



ENROLLMENT AND LOTTERY

I. PURPOSE

To provide all prospective students, grades 9th through 12th the opportunity to attend our school free of charge, regardless of race, color, national or ethnic origin, religion, gender, social or economic status, or special needs.

II. POSITION

Alma d'arte Charter High School admits students on a first come first served basis when seats are available and there is no wait list for the particular grade. When the number of interested students exceeds the total number of seats available, we will hold an annual student lottery for enrollment in April or late July, early August for the ensuing school year that begins in July ("New School Year"). Our new student lottery is held *after* the deadline for return of Commitment Letters and the sibling lottery has been completed.

1. Alma d'arte Charter High School will enroll students in compliance with state standards. The school will enroll no more than 240 students at any time within each school year.
2. Commitment Letters: Families with students currently attending Alma d'arte Charter High School and parents who wish to continue their child's education at Alma d'arte Charter High School in the new school year must complete a "Commitment to Attend" form. Letters to families to include a commitment form will be sent out not less than 30 days prior to the lottery and the forms must be returned to the school by the specified deadline. Families will have at least 10 business days between the postmark on the letters to the return deadline of the "Commitment to Attend" form. All current students will be assigned a space in the next or appropriate grade for the new school year. If the Commitment Letter is not returned by the deadline, that student may lose his/her seat for the new school year.
3. Establish qualified siblings with priority: Each sibling(s) of a currently enrolled student who wishes to attend Alma d'arte Charter High School in the new school year must fill out an enrollment application form by the date specified by the bead administrator. Siblings will be enrolled for the new school year in his/her appropriate grade if space is available after all currently enrolled students have been placed. If the number of interested siblings is greater than the number of slots available in a grade, a "sibling" lottery will be completed. Each sibling applicant will be associated to a bingo ball. Council members will rotate the duty of drawing numbers from the cage until all numbers are drawn, recorded sequentially and announced. If an applicant is drawn for a grade with an opening, that individual will fill the opening. If the number of sibling applicants exceeds the number of available slots at that grade level, applicants will be placed on a wait list in the order their numbers were drawn from the bingo cage.
4. New student lottery: Alma d'arte Charter High School will hold its annual student lottery for new students after the "Commitment to Attend" due date has passed and the sibling lottery has occurred. The new student lottery will take place in late winter

of the school year prior to the new school year. Following the application deadline for prospective students, a lottery will be completed by assigning applicants for each grade level a number. Each prospective student applicant will be associated to a bingo ball. Council members will rotate the duty of drawing numbers from the cage until all numbers are drawn, recorded sequentially and announced. If an applicant is drawn for a grade with an opening, that individual will fill the opening. If the number of prospective student applicants exceeds the number of available slots at that grade level, applicants will be placed on a wait list after any sibling applicants who were wait listed in the sibling lottery and in the order their numbers were drawn from the bingo cage.

5. Any applications submitted following the deadline will be placed in classroom positions on the wait list, in the order of the receipt of their application. Parents will be notified if a space is available for their child for the new school year. Parents or guardians must complete an intent to enroll their child in the school within two weeks of the drawing and complete all registration requirements within two weeks of the drawing to maintain their student's seat. Failure to submit a letter of intent and subsequent registration requirements will result in withdrawing that student's name for enrollment and the seat will be assigned to the next student on the waiting list.
6. If a vacancy opens, the family will be notified. If the Parent/Guardian does not enroll the sibling within 3 days of notice of the vacancy, the slot will be offered to the next applicant and the first applicant's name will be removed from the wait list.
7. Ranking on the waiting list will not be changed once they lottery is held each year. If two siblings are on the waiting list and one gets a seat at Alma d'arte during the school year, his/her sibling remains in the same place on the waiting list for that school year. The sibling on the waiting list is eligible for the sibling lottery the following spring and must follow the process described in paragraph 3.

III. REVIEW

This policy will be reviewed in accordance with the Council's policy review process.

Approved, Governing Council, President

Date

Legal Reference: NM 22 8B-4.1 and 22-10A-20

Policy History: