

V. B. Glencoe Charter School Enrollment Policy and Lottery Procedures 2025- 2026

Overview

Pursuant to section RS 17:3991(C)1a, V. B. Glencoe Charter school shall enroll an eligible student who submits a timely application unless the number of applications exceeds the capacity of a program, class, grade level or building. In such cases, all applicants shall have an equal chance of being admitted through a random selection process. In accordance with RS 17:3991(B), a charter school may give enrollment preference to the populations denoted in the Lottery Rules and Procedures. Applications will be accepted each year during an open enrollment period and continuously to maintain capacity in each grade level. All applications will be date/time stamped as they are received and filed by grade level. If the number of applications exceeds the capacity of a program, class, grade level, or building, a public lottery will be held to determine which applicants are admitted. The number of seats available will be determined by the number of students who recommit minus the capacity. All applications received after the open enrollment period will be placed at the bottom of the waiting list for that particular program, class, or grade level in the order in which they are received.

Non-Discriminatory Assurance

V. B. Glencoe Charter School is committed to enrolling a diverse student population and shall include a system for admission decisions which precludes exclusion of pupils based on race, religion, gender, ethnicity, national origin, intelligence level as ascertained by an intelligence quotient examination, or identification as a child with an exceptionality as defined in R.S. 17:1942(B) and aligned to Bulletin 126.

Eligibility and application requirements

Applications are initiated by a parent or legal guardian completing and submitting the school's student application form. Applications can be picked up in our school office or by retrieving a copy on our website at www.vbglencoecharter.org.

The following documentation is required by V. B. Glencoe Charter School and is collected for review and verification. The following items are generally required for all students:

- Social security card
- Birth certificate
- Report card, transcript
- Current immunization/medical history
- When appropriate, documentation of IEP, IAP, EL Checklists, literacy scores, LEAP or Standardized test scores, and any conduct/discipline actions
- Students enrolling in kindergarten must turn 5 by September 30 of the enrolling year.

Application Process and Recruitment Timelines

1. Applications for the upcoming year will be accepted each year during an open enrollment period beginning on January 15st through February 15th.

2. Applications will be accepted in-person or through email or fax sent to the school and will be date and time stamped.
3. All applications submitted during the open enrollment period will have no guaranteed admission pending lottery proceedings.
4. Applications submitted up to the announced enrollment decision date will be reviewed by the Director for completeness, age, and grade of student.
5. Completed applications will be sorted by entering grade.
6. If the number of applications submitted within the Open Enrollment period exceeds the number of seats available for any grade level, a random lottery from among all applicants will be held to determine who is offered a seat at the school. The number of seats available will be determined by the number of students who recommit subtracted from the capacity.
7. After the lottery process, applications will be accepted continuously to maintain capacity in each grade level. All applications received after the open enrollment period will be placed at the bottom of the waiting list for that particular program, class, or grade level in the order in which they are received.
8. Marketing for enrollment will be conducted through social media outlets, newspaper ads, flyers given to current students and families, and other community outreach initiatives.

Lottery Rules and Procedures

1. A lottery shall be conducted to include all grades in which the number of applicants exceeds the number of expected seats available.
2. The lottery will be held on the last Monday of February at the regularly scheduled Board of Directors meeting.
3. Lottery ID numbers will be assigned to each applicant in the order that applications are received.
4. No drawing will be made if the number of applicants does not exceed spaces available in each grade level.
5. All students currently enrolled in Pre-K classes will be required to enter kindergarten lottery if there are more students than projected openings (no automatic re-enrollment).
6. Preferences
 - A. All preference categories shall be published prior to the lottery being conducted.
 - B. All applicants entitled to receive a placement preference shall be identified PRIOR to the lottery.
 - C. Preference status entitles an applicant to be offered an available seat ahead of applicants without a preference status if openings exist. If openings do not exist, waitlist preference will be given.
 - D. All preferences shall be considered in the following hierarchy if openings exist:
 - i. Applicant is a sibling of a currently attending student.
 - ii. Applicant child of an employee of school or charter board member.
 - iii. Students of Active Duty military personnel.
 - iv. Applicant sibling of an accepted applicant applying for the same academic year. Siblings who are applying for the first time will receive preference only after one of the siblings has been accepted.

- v. *Identified* applicants considered to be an “at-risk pupil”, as defined by RS 17:3973(1) will be given double weight in Lottery.

7. If a lottery is to be conducted, the following procedures will apply:
 - a. The lottery will be conducted by a member of Administration who has no child or grandchild applying to attend.
 - b. On the day of the lottery, the lottery administrator will check to assure that each applicant’s lottery number is on a lottery device (e.g. small ball, object, or paper).
 - c. All the objects with lottery ID numbers will be placed in a container.
 - d. *Identified* at risk applicants will be weighted for the lottery (they will be given two ID numbers in each container).
 - e. Prior to drawing ID-numbered objects, the lottery administrator will assert that all the lottery numbers have been double-checked and all eligible children are included.
 - f. Only the lottery administrator will draw ID-numbered objects from the lottery container.
 - g. Personnel from the school’s administration will record selections.
 - h. All offers of registration shall be made in the order of the lottery results. Any student who is not chosen will go on a waiting list in order of the draw from the lottery; the waiting list should be available for anyone to see (ID numbers only).
8. A parent or legal guardian will be notified of their child’s acceptance or placement on the waitlist no later than twenty-one (21) days past the acceptance period deadline and will have a specific timeline to respond to the school of their decision to attend. If an accepted applicant decides not to attend the school, the slot will be given to the first person on the waiting list.

Instructions for accepting admission if chosen in the lottery

Parents or legal guardians will be notified within twenty-one days of the lottery of acceptance or wait-list status of students. Parents or legal guardians shall be required to affirmatively respond to an offer for acceptance within 7 days. Those not responding (excludes declines) will be moved to the waitlist for that grade level. All required documentation must be received before official enrollment is complete.

Waitlist procedures

All students not accepted through the lottery will be placed on the waitlist for future openings. As openings occur, students on the waitlist will be contacted according to their order on the waitlist and by grade level of opening.

All applications received after the open enrollment period will be placed on the waitlist for that program, class, or grade level in the order in which they are received.