



## Enrollment and Lottery FAQ

A lottery will be held after the open enrollment period. Families will be notified via email or phone of their child's acceptance in Pinecrest Academy through a computerized lottery program. Families accepted will be notified via email of the next steps in the registration process and timeline to complete the registration.

The office for Civil Rights (OCR) enforces Federal statutes that prohibit discrimination in programs and activities that receive Federal financial assistance from the Department of Education (ED). Pinecrest Academy is committed to providing an equal opportunity education to all applicants without regard race, religion, color, sex, gender identity, sexual orientation, national origin, citizenship status, age, disability or any other protected status in accordance with all the applicable federal, state and local laws.

### **What is a lottery?**

Since the number of applicants exceeds the established ceiling, students are selected by random lottery. A numbered waitlist will be established for all applicants that apply during the open enrollment period. *All applicants that apply after the open enrollment period will remain in a general application pool and be eligible for future lottery selections held for that academic year.* Waitlist numbers **will not** be assigned to general application pool students unless an additional lottery is required. Future lotteries will not take place until all established waitlist students that applied during the open enrollment period have received an offer of acceptance.

### **\*How do I apply for my student to be included in the lottery?**

To be considered for any current or future enrollment opportunities, place your student's name in the applicant pool by going to **Enrollment** on the school web page. Click on **"Apply"**. **Only the legal parent/guardian of each student on the application may apply for that student. All students in a family should apply on one application. This allows the system to identify siblings of registered students and give priority for future openings to the siblings of these students.** When you apply at the Pinecrest Academy website, **your application is submitted for that campus only.** Each campus runs its own lottery. It is required for you to submit an application to each campus to be considered for that campus lottery. Submitting more than one application per family will result in voiding all applications for the family.

*\*Completion and submission of an enrollment application does not guarantee admission to, or constitute acceptance to, Pinecrest Academy.*



## **What are the chances of my student being selected to attend?**

Enrollment opportunities vary by grade. There is no way to predict when or if your student will be selected by the lottery. We encourage all interested families to apply for enrollment. You will be contacted using the contact information on your application if your student has been selected.

*It is very important to keep this information current. It is the parent/guardians responsibility to log in to your application and update any contact or student information on your application.*

## **Do I need to re-enroll for the applicant pool each year?**

Yes. Each year during open enrollment, you need to re-apply if your student was not accepted for the current school year. Once a student is registered and attending you do not need to re-apply; however, all students must provide a **Declaration of Intent** for the following academic year.

## **What is the lottery selection format?**

- Open enrollment closes at 11:59 pm on the date posted on the website.
- Lottery takes place the day after the close of open enrollment. Parents are notified of their student's acceptance by email. Please make sure you are able to receive school email and check your spam folder once the lottery runs. Pinecrest Academy is not responsible for parents not receiving notification should the student acceptance go to your spam file.
- Those students who have applied during the open enrollment period but did not receive an acceptance will be given an assigned wait list number. You will be notified by email of your student's placement on this waitlist on the date of the initial lottery selection.
- All future grade openings will be selected from this numbered wait list.
- Should openings occur after the initial waitlist has been exhausted, a new lottery to fill those additional grade openings will take place.

*It is very important that you keep all information on your application current as most of our communication will be sent by email.*

## **How will I be contacted once my student is accepted and what is the timeline for completing required documents for registration?**



Upon completion of the initial lottery, all applicants will be notified whether or not they have been accepted by email, phone or both. ***Parents/guardians have 72 hours to complete all required registration documents.*** If all documents are not submitted by the stated deadline in the acceptance email, your students spot will be returned to the lottery at the end of the 72-hour deadline.

Once school is in session, there will be a 24-hour deadline to complete student registration. Every effort will be made to contact the parent within this 24-hour deadline.

### **I missed the open enrollment deadline. Can I still apply?**

Yes. After the first lottery round selection you may apply and be placed in our general application pool for any future lottery selections.

### **How do I check the status of my application?**

To check the status of your application: Visit Pinecrest Academy website, click on apply. Enter email and select check application status and then click continue. You will be emailed a link that can be used to check application status.

### **How do I change information or add a sibling to current application?**

To change the information on an application: visit Pinecrest Academy website, click on apply. Enter email then select add a sibling or edit/update application. An email will be sent to you with a link to edit your current application. ***Do not submit a new application for each student in your family. All students in the same family need to be on one application.***

### **What do the following terms mean when I check my student's status?**

Definitions of status are as follows:

- **Applied** Not yet accepted into Pinecrest Academy through the random lottery process.
- **Accepted** Accepted into Pinecrest Academy, but registration paperwork is not completed.
- **Confirmed** A transfer or returning student.
- **Registered** Accepted and completed registration paperwork.



- **Declined** Accepted into Pinecrest Academy and you did not complete registration paperwork before the deadline or changed your mind about wanting to be considered for Pinecrest Academy.
- **Priority Status** Not yet accepted into Pinecrest Academy but have priority status on the waitlist identified as other, sibling or transfer priority.

### **How old must my child be to attend school?**

State law requires that a student entering *Kindergarten must be 5 years old by September 30<sup>th</sup>*. *A first grade student must be 6 years old by September 30<sup>th</sup>*. There is no testing for early admission; no exceptions-NRS 392.040 (2) (5).

### **Is there an age waiver for students from other states?**

A child who becomes a resident of this state after completing kindergarten or beginning first grade in another state in accordance with the laws of that state may be admitted to the grade he/she was attending or would be attending had he/she remained a resident of the other state regardless of his/her age, unless it is determined by Pinecrest Academy Board that the requirements of this section are being deliberately circumvented. NRS 392.040 (8). This applies to active military families as well.

