



## STANDARD POLICIES AND PROCEDURES

<b>POLICY NAME</b> <b>Lottery Policy</b>	Section: E Policy Number: E-1 Effective Date: 5/15/2003 Review Date:
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### APPLICATION PROCESS:

1. Esperanza will announce the opportunity to apply for enrollment in June by advertising in the newspaper as well as through flyers that are distributed throughout the city. These announcements will be provided in both English and Spanish.
2. Applications for enrollment will be accepted beginning in June 2003 and will be ongoing thereafter.
3. Students will be accepted for registration either through the lottery or on a first-come-first-serve basis if there are more openings than student applications. As the applications for enrollment arrive, the registrar or designee will assign each applicant a number beginning with #1. A corresponding item with that number will be placed into the Lottery Box.
4. A receipt record of applications will be kept on file at all times at the school.
5. Applications must be received by 5 pm on the day before the scheduled lottery.

### LOTTERY PROCESS

1. A lottery will be advertised to the public in the newspaper and on flyers.
2. The registrar or designee will draw numbers for the lottery. The corresponding names will be listed in the order that they are drawn. All names will be drawn and listed in the order of the drawing on the appropriate Mid or H.S. roster. After student openings are filled, all others will be put on a waitlist according to the order of their drawing.
3. Subsequent lotteries will be conducted based upon enrollment needs.
4. Students will be notified of their status.

### REGISTRATION PROCESS

1. Students will be accepted for registration either through the lottery or because there were fewer applicants than spaces available.
2. Students will be notified by telephone and/or by mail. Families will be informed of the dates, times and location of registration.

3. Families of selected students are responsible for informing the school of their intent to registrar if they are unable to attend the scheduled registration date by the registration date.
4. If the family of the student does not inform the school by the registration date, or doesn't attend a scheduled registration, his/her name will be removed from the list and that student space made available.
5. Applicants will be invited to participate in an informational meeting with a school designee.
6. Those students who decide not to attend Esperanza will have registration removed and the space will be filled.
7. Students will be deemed registered when the following is completed or submitted to the registrar:
  - a. Withdrawal slip from the previous school
  - b. Copy of immunization records
  - c. Verification of original birth certificate
  - d. Unofficial transcript
  - e. Special Education information (if appropriate)
  - f. Emergency contact information
  - g. Health insurance information
  - h. Lunch form
  - i. Release of information
  - j. The Esperanza registration form
  - k. Other as requested

LADE will operate as a non-sectarian, non-religious, public school and will comply with all applicable federal, state and local laws, rules and regulations including , without limitation, the Constitutional provisions prohibiting discrimination on the basis of race, color, national and ethnic origin, disability, age, creed, gender, religion or ancestry. LADE will not charge tuition to any student.