

## Lottery and Enrollment Policy

As approved (October 2014) and amended (April 2015, June 2018, April 2023)  
by The Learning Community Board of Directors

1. **Recruitment:** The Learning Community works to ensure that all families with age- and residency-eligible children know about and can easily apply for enrollment at the school. The Learning Community recruits families each year through such activities as: outreach to community-based organizations in low-income neighborhoods in our cities; public service announcements on Spanish radio; social media; billboard advertisements; and an Open House for applicants and prospective applicants.
2. **Applications for Enrollment:** Applications shall be accepted through RIDE's [EnrollRI](#) portal, in English, Spanish, Portuguese, and all other languages made available in the portal. Paper applications will be available at the school; the school will work with families to convert all paper applications into EnrollRI applications (excepting any instance in which EnrollRI does not permit a particular application to be submitted, in which case a paper application shall be permitted). Applications shall be due on the deadline established annually by the Rhode Island Department of Elementary and Secondary Education (RIDE) (on or about March 17).
3. **Lottery**
  - a. **Determination of Necessity:** When fewer students apply than there are seats available in a grade level, all eligible applicants shall be offered enrollment into the school and no lottery is necessary. When more students apply than there are seats available in a grade level, the school shall conduct a random lottery drawing to determine enrollment.
  - b. **Determination of Available Seats:** As specified in the school's charter, the Learning Community has total enrollment targets of 60% Central Falls residents, 20% Providence residents, and 20% Pawtucket residents. Seats made available through the lottery are based on (a) total enrollment targets by city and (b) total enrollment by city and grade level of current Learning Community students committed to returning for the following school year.
  - c. **Date:** Unless mandated otherwise by RIDE, the lottery will be held on April 1 (or, if April 1 falls on a weekend, the first weekday thereafter) in the school year immediately preceding the year in which students are to enroll.
  - d. **Public Notification:** The public will be notified of the lottery date through the school website and social media posts, the EnrollRI portal, and the Open House for applicants and prospective applicants.
  - e. **Eligibility:** All eligible applicants who have submitted enrollment applications prior to the application deadline shall be included in the lottery. When the school receives an application that, for reasons of residency or age, disqualifies the applicant from enrollment, the school shall contact the applicant to notify them that they are not eligible

to apply. This contact shall be documented, and such applications shall be marked ineligible.

- f. **Process:** The lottery shall be conducted publicly (with all applications anonymized) by use of a random number generator. Applications shall be assigned a randomly generated number and then ordered from the lowest to the highest randomly generated number at each grade level (by city of residence).
- g. **Priority Groups**
  - i. **Eligible siblings of students enrolled in the school at the time of the lottery:** Given sufficient available seats in a given grade level, all eligible siblings shall be enrolled, regardless of their city of residence. If there are more siblings than seats available in a given grade level, then a lottery shall be held for all siblings (regardless of their city of residence). Sibling applications shall be assigned a randomly generated number and then ordered from the lowest to the highest randomly generated number at each grade level. Students from this Waiting List shall be prioritized above all other applicants.
    - 1. For purposes of this policy “sibling” means “one of two or more individuals having one common parent.” If two children share a common guardian, and the guardian was appointed for a substantial reason other than school enrollment, then the school would also interpret “siblings” to include children who share a common legal guardian. The school does not interpret “siblings” to include members of a student’s extended family—such as cousins, step-siblings and others who, because of various circumstances, have become part of the family unit and live in the same household.
    - 2. To establish sibling status, families of students must provide:
      - a. Photo identification for parent or guardian AND one of the following:
      - b. Student birth certificate identifying same parent; or Court document(s) reflecting appointment of a common legal guardian
  - ii. **Children of team members:** Given sufficient available seats in a given grade level, all children of team members shall be enrolