LOTTERY AND ENROLLMENT PROCEDURE

**Purpose:** The purpose of this procedure is to comply with the requirements of Utah Administrative Code R277-472 and Associated Administrative Rules and Statutory References 53A-1a-506.5

**Procedure:** WSU Charter Academy has established an official admission procedure for accepting applications for enrollment at WSU Charter Academy. The procedures to be followed in the enrollment and lottery process are in the Lottery and Enrollment Policy and are made in compliance with governing laws, rules, regulations, and guidelines.

Admission to WSU Charter Academy will not be made and preference in admission will not be given on any basis that violates governing laws, rules, and regulations, including IDEA 2004 and civil rights laws.

Notice of the opportunity to submit an application and procedures for enrollment at the School will be published on the WSU Charter Academy website beginning no later than sixty (60) days before the open enrollment period. The open enrollment period will commence for each upcoming school year between **January 1 – February 28.** Lottery Application must be received by 11:59 p.m. on **February 28** to be included in the lottery. The lottery is locked after the closing date with no changes being made except to withdraw a child from the lottery. The website provides the following enrollment information: (1) a description of the procedures for applying for admission to the WSU Charter Academy; (2) the opening date or the WSU Charter Academy’s calendar; and (3) a description of how a student may transfer from WSU Charter Academy to another charter school or district school.

The first lottery will be held in March of each year, following which, additional lotteries will be conducted from time to time as needed until the targeted enrollment numbers are met in the given year. The WSU Charter Academy may, at the discretion of the administration and as is permitted by applicable law, continue to enroll students from the lottery and/or waitlists throughout the school year to fill vacant seats when students withdraw.

Applications for enrollment at WSU Charter Academy will be made electronically. If WSU Charter Academy receives more applications for a grade than there are available seats in that grade, it will accept students through a random electronic lottery system. The only exception is that WSU Charter Academy may give preference in its random lottery to certain categories of students as permitted by applicable law. This preferential status shall be given in the following order and to the following categories of students:

- **First Preference:** to children of “Founders” (as defined in the policy);
- **Second Preference:** to children of “Teachers” (as defined in the policy) of the WSU Charter Academy;
- **Third Preference:** to siblings of students presently enrolled in the WSU Charter Academy; and
- **Fourth Preference:** to children of “Employees” (as defined in the policy) of the WSU Charter Academy.

Students selected through the random lottery will receive written notice from the WSU Charter Academy within three (3) business days offering admission to WSU Charter Academy. The offer of admission will include, among other things, a deadline for accepting the offer. Failure to accept an
offer of admission by the deadline will permit WSU Charter Academy to offer admission to another student identified through the random lottery.

Using bingo balls with a matched list of numbers assigned to students (multiple birth students will have the same number), the lottery will take place in a public forum. No preferential treatment, guaranteed admission, or denial of any student will be permitted for any reason other than age requirement for the beginning of the school year (age 5 by September 1). All students and their parents/guardians who have applied for the lottery will be invited to the forum, but attendance is not mandatory. This forum will originally take place on the Ogden campus of Weber State University.

Admission and Notification: Once a child has been accepted either through the lottery or the wait-list, parents/guardians will be notified via email, within 3 working days, and given the opportunity to accept or decline their child’s admission and complete the necessary paperwork for registration. Upon notification of acceptance, an electronic and/or signed copy of an acceptance or rejection form must be returned to WSU Charter Academy.

WSU Charter Academy will attempt to contact parents/guardians regarding their child’s admission a minimum of two times. If the parent cannot be contacted or is non-responsive within a designated time period, the available space may be offered to another waiting student. Response deadlines are calculated from the first attempted contact as follows:

<table>
<thead>
<tr>
<th>Date of First Attempted Contact</th>
<th>Response Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lottery through June 30</td>
<td>2 weeks</td>
</tr>
<tr>
<td>July 1 through July 31</td>
<td>1 week</td>
</tr>
<tr>
<td>August 1 through First Day of School</td>
<td>48 hours (2 working days)</td>
</tr>
<tr>
<td>First Day of School through September 30</td>
<td>24 hours (1 working day)</td>
</tr>
</tbody>
</table>

Parents/guardians will be notified via e-mail. It is the responsibility of parents/guardians to ensure that the school has their current contact information and to respond by given deadline to an offer of admission.

Final Registration: Parents/guardians who accept admission are provided with required registration materials to complete student registration as well as a firm deadline for submission of all registration materials. If the designated registration deadline is not met, the available space may be offered to another waiting student.

The registration packet must be returned within five (5) weeks of the students’ acceptance. Failure to return packet within this time period will result in student being dropped from the WSU Charter Academy.