



Elementary School K-5<sup>th</sup> (718) 858-1629 (tel) / (718) 858-1754 (fax) – 51 Saint Edwards Street, 3<sup>rd</sup> Floor  
Middle School 6<sup>th</sup>-8<sup>th</sup> (718) 522-2166 (tel) / (718) 858-9827 (fax) – 50 Navy Street, 3<sup>rd</sup> Floor  
www.communityroots.org

## COMMUNITY ROOTS CHARTER SCHOOL LOTTERY & ADMISSIONS POLICIES

***It is strongly suggested that families attend a tour at Community Roots before submitting an application.***

***We believe that your decision to send your child to Community Roots should be based on your understanding of our school's academic and behavioral expectations. Our tours are a combination of an informational session, visiting classrooms, and a question and answer period. Please sign up for a tour on our website under "Enrollment".***

### a. Applications and deadlines

- **Applications must be submitted by midnight on April 1<sup>st</sup>, 2018.**
- A child must be 5 years old by December 31, 2018 to be eligible for application to Kindergarten.
- The lottery will take place on April 9, 2018 at 9:00 a.m.
- Proof of grade eligibility (i.e. report card, progress report, letter from school etc.) is required upon enrollment for grades 1, 2, 3, 4, 5, 6, 7 and 8.
- Applications submitted for the wrong grade will not be honored; applicants who apply for the wrong grade will be moved to the bottom of the waitlist for the correct grade.

### b. Lottery Procedures

- If the number of applicants to the Community Roots Charter School exceeds capacity, a random selection of applications is generated electronically through the SchoolMint program to assign spaces as described in the order below. A representative from the organization conducting the school's annual audit shall audit this process. The lottery is open to the public.
- In the event of the need for a lottery, admission preference shall be granted to applicants in the following manner:
  - **Kindergarten Lottery:**
    - **1st preference** will be given to returning students, who will automatically be assigned a space within the school.
    - **2nd preference** will be given to siblings of students already enrolled and siblings of Community Roots Alumni. For definition purposes, "siblings" are two or more children that are related either by birth by means of the same father or mother or by legal adoption.
    - **3rd preference** will be given to any child of a full-time Community Roots employee as long as this enrollment does not exceed 15 percent of the entire student population.
    - **4th preference (Only for Kindergarten Lottery)** will be given to 1) students who reside in NYC Department of Education Community School District 13 public housing complexes, 2) attend District 13 Head Start Pre-K programs, 3) attend D13 Public Pre-K program and receive Free/Reduced School Lunch until those students have been offered 40% of the available Kindergarten seats. Every application residency indicated is checked against a NYCHA Housing Development Map to determine whether or not the student is eligible for this preference during the lottery selection. Every Head Start location will be confirmed to be within D13 according to the NYC Dept of Ed website.
      - Siblings of current CRCS students who meet this criteria are included automatically in the 40%.
      - If a student who benefits from this preference declines their seat, the spot will be offered to the next student on the waiting list who meets the preference criteria. This will occur up until whichever comes first:
        - 40% of the Kindergarten grade is made up of students who are eligible for the preferences
        - All Kindergarten applicants eligible for the preferences were offered seats
    - **5th preference** will be given to applicants who reside within the school's district in accordance with the amended Charter Schools Act. For CRCS it will be Community School District (CSD) 13. Remaining slots shall be available to all other applicants.
  - **Grades 1-8:** All applicants will waitlisted during the lottery in the following order:
    - Returning students
    - Siblings of currently enrolled students and Alumni
    - Students of full time Community Roots employees
    - District 13 Applicants
    - All other Applicants

### c. Waitlist Procedures and Notifications

- The waitlist generated during the lottery is the only official, legal document identifying the names of grade eligible students with applications to CRCS pending acceptance for the current school year. This waitlist will not roll over. This waiting list is dissolved and a new waitlist is created after the subsequent year's lottery. **Applicants must re-apply every year.**
- Waitlist Applicants will be notified as seats become available in these grades.
- Applications received after the submission deadline is added to the end of the waitlist generated from the lottery in the order they are received.
- Notifications of enrollment for the first 52 Kindergarten seats will be made immediately following the lottery. Waitlisted students will be notified only as seats become available.