### **Is there a fee for full day Kindergarten?**

No.

### **Why does the application ask for my child's current school?**

This information is to assist our office staff in transferring records, should your child be drawn. Transfer of records will not happen until you have completed your registration documents.

### **My student has an IEP. Will this affect my acceptance?**

Pinecrest Academy does not deny enrollment based on disability. As part of the registration process, please submit the following special education paperwork found in your child's confidential folder at their school.



- Consent for Placement
- Multidisciplinary Team Meeting Report (current)
- Speech and Occupational Therapy Annual Reports (if your child has related services)
- Eligibility Form
- Current Annual IEP and any revisions to that IEP
- Current Behavior Intervention Plan

Please scan and email Special Education documents to:  
Dr. Rebecca Norton at [rebecca.norton@sessnv.com](mailto:rebecca.norton@sessnv.com)

The special education paperwork will be reviewed by Dr. Rebecca Norton, Special Education Coordinator who oversees Caseload Management. If clarification is needed regarding services, you will be contacted by Dr. Rebecca Norton. Special education services cannot be provided without a copy of the IEP.

If you are enrolling at a Pinecrest Academy in Las Vegas, documents can be taken to the Pinecrest Academy where you are enrolling or dropped off at Academica Nevada located at 6630 Surrey Street, Las Vegas, Nevada 89119.

On the IEP, please include the name of the Pinecrest Academy campus where you are enrolling and ATTENTION: Registrar.

**My child has been expelled from his/her previous school. What must take place prior to my student attending your school?**

In accordance to **NRS 392.4675**, if your child has been expelled from school, the parent and student must meet with the Principal prior to completing registration. Please bring your student records for expulsion to this meeting. After such meeting, it will be determined if your student is eligible for attendance.

**Documents that you need to submit to Pinecrest Academy Registrar before your registration is complete:**

1. Your ID. Personal identification of parent/guardian (driver's license, picture identification) bearing your name.
2. Child's original birth certificate or passport.
3. Immunization Record
4. Proof of address:



- One item proving your address, such as a recent utility bill, rent receipt, residential lease or sales contract. *Unacceptable forms to document proof of address:* driver's license, telephone bill or cable bill.
- If you are living with a friend or relative, you must submit a notarized Residential Affidavit signed by you and the owner/renter of the property indicating that this is your place of residence. A copy of a rent utility bill in the owner's name must be provided with the affidavit.

The documents listed below are not a requirement for registration or enrollment but will be needed before your child starts school:

- Copy of transcripts from the previous school.
- Previous records regarding placement in special programs, a copy of your child's IEP or 504 plan (if applicable).
- A recent report card or transfer document showing the name and address of your child's last school.
- Information about any disabilities or special health problems, such as seizures, asthma, heart problems, health care procedures or medications.

### **Once accepted, how do I transfer my child from previous attended school?**

The registrar will request records from the current school once you complete the Transfer of Records form in the registration packet. If your student is accepted after school is in session, you will need to go to your child's current school registrar and withdraw your child. Bring the transfer documents from your child's current school and proper identification to Pinecrest Academy registrar.

### **My student is currently attending this school does he/she have to go through the lottery selection again?**

No. If your student is currently attending our school, they do not need to reapply for the next school year. Students will be sent a letter of recommitment in December of the current school year. Parents will have one week to respond and submit online. Recombitment participation is essential to determining the lottery selection for the next school year.

### **Transfer of Campus Policy**

**Note: Students currently enrolled in Pinecrest Academy may request a transfer to another Pinecrest Academy campus only during the period when Declarations of Intent are offered.**

Transfer students, siblings, children of employees, and children of Board Members will be prioritized as stated below.



1. First priority will be given to children of a member of the committee to form Pinecrest Academy.
2. Second priority will be given to the children of members of the governing body of the Pinecrest Academy.
3. Third priority will be given to the child of a teacher employed by Pinecrest Academy.
4. Fourth priority will be given to the siblings of enrolled students. Should the number of siblings exceed the number of spaces available in any grade level; the students will be placed in a lottery to determine priority.
5. Fifth priority will be given to students currently attending Pinecrest Academy who wish to transfer to another Pinecrest Academy campus during the recommitment period.
6. Pursuant to NRS 388.040 and NRS 388A.453(2) students who completed their 8<sup>th</sup> grade year at a Pinecrest school and are being promoted to 9<sup>th</sup> grade will only be guaranteed enrollment in the Pinecrest High School zone where they attended 8<sup>th</sup> grade. If they wish to attend high school in another Pinecrest High School zone, they will be given transfer priority in the customary lottery process. The Pinecrest High School zones are divided as follows:

**Pinecrest Cadence High School Zone**

Pinecrest Cadence

**Pinecrest Sloan Canyon High School Zone**

Pinecrest Inspirada

Pinecrest St. Rose

Pinecrest Sloan Canyon

7. 5<sup>th</sup> grade students attending Pinecrest Horizon will be automatically transferred to Pinecrest Cadence for 6<sup>th</sup> grade. If families wish to attend a different middle school, they will be given transfer priority in the lottery process.
8. All remaining students will be placed in a lottery to determine priority.

**Your child's wait list numbers will fluctuate. These numbers may increase or decrease as applications receive a higher priority.**

**It is the parent/guardian(s) responsibility to review the application for accuracy. All acceptances are sent out based on the information included on student application. If the grade or date of birth are entered incorrectly or omitted, acceptance will be rescinded and students will be placed at the end of the correct grade level wait list. All applications may be reviewed by using the apply/application status link on the school webpage.**



**Parent/Guardian(s) must add all siblings to application submitted. If a transfer request is submitted, all siblings wishing to be included on the requested school's wait list must be added to the application for the requested school.**