



## Lottery Preferences and Procedures

Pinecrest Academy of Nevada enrollment policy states:

- A. Only in the case the school will be enrolled to capacity as determined by the appropriate fire, health and/or building authorities, the Board of Directors and campus Principal will determine the maximum number of students to be enrolled in each grade, based upon considerations such as staffing, demand, budget requirements and facilities capacity for the present and future years. The determinations shall be made annually prior to count day, and shall be transmitted annually prior to count day to the (Authority).
- B. Students already enrolled in the School will have a fixed time period, to be determined by the Board of Directors, to inform the School of their intent to return.

Transfer Students: In years when Pinecrest Academy opens a new campus; students attending an existing Pinecrest Academy, who request transfer to the new campus on their declaration of intent will be given first priority of acceptance during the first year of enrollment at the new campus. In order to receive this priority, transfer request must be received during the open enrollment period. All transfer request received after the open enrollment period will be given transfer priority as detailed below.

Once a transfer request is granted and the registration process completed the student's seat at attending campus will be released. Should a request be made to return to previously attended campus; transfer priority will be assigned and student will be placed at the bottom of the transfer priority wait list. Transfers are never guaranteed and are awarded based on seat availability and wait list order.

- C. Any spaces which remain available will be filled in the following manner:
  - 1. Priority will be given to children of a member of the committee to form the charter school.
  - 2. Priority will then be given to the children of members of the governing body of the charter school.
  - 3. Priority will be given to the child of an employee of the charter school.
  - 4. Priority will be given to the siblings of currently enrolled students.Should the number of siblings exceed the number of available spaces

- in any grade level; the students will be placed in a lottery to determine priority.
5. Priority will be given to students currently attending a Pinecrest Academy campus who wish to transfer to another Pinecrest Academy campus.
  6. Pinecrest Academy students who have successfully completed the 8th grade will be given priority to the Pinecrest Academy of Nevada high school of their choice.

All remaining students will be placed in a lottery to determine priority

As a public school, we will not close, cap, delay, postpone or otherwise limit enrollment except as allowed by NAC 386.353.

As stated in the Cover Sheet for our charter school application and elaborated upon in B.3 (Required Element 9) of the application, we will not limit enrollment to a certain number of pupils or ratio of teachers to pupils, pursuant to NAC 386.353.

For the situations identified below, only, our school will establish and advertise an open enrollment window. The open enrollment period will open the first day the students return after winter break and end the final day of February each year, during which it will accept applications.

We will announce and advertise these opening and closing dates of the open enrollment window to the community in which we plan to operate.

The following are key points regarding how we will manage an enrollment window and select and enroll pupils from our school's enrollment waiting list:

1. If the number of applications received during an enrollment window does not exceed the number of spaces available, including by grade, all pupils who applied shall be enrolled in our school.
2. If the number of applications received during the window exceeds the number of spaces available, including by grade, all enrollment applications received during the window will be subject to the lottery. The lottery will be conducted immediately after the close of the enrollment window.
3. Pupils whose applications are not selected by the lottery, if they wish, will be placed on an enrollment waiting list in the order determined by the lottery.
4. Pupils who seek enrollment after the lottery in 2 and 3, above, is conducted (after the window closes) will be added to the general application pool. These applications will not immediately assigned an enrollment order number; instead, another lottery will be conducted only when all the pupils assigned enrollment order numbers by the first lottery have been enrolled in the school.
5. An enrolled pupil will not be required to re-enroll. That is, once a pupil has been enrolled, they will be able continue their schooling at the school. Our school will ask for some sort of assurance from

- a pupil that the pupil intends to return to the school for the next grade, but pupils will not be denied the opportunity to return to our school for the next grade level, once enrolled in the school.
6. As space becomes available, pupils from the waiting list will be enrolled in the school.
  7. The waiting list enrollment order will be determined by lottery.
  8. A pupil seeking enrollment in a grade that is not full shall be enrolled immediately; the pupil's enrollment will not be delayed until some future time, including until a semester break or the next school year.
  9. A pupil who is the first on a waiting list shall be enrolled immediately upon the creation of space in the pupil's grade; the pupil's enrollment may not be delayed until some future time, including until a semester break or the next school year.
  10. Our school will not "close enrollment" except as described in NAC 383.353. Enrollment is always "open" in that our school will always accept enrollment applications. Applications received after an enrollment window closes are placed in the general application pool. Pupils will be chosen for enrollment from the waiting list as described above.
  11. The Committee to Form our Charter School includes a person who intends to enroll their child in the school; the same applies to our school's first governing body (board) which will be formed before the school's first enrollment will be determined.

If/when we add new, higher grades, the pupils in our school's formerly highest grade will automatically be enrolled in the school's new next grade. Students completing the 8<sup>th</sup> grade program at any Pinecrest Academy will automatically be enrolled in the Pinecrest Academy High School of their choice.

### ***Enrollment Procedures Timeline***

- 1.** Upon completion of the initial lottery, all applicants will be notified whether or not they have been accepted by email.
- 2.** Families will have 72 hours to submit the following (once school begins the deadline for submission will be 24 hours):
  - a.** On-Line Registration Packet \
  - b.** Parent's ID. Personal identification of parent/guardian (driver's license, picture identification.) bearing your name.
  - c.** Child's ID/Proof of the child's identity -a *copy* of original birth certificate.
  - d.** Proof of address: One item proving the student's home address, such as a recent utility bill, rent receipt, residential lease or sales contract.  
*Unacceptable forms* to document proof of address: driver's license,



holiday your child we be required to attend the first day school is in session after registration is completed. If child does not begin active attendance by this date, the seat will be released and returned to the lottery.

\*If parents need more time to submit registration document, parents must contact the school for approval of additional time.

***Additional documentation requested:***

- A recent copy of the student's transcript or report card from previous school.
- Previous records regarding placement in special programs, a copy of your child's IEP or 504 Plan.
- Information about any disabilities or special health problems, such as seizures, asthma, heart problems, health care procedures or medications.

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

**It is the parent responsibility to review applications for accuracy. All acceptances are sent based on information included on student application. If grade or date of birth are entered incorrectly or omitted, acceptance will be rescinded and student 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.**

**Parents must add siblings to all applications submitted. If a transfer request is submitted all siblings parents are wishing to be included on the requested schools wait list must be added to application for the requested school.**