



### ***Lottery Preferences and Procedures***

As long as the school's enrollment is less than it can accommodate (as determined by NAC 386.353), the school "shall enroll pupils...in the order in which applications are received." "...[I]f more pupils...apply for enrollment...than the number of spaces which are available..." the school shall use a lottery to determine who will be enrolled.

- A child of a person who is:
  - a member of the committee to form the school or the governing body; or
  - employed by the school;
- Sibling of a pupil who is currently enrolled in the school;
- A student who is enrolled in the Pincrest Academy of Nevada state-funded Pre-Kindergarten or other early childhood educational program at the charter school (should this program be developed and approved by the School's Sponsor in the future);
- A student currently attending a Pincrest Academy Campus elects to transfer to another Pincrest Academy Campus.

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 which 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. Approaching our first year of operation;

- When adding a new grade; and
- For annual enrollment in our school's lowest grade.

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 enrollment waiting list, but are 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 may 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. Any pupil seeking enrollment but denied enrollment due to lack of space will be offered the opportunity to be added to an enrollment waiting list.
7. As space becomes available, pupils from the waiting list will be enrolled in the school.
8. The waiting list enrollment order will be determined by lottery.
9. 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.
10. 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.
11. 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 on an enrollment waiting list if the school or grade is "full" per NAC 386.353. Pupils will be chosen for enrollment from the waiting list as described above.
12. 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.

### *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, telephone bill or cable bill. Note: If you are living with a friend or relative due to economic hardship, families must either:
    1. In the On-line Registration Packet, the Residency Questionnaire/Affidavit under the McKinney-Vento Assistance Act, answers "No" on Question 1. This affidavit then serves as proof of residency; or
    2. A notarized statement signed by the parent/legal guardian and the owner/renter of the property indicating that it is your place of residence.

- e. Immunization record. Up-to-date medical records indicating that your child has had, or at least started, the following series of immunizations:
  - i. Minimum of 4 DTap/DTP doses: Final dose must be on or after the 4th birthday.
  - ii. Minimum of 3 Polio doses: Final dose must be on or after the 4th birthday.
  - iii. Two MMR doses: 1st dose must be on or after the 1st birthday. 1st and 2nd dose must be separated by at least 28 days.
  - iv. One Tdap dose: A child enrolling in 7th grade is required to have 1 Tdap (Bordetella Pertussis) regardless of when the last Tetanus (Td) was given. The < 5 year rule since the last Tetanus no longer applies.
  - v. Two Hepatitis A doses: 2nd dose must be given at least 6 months after the 1st dose. (Required for students new to Nevada or District after July 1, 2002.)
  - vi. Three Hepatitis B doses: Must have a minimum of 4 months between 1st and 3rd dose and > 6 months old when 3rd dose was given. (Required for students new to Nevada or District after July 1, 2002.)
  - vii. Two Chicken Pox (Varicella) doses: 1st dose on or after 1st birthday. 1st and 2nd dose must be separated by at least 28 days if age 13 years of age or older. Minimum interval of 3 months between doses 1 and 2 if age is less than 13 years. (Required for students new to Nevada or District after July 2, 2011). Physician verification of past disease required for Varicella vaccine exemption.
3. After completion and submission of all required registration forms and documents; your child will be registered. If registered prior to the first day of school your child will be required to begin school on the first day of school, should your child not attend during the first week of the school year, your seat will be returned to the lottery. If registered after school is in session your child will be required to begin school with Pinecrest Academy by the start of the next school week. If registered during a school holiday your child will 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.

Approved 10-14-15