

## **Prep Charter Enrollment Procedure 2017-2018**

- Applications submitted by March 15, 2018 will be put into the official lottery.
- Applications submitted after the deadline are filed in date order and held for a later date. A date shall be stamped on each completed application.
- On March 27, 2018, lottery night, all submitted application prior to the deadline are pooled and pulled in a random order. The first 200 are announced live on lottery night. Students who are present are given an opportunity to enroll at Prep Charter that evening.
- Students not present will be sent a congratulatory letter stating their acceptance. Students will be given until April 23, 2018 to submit a completed enrollment packet along with said documents: birth certificate, immunization records, valid driver's license or passport, and proof of residency which include a gas, electric, or water bill. Those living elsewhere and do not have proof of residency must provide a notarized letter stating where you reside.
- As each lottery winner gives up their seat, the next one in order will be chosen. The waitlist will start with number 201 until all applications prior to the deadline have been contacted and given a chance to accept or decline admission. Students will be given 2 weeks from the time of their acceptance to make a decision. Failure to respond will result in a forfeited acceptance.
- When all applications from the first lottery waitlist are utilized, Prep will then move into the next set of applications. These applications are filed according to the date stamped on application.
- A call will be made to the next applicant. They will have 2 weeks from the date of the phone call made to accept or decline their seat. Failure to respond will be considered null and void after the deadline.
- Any student who has a sibling that would like to attend Prep will automatically be accepted. The sibling rule is valid prior to the first day of school. After that they will be submitted to the waiting list.
- Applications for incoming 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grader must go to an administrator for approval.