



**THE**  
**main street**  
**ACADEMY**

## The Main Street Academy Enrollment Lottery-Wait List Policy 2010

Per Georgia State law, The Main Street Academy must enroll students using a lottery process when applications received during the enrollment period exceed the enrollment capacity. A lottery is a process of random selection of applications that identifies students for enrollment and generates the school's wait list. During the lottery process, the names of all completed and accepted applications submitted during the enrollment period are publicly drawn in random order until capacity is reached. Once capacity is reached, the remaining names are drawn and placed on an ordered wait list.

The Main Street Academy will not limit enrollment based on student's race, color, religion, national origin, language spoken, intellectual or athletic ability. To ensure that children receive fair and equitable opportunities to enroll in and attend public charter schools, we have developed a standard enrollment and lottery policy.

Date: Tuesday, April 13, 2010

Location: Georgia International Convention Center – the Italian Suites  
2000 Convention Center Concourse, College Park, GA 30337  
(Enter through the International ballroom on the right of the building if facing the building from Camp Creek)

Time: 6:00 PM

Lottery results will be available on April 16, 2010. Call 404.377.5093 or 888.737.2968 for lottery results.

*(A lottery drawing must be conducted for every grade that exceeds enrollment capacity after the enrollment period.)*

1. Determine the number of available slots per grade level.
2. Obtain an electronic and hardcopy list of all applicants sorted by grade level. This file must include sibling relationships.
3. Notify parents/guardians of the time and location of the lottery. It is not necessary for an applicant's parent/guardian to be present at the lottery for an applicant to participate in the lottery.
4. Choose a neutral location for the lottery that can accommodate spectators who may wish to attend the lottery. If applicable, request that representatives from your charter board be present for the lottery.
5. Designate a key staff member (Principal, Regional General Manager, Charter Board Member, etc.) to give brief welcome to spectators and an overview of the process before the lottery.
6. Designate at least two individuals to do the actual drawing and reading of names. These persons should not be affiliated with the school or the board.

7. Designate a “recorder” to record lottery results for each grade level and a “file manager” to keep track of the ‘admitted’ and ‘wait list’ students during the lottery.
8. The name and grade of each student who has submitted a complete application during the enrollment period:
  - a. Should be placed on an index card (Lottery Card).
  - b. The information on the Lottery Card should be verified against the application.
  - c. Siblings should be noted on the Lottery Card.

**The following steps should be followed at the lottery event:**

For each grade lottery beginning with the highest grade,

1. Welcome to spectators and give a brief overview of the process before the lottery. Brief overview to cover Preferences; Drawing to select students; Wait list process; Notification process.
2. To make this process as transparent as possible, students with preference will be placed on list first. As students with preference are placed on grade list, announce the names of the students who have already been admitted into the grade through enrollment preferences (board members’ children and siblings of students already admitted into another grade).
3. Announce the names of the students who have already been admitted into the grade through enrollment preferences (board members’ children and siblings of students already admitted into another grade).
4. Each individual Lottery Card should be placed in an envelope marked with the appropriate grade. As each Lottery Card is placed in a grade envelope, an individual not affiliated with the school or the board should announce the name on the card.
5. The Lottery Envelopes for a particular grade should be placed in a large, clear container and shuffled.
6. An individual not affiliated with the school or the board should draw Lottery Envelopes from the container one card at a time.
7. The name of the student on the enclosed Lottery Card should be announced and assigned a Lottery Number. This number should be recorded on a ledger with the name of the student and on the Lottery Card itself. A student cannot lose his/her seat on the class list once it has been awarded.

8. As each name is read, check for siblings in other grades on the complete list of all students.
  - a. A sibling is defined as (i) a biological or adoptive sibling residing within the attendance zone; or (ii) a stepsibling residing in the same household with the same parents / legal guardians. A stepsibling residing in a different household or having different parents / legal guardians will not be considered for a sibling preference.
  - b. Any sibling identified at this time will be given admittance if there is an available spot in that sibling's grade, or if that sibling has already been placed on a wait list in that grade, then the sibling would be moved up to the first position in that wait list. Once the first position in a wait list has been filled by a student with a sibling admitted in another grade, the next sibling moved up in the wait list due to admittance of his or her sibling will be moved up to the second position, and this process will continue accordingly as each Lottery Envelopes are drawn for each grade. Once a sibling whose sibling has been admitted in another grades take a preference spot in the wait list, that sibling cannot be displaced by another sibling moving up for the same reason.
9. The names drawn in lottery number order equaling the enrollment openings for that grade should be placed on the class roster for that grade.
10. Once the enrollment openings for that grade are filled, the remaining Lottery Envelopes will continue to be drawn randomly, one by one, and recorded in the order in which they are drawn. This list will form an ordered Wait List for that grade.

This process should continue until all envelopes have been drawn, opened, and recorded starting with the highest grade level and moving to the lowest grade level.

The Wait List ranks applications that were submitted during the enrollment period. These applicants should be identified by number and by grade. As spaces become available at the school, they will be offered to the applicants in the order of placement on the wait list.

All families will be notified by April 30 of their acceptance or wait list status.

**Additional information regarding lotteries:**

- Charter schools are required to include special needs students in its regular lottery.
- A school may limit enrollment to specific grade levels but this practice should be consistently enforced.
- Schools may grant enrollment preference to siblings of current students during the enrollment period.

- If a parent submits applications for siblings within the enrollment period, if one of the siblings is chosen in the lottery, the other siblings may be enrolled as long as a slot is available in the siblings' grade levels. If a slot is not available in the sibling's grade level, the sibling will receive preference on the wait list during the lottery procedure. Sibling preference will only be applied to the wait list at the time of the lottery. The wait list will not be adjusted after the lottery process has been completed, even if one sibling is later accepted into a grade.
- If the maximum number of students for a particular grade is exceeded due to admittance of a twin and a spot later opens up in such grade, the maximum number of students in that grade will be readjusted to original levels with the exceptional admittance of the twin.
- After enrollment period, we will continue to accept applications for enrollment. For a grade at capacity as determined during at the end of the enrollment period and by lottery as necessary, there will be an ordered wait list for that grade to fill spots as they become available (wait list ordered as names drawn from the lottery and adjusted for sibling preference during the course of the lottery). Any new applications received will be added to the wait list, in the order in which they are received. For a grade not at capacity, applications received will be enrolled in the order in which they are received; once capacity is reached, applications received will be placed on a wait list in the order in which they are received.
- A wait list is only valid for one school year. Schools must begin a new "enrollment-lottery-wait list" process each school year.

Please contact the EdisonLearning Enrollment Department with any additional questions.  
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