



## Lottery Enrollment Form

2018-2019

Date \_\_\_\_\_

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

Grade Entering in Fall 2018: \_\_\_\_\_

Parent/Guardian 1 Name: \_\_\_\_\_

Phone - Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Parent/Guardian 2 Name: \_\_\_\_\_

Phone - Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Child's School District of Residence: \_\_\_\_\_

Is applicant a sibling of a current student?  Yes  No

If yes, name and grade of sibling: Name \_\_\_\_\_ Grade \_\_\_\_\_

## **PUBLIC RANDOM DRAWING**

Should the number of pupils who wish to attend the Charter School exceed the school capacity, admission shall be determined by a public random drawing, and preference shall be extended to pupils who currently attend the Charter School and pupils who reside in the District [EC 47605(d)(2)(B)].

The Principal and Assistant Principal will ensure that communication of the Lottery rules is properly executed. Parents and students will be informed by US Mail, posting on MCA's website, and flyers indicating the dates and rules of the public random drawing. In addition, flyers will be given to parents who complete a "space request" for admission into the Charter School. Dates and rules of the public random drawing will be printed and available for all staff and other interested parties, per request, at the MCA Charter School site.

The lottery will be held annually in March, and families are notified of their enrollment placement in May. The Lottery is held in the MCA school auditorium.

The lottery will be observed by at minimum one administrator, two other school staff members, and three parents in order to ensure fair execution of the lottery rules and procedures.

The enrollment period will be advertised in the Northeast San Fernando Valley during the months of November and December utilizing the methods listed above. The enrollment period will take place during April 1st through May 15th, during which time space requests will be made available at the Charter School site for applicants. Application to MCA should be an informed, carefully considered decision. As part of the application process, students and parents or guardians are expected to attend an information session scheduled in the evening to ensure maximum participation. The purpose of the meeting is to allow parents the opportunity to learn more about the educational program of the Charter School. The content of materials in the admissions process will not be used as a factor of admission, but the requirement helps assure that parents and students are seriously interested in attending MCA.

The school will give admissions priority to the following students in the following order:

1. Students already enrolled at MCA
2. Siblings of students currently enrolled or wards of parents of currently enrolled students
3. Students residing in the former attendance area of Montague Street Elementary School
4. Students who reside in the LAUSD (including traveling students if space is available)
5. Children of current employees of MCA, not to exceed 10% of the school population
6. Students living in California

As per Education Code 47605(d)(2)(B), if the number of applicants exceeds enrollment capacity at the time of the application deadline, students will be admitted to the school through a public random drawing (respecting the admissions priorities stated above). Siblings of children whose names are drawn will automatically be given the next enrollment slot, in order to help keep families together.

We will put all applicants into the six listed groups below.

We will identify the number of open spots available.

If there are more spots available than are in the first group all of the first group will be admitted. If there are not enough spots then a lottery will be held for the applicants in the first group. Students whose names are selected in the lottery will be offered a spot for enrollment. Students whose names are not selected will remain on a waiting list numbered by the order their name was

drawn for the remainder of the school year. As space opens, each subsequent name will be offered a space at MCA. The MCA School registrar will notify families of an open space by calling the phone numbers listed on the lottery application. Families have 24 hours to respond to the invitation to accept the open space at MCA. Once a family has accepted the space via the phone call, they must complete the enrollment packet within 3 business days or MCA will move to the next name on the waiting list.

If all of the first group is admitted then the process will proceed to the second group following the above procedure, then the third group, then the fourth group.

Parents and students admitted to the Charter School are expected to attend an optional orientation session to review the policies and expectations of the Charter School. The Principal will work to ensure that all families understand these policies and expectations, and that they are aware of ways to be involved in the school activities and decision-making.

### **Waiting List**

After all regular grade-level classes are filled and MCA has reached capacity, a waiting list will be established based on the order of application date. Parents will be notified of their status on the waiting list by the school registrar in May prior to the following school year. When students are moved from the waiting list to eligible enrollment based on grade level capacity, parents will be notified by the school registrar by telephone or mail.