool unless and until a new Intent to Enroll form is completed by the parent/guardian. Enrollment notifications offered during any other time than listed above will be given 24 hours to accept the space and turn in the required paperwork and fee.