ENROLLMENT / LOTTERY POLICY

LOTTERY AND ADMISSIONS PROCEDURE:

Sierra Expeditionary Learning School desires that its student population be reflective of the entire Tahoe/ Truckee community. To that end, SELS actively outreaches to recruit a student population from the entire area served by TTUSD, and attempts to strike a socioeconomic balance among the student population consistent with the overall population of students in the district, as reflected in the yearly California Basic Educational Data System (“CBEDS”) report for TTUSD. Each year, a specified percentage (determined by the prior year’s CBEDS data) of all available spaces in each grade level will be designated for students who are economically disadvantaged (as defined by those students’ demonstrated qualification for the Free and Reduced Price Meal program).

Currently enrolled students who have indicated their intent to re-enroll shall automatically be reserved a space for the following year. Applicants who are children of eligible staff or siblings of currently enrolled students who previously applied for enrollment and remain on the waitlist shall be offered admission in the order of the then-existing waitlist. Admission for any remaining available spaces shall be offered in accordance with the following Preference Levels:

Preference Level A - Children of eligible SELS staff (subject to a “small percentage” limitation that the total number of students’ allowed under the exemption not exceed 10 percent of total enrollment).

Preference Level B - Siblings of existing SELS students

Preference Level C - Students residing within the territorial jurisdiction of TTUSD (as set forth in Education Code section 47605(d)(2)(B)).

Preference Level D - Students residing outside of the territorial jurisdiction of TTUSD.

Within each Preference Level, applicants will be placed in one of the following two Categories:

Category 1 - Economically Disadvantaged: Pool of applicants limited to students who are economically disadvantaged, defined as students demonstrating their eligibility for the Free-Reduced Priced Meal program. Students admitted through Category 1 must provide proof of F-R Meal Program eligibility when requested. Failure to demonstrate eligibility shall result in forfeiture of offered admission and/or removal from the Category 1 waitlist. **SELS reserves the right to audit eligibility, using the income eligibility guidelines established by the USDA.**

Category 2 - General: all others applicants.

If the number of applications for admission exceeds the number of remaining available spaces in a particular grade level, such spaces will be filled by public random lotteries, organized by Preference Level. Within each Preference Level, applicants shall be organized by Category. If there are insufficient applicants in the applicable Preference Level and Category, the next applicant within the applicable Preference Level for the alternate Category will be offered admission at the conclusion of the Public Lottery. However, if there are insufficient applicants in Preference Level C in either Category 1 or in Category 2, the next applicant for the alternate Category shall not immediately be offered admission at the conclusion of the Public Lottery. Rather, SELS shall continue its outreach efforts focused on the undersubscribed Category and a second Public Lottery shall be conducted for the applicable grade level and Category. At the conclusion of the Second Public Lottery, if a
Category with a vacancy remains undersubscribed, the next applicant within Preference Level C for the alternate Category shall be offered admission. Those not chosen for admission will be placed on a ranked waitlist for their Preference Level and Category based upon the order in which they were drawn.

The lotteries will be held in a public setting. In order to protect all applicants’ anonymity and in an effort to keep families together, applicants will be assigned a Family Number on their applications which will be used in the lottery to represent all students in such applicant’s nuclear family for which an enrollment application has been received.

After the lottery, SELS will post the results by Family Number at truckeecharterschool.org. It shall be the successful applicants’ responsibility to verify admission status on the website, and to notify the Director within two weeks if they wish to enroll their student at SELS. The Director will endeavor to notify families who are offered admission and provide them with official enrollment forms and instructions. It is the applicants’ responsibility to assure that SELS has current contact information at all times. Successful applicants who fail to respond by the applicable deadline or decline an offer of admission shall be removed from the waitlist and the next student will be notified.

Waitlist Procedure:

Throughout the school year, if an opening becomes available, the next student on the waitlist for the appropriate Preference Level and Category will be notified of his or her status and given one week to respond with the intent to enroll. An applicant who fails to accept admission within such time period shall be removed from the waitlist and the next applicant will be notified. If there are no applicants on the waitlist for a Preference Level and Category with a vacancy, the next applicant within the Preference Level for the alternate Category will be offered admission. If there are no applicants on the waitlist for a Preference Level in either Category, the next applicant in the following Preference Level for the appropriate Category will be offered admission, and so on.

In order to avoid unnecessary academic disruption, following the Second Principal Apportionment reporting deadline (“P-2,” generally mid/late April), SELS will not fill any vacancies that become available for the remainder of the academic year.

A new lottery will be conducted each year. The waitlist for Preference Levels C and D will expire upon the P-2 deadline during each academic year. Applicants in Preference Levels A and B will maintain their waitlist position until they are offered admission.

