



Standard Operating Procedure and/or Policy

Enrollment and Public Lottery Policy
for 2023/2024 School Year

P.O. Box 523, Mountainhome, PA 18342 • (570) 595-6355
a 501(c)(3) educational non-profit Charter School

Policy 1802-06

Effective Date: May 1, 2023

4. Procedure- Process

- 4.1. All new applications for the 2023/2024 School Year will be accepted May 1st through June 1st, 2023 and held without priority ranking prior to the scheduled public annual lottery held at Evergreen on or before June 30, 2023 as advertised on Evergreen's Enrollment Application Form.
- 4.2. Applications will be sorted by grade level for the upcoming school year. Applicants may only apply for one grade per school year.
- 4.3. Each new applicant is welcome to schedule a personal meeting and tour of the facility with the Director or designee teacher during the month of June.
- 4.4. Preference for new applicants is given to Immediate Family members of current students, alumni, faculty, or trustees.
 - 4.4a The intent of the Family preference is to allow families to stay together. The term FAMILY MEMBER shall include:
 - A. Biological/adoptive sibling/child of current Evergreen students and/or alumni.
 - B. Children/grandchildren of faculty, staff, or trustees.
 - B. Stepsiblings residing in the same household.
 - C. Foster children residing within the same household.
- 4.5. To be considered for admission, family members identified in 4.4 must submit an application to the school. If desired, a school tour may also be scheduled. If there are more Family applicants for a particular grade than there are available openings, a Family applicant lottery will be drawn for that specific grade.
- 4.6. All new applicants, including same grade siblings, will be treated as two separate students applying, rather than as a single unit. If one sibling is chosen through the lottery, the other sibling will be grandfathered for the following school year.
- 4.7. All complete applications will be entered in a lottery for the available spots in each grade.
- 4.8. Notice of the impending public lottery will be advertised each May 1st on Evergreen's Enrollment Application Form. The lottery process for the 2023-2024 school year will occur on or before June 30, 2023 at Evergreen Community Charter School.
- 4.9. Available slots for each grade level will be at the discretion of the Evergreen Community Charter School Board of Trustees and on the advice of the Advisory Panel and/or the Director of the school. Grade sizes will not exceed 16 students per grade.



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- 4.10. The lottery is open to the public. All applicants, parents/guardians are welcome to attend, but it is not required and will not affect the outcome of the lottery in any way. Because of the large number of applications beyond available slots, the lottery can be a disappointing experience to witness. Evergreen urges parents to please think about whether or not to bring their students.
- 4.11. Names will be transferred from applications to index cards and placed into a brown paper bag for each grade. Cards will be randomly drawn by the Board President or designee for the available spots in each grade. In the event that a clerical error is made during the transfer of names, the lottery from that specific grade will be void and repeated the same day as soon as the error is corrected.
- 4.12. In addition, two other names will be pulled and named as alternates for each grade and added to a wait list. All remaining names will be pulled from the bag to verify the participants in the lottery.
- 4.13. All applicants will be notified by phone of the lottery outcome on day of the drawing. Students will be asked to make a commitment or decline enrollment at Evergreen by July 6, 2023. After that time, all students on the waiting list will be informed as to their enrollment status opportunity at Evergreen. If chosen to attend from the waiting list, students will be asked to make a commitment or decline enrollment at Evergreen by July 13, 2023.
- 4.14. The admission process for Charter School students is independently and publicly verifiable for fairness and compliance with written procedure(s). The lottery will be video-taped and available for viewing.
- 4.15. Additional lotteries may be held if needed. If there are no waiting list applicants remaining, the school will re-open the admissions process, invite new applicants, and conduct lottery drawings as needed. At least one week's notice will be given prior to any lottery.
- 4.16. When a student vacancy arises, the last date for a new student from the waiting list to start at Evergreen will be the last day of the end of the second quarter marking period for grades 6th – 8th, and the last day of the end of the first quarter marking period for grades 9th-12th.

5. Reference Documents:

Pennsylvania Charter School Law (24 P.S. §17-1701-A, et.)
http://www.pde.state.pa.us/charter_schools/cwp/view.asp?a=146&Q=47379

Pennsylvania Department of Education Charter School website
http://www.pde.state.pa.us/charter_schools/site/default.asp