

## ST. HOPE PUBLIC SCHOOL 7 LOTTERY AND ENROLLMENT POLICY FOR THE 2017-2018 ACADEMIC YEAR

### GENERAL INFORMATION

As a charter school serving grades TK - 8, St. HOPE Public School 7 (PS7) provides all eligible students residing in the state of California the opportunity to apply to a school other than their school of residence. Enrollment at PS7 is determined by an admissions drawing (lottery) and students are admitted as space is available. All students must complete the enrollment process prior to attending. PS7 does not charge tuition nor does it discriminate on the basis of race, color, religion, age, gender, sexual orientation, citizenship, disability, national or ethnic origin, or achievement levels in administration of its admissions policies or education programs.

### ADMISSIONS DRAWING (LOTTERY)

Should the number of students who apply to attend PS7 during the open enrollment window exceed the capacity of a particular grade, a public random drawing ("lottery") will take place to determine admission to the PS7 per Education Code Section 47605(d)(2)(B). During the open enrollment window, **all** new students are required to submit a lottery application to attend St. HOPE Public School 7, regardless of their current or previous school of attendance. Existing PS7 students will be exempt from the public random drawing and will be guaranteed admission for the following year, as long as they do not dis-enroll and as long as they attend school within the first three days of the 2017-2018 school year, or have an excused absence communicated ahead of time with PS7 for the first three days or more of the 2017-2018 school year.

### LOTTERY APPLICATIONS

Lottery applications are available online ([sthope.schoolmint.net](http://sthope.schoolmint.net)) and in paper format, as needed beginning **Tuesday, November 1, 2016**, which is the first day of the open enrollment window. Lottery Applications must be completed by **Friday, March 17, 2017**, which is the last day of the open enrollment period. Lottery applications must be completed by the family in full by 11:59 P.M. on the last date of open enrollment to be considered for selection in the lottery. SUBMISSION OF A LOTTERY APPLICATION DOES NOT GUARANTEE ENROLLMENT.

### LOTTERY PRIORITIES\*

In the event that the number of students applying during the open enrollment window to attend PS7 exceeds capacity in the respective grade level, admissions lottery priorities will be given in the following order:

1. Siblings (defined as sharing at least one biological, foster, or adoptive parent) of currently enrolled or admitted PS7 student(s), or of students attending or who have been admitted to Oak Park Prep, or of students who, at the time of the random drawing, are attending Sac High.
2. Children of St. HOPE Public Schools (SHPS) employee(s) and SHPS board member(s) (this preference is limited to 10% of the total school enrollment).
3. Students placed on the active St. HOPE Public School 7 wait-list for the 2016-2017 school year.
4. Students who are currently enrolled Triumph Center for Early Childhood Education (applies to transitional kindergarten and kindergarten ONLY).
5. Students who did not gain admission to Oak Park Prep through its lottery (only applies to 7<sup>th</sup> and 8<sup>th</sup> grade).

6. Students who reside within the boundaries of the Sacramento City Unified School District (“in-district students”) are granted 3-to-1 weight factor in the lottery to differentiate them from students residing outside of Sacramento City Unified School District (“out-of-district students”).
7. All other students residing within the State of California.

Students previously enrolled at St. HOPE Public School 7 will **not** be awarded special circumstance or priority within the lottery. Students currently enrolled at Oak Park Preparatory Academy will **not** receive priority if applying to PS7 Middle.

**All priorities are subject to verification and proof may be requested to further validate a priority.**

#### LOTTERY RESULTS AND ENROLLMENT

The official 2017-2018 St. HOPE Public Schools Lottery will be held on **Friday, March 24, 2017 at 6:00 p.m. at Sac High**. Attendance at the Lottery is not required but is strongly advised. Families will be notified of their status after the lottery on **Friday, March 24, 2017**.