Enrollment Application Requirements:

Students are eligible for Kindergarten if they are age 5 on or before Oct 1, 2013 and by Sept 1 all following years (EC Section 48000[a]). Prior to applying to SELS, attendance by at least one parent at a Family Information event is required. The following steps must be completed for the application to be deemed complete:

- Applicants must attend and sign-in at a Family Information event during which the academic program, SELS philosophy, mission and lottery procedures will be explained in further detail. Verification of attendance at a prior years’ event may satisfy this requirement.
- Applicants must submit a completed application which must be received by SELS on or before 3:30 pm on the application deadline. It shall be the applicant’s responsibility to assure the application form is fully and properly completed and received by SELS prior to the deadline. Applicants are encouraged to verify receipt of their applications by checking the SELS website (www.truckeecharterschool.org) prior to the application deadline. Applicants without access to a computer may call the SELS office at (530) 582-3701.
- If applicable, a properly completed application for Free and Reduced Lunch, signed under penalty of perjury, must be submitted with the enrollment application in order to qualify for the Category 1 lottery.
- Applicants must apply for admission in the student’s appropriate grade level. SELS will verify grade level recommendations from the student’s previous school prior to enrollment. Students will be deemed ineligible for enrollment unless they have applied for admission in the appropriate grade level per educational standards.
- Prior to matriculation, parents and students must sign a form indicating that they have read and understand the philosophy, mission, handbooks, and policies of Sierra Expeditionary Learning School and that they accept the responsibility for proper maintenance of school equipment and materials.
**IMPORTANT DEADLINES (EXACT DATES TO BE ESTABLISHED ANNUALLY IN FEBRUARY):**

- **Intent to Enroll Deadline (late March)** – Intent to Enroll forms for existing students and enrollment applications for Preference Levels A and B (children of staff and siblings of existing students) must be received by the SELS office by 3:30 pm. Preference Level A and B enrollment applications that are received after this deadline may be submitted to the Preference Level C lottery.

- **Application Deadline (approximately one week prior to the Public Lottery)** – Application Deadline for Preference Levels C and D. Properly completed enrollment applications (and Free and Reduced Lunch applications, if applicable) must be received by the SELS office by 3:30 pm for entry in the public random lottery. Applications that are received or completed after this deadline will be added to the bottom of the waitlist in the order received/completed, or entered in the Second Public Lottery, if any, as set forth below.

- **Public Lottery (mid April)** – Public Lottery will take place at Sierra Expeditionary Learning School, or such other location designated by the SELS Board.

- **Contingent: Second Lottery Application Deadline and Lottery (early June)** – A Second Public Lottery will only be conducted in the event any grade level and Category within Preference Level C is undersubscribed at the conclusion of the initial Public Lottery, and shall be limited to such grade level(s), Preference Level and Category.

*At the discretion of the Director, exceptional circumstances may be submitted to the Board*

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* The CBEDS percentage shall be applied to the total number of available space in each grade level. However, at each grade level, all applicants within a Preference Level shall be offered admission (regardless of Category), before an applicant in a subsequent Preference Level is admitted. To the extent that application of the CBEDS percentage results in a fractional available space in either Category within a grade level, SELS shall adjust each Category up or down by such fraction in order to achieve a whole number of student spaces within each Category and grade level. To the extent the socioeconomic balance among the entire student population at SELS is not consistent with the overall population of students in the District, such adjustment need not be made by mathematical rounding, but rather may be made in an effort to achieve such socioeconomic balance.

** Eligible SELS staff shall be defined as those employees (but not independent service providers) who have executed and thereafter fulfill an employment contract for a minimum 0.2 full time equivalent (FTE) position for the school year in which admission is sought.

*** Preference Level A applicants shall be removed from the Preference Level A waitlist in the event the required employment criteria subsequently fail to be satisfied. Preference Level B applicants shall be removed from the Preference Level B waitlist if an enrolled sibling leaves SELS voluntarily or for disciplinary reasons (transfer, expulsion, etc.). All such removed applicants shall be removed to the bottom of the Preference Level C or D waitlist, as applicable. Once a Preference Level B applicant has attained a waitlist position, such applicant shall not be removed from the Preference Level B waitlist by virtue of the graduation of an older sibling. However, as siblings of currently enrolled students are added to this waitlist, they will take preference over siblings of graduated students, whose waitlist position will be adjusted accordingly. Should a Preference Level A or B applicant decline an offer of admission, such applicant shall be removed from the waitlist and forfeit his/her waitlist position. Should such an applicant subsequently decline an offer of admission, such applicant shall thereafter be ineligible for the Preference Level A or B lotteries.

*Sierra Expeditionary Learning School lottery procedures shall be reviewed annually and are dependent on classroom space available*

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**Amendment to Lottery Policy Aug '14**

Out of District students:

For lottery, are subject to rules outlined in Lottery Policy.

Once enrolled, if student's primary residence is out of District: enrollment may continue contingent on student's ability to continue to meet standards and benchmarks established by program; if unable to meet these standards and benchmarks, student may be un-enrolled from the program.
Out of State students:
- For lottery, no out of state students are allowed to participate.
- Once enrolled, if student's primary residence becomes out of state, student will be un-enrolled once enrolled in another school or at 2 weeks from notification of move, whichever occurs first.

Amendment to Lottery Policy

In order to maintain the intent of Preference Level B (keeping families together), where a waitlist for Preference Level B applicants exists, the following procedures shall take effect:
- Siblings of currently enrolled students shall take preference over siblings of graduated students.
- Siblings of graduated students must let SELS Admin know they remain interested in participating in the current lottery.

Amendment to Lottery Policy

Since SELS contracts Special Education Services from TTUSD, there are full-time employees of TTUSD working on-site. These employees of TTUSD, so long as they work 0.8 or greater FTE on-site at SELS, will be included in the Preference A category of the Lottery. All requirements of Preference A status apply.