Students will be admitted according to their numerical ranking as selected in the lottery until capacity is reached in ascending grade level order, beginning with Transitional Kindergarten. Offers of admission are submitted to families via the contact information provided on the application. Thus it is critical that families supply the SHPS Admissions Office with the most current contact information. **Lottery applications found to have falsified information on them for the purpose of gaining an advantage in the lottery will result in the withdrawal of the offer of admission.**

Once families are offered admission following the lottery, they have until **Sunday, April 30, 2017 at 11:59 p.m.** to complete the registration process. To complete the enrollment process, applicants need to login to their Schoolmint account, complete the official St. HOPE Public School 7 registration, and submit all required documents as requested. **All students and families are required to complete the official 2017-2018 St. HOPE Public School 7 registration and submit all required documentation regardless of present or previous school of attendance. The offer of admission will be rescinded if the family fails to complete the enrollment process by the deadline.**

Those applicants not admitted in the lottery will be placed at the end of the wait list according to their numerical ranking. Students will be admitted to PS7 from the wait list based on their numerical ranking and only will be admitted as space becomes available.

#### **ENROLLMENT BEGINNING MARCH 18, 2017**

Students who apply to PS7 after the open enrollment period ends and through June 30, 2017 will be placed at the end of the wait-list in the order by which their completed post lottery application is received. The only admissions’ priorities that will be considered for students who apply on or after March 18<sup>th</sup> and through June 30<sup>th</sup> are for siblings, as defined earlier in this policy, and for children of St. HOPE Public Schools employee(s) and SHPS board member(s), subject to the same limitations identified in the listing of admissions preferences. To be placed on the wait-list, families must submit an application, which is available online at [sthope.schoolmint.net](http://sthope.schoolmint.net). **Students previously enrolled at OPPA or PS7 will not be awarded priority regarding placement on the wait list or immediate enrollment.**

St. HOPE Public Schools is not required to open the enrollment for any particular grade level or any particular term during the year. If an enrollment opportunity becomes available, students are admitted according to their numerical ranking on the wait list.

**Last Updated: October 2017**

## **ENROLLMENT BEGINNING JULY 1, 2017 THROUGH THE FRIDAY PRIOR TO THE FIRST DAY OF SCHOOL IN 2017-2018.**

Students who apply to PS7 after June 30, 2017, will be placed at the end of the wait-list in the order by which their completed post lottery application is received and all of the required documentation is submitted to the SHPS Admissions Office. The only admissions' priority that will be considered for students who apply on or after July 1, 2017 is for children of St. HOPE Public Schools employee(s) and SHPS board member(s), subject to the same limitations identified in the listing of admissions preferences.

## **ATTENDANCE AND DISENROLLMENT BEGINNING THE FIRST DAY OF SCHOOL**

All students, new and returning, who enroll in another school or who do not show up to school within the first three days of the 2017-2018 school year, without an excused absence and prior communication with PS7, will be automatically dis-enrolled from PS7. Any student who dis-enrolls or is dis-enrolled from PS7 will have to re-apply and will receive the same consideration as any other new student.

## **WAIT LIST**

The waitlist will be kept on file in the SHPS Admissions Office and will be valid for the duration of the school year. If a seat becomes available during the school year, that seat will be offered to the next student on the wait list. The last day to be added to the wait list for the 2017-18 school year is **Thursday, February 15, 2018 and students must have their application complete by 11:59 p.m. on this day.**

Students placed on the wait list at the lottery placement will be eligible for the sibling priority. As siblings receive enrollment opportunities, remaining siblings will receive the priority, as stated in the priorities section of this policy, contingent the sibling's application remains active.

Families of students admitted from the wait list will have **4** full business days following the offer of enrollment to complete the enrollment process. Applicants will be moved to the end of the wait list if the family fails to complete the enrollment process by the end of the **4** business days following the offer of enrollment

St. HOPE Public Schools is not required to open the enrollment process for any particular grade level or any particular term during the year. If an enrollment opportunity becomes available, students are admitted according to their numerical ranking on the wait list.

## **REQUIRED DOCUMENTATION TO COMPLETE ENROLLMENT**

1. Student demographic information
2. Proof of age (and grade) appropriate immunizations
3. Home Language Survey
4. Completion of Emergency Medical Information Form
5. Proof of minimum age requirements, e.g. birth certificate
6. Release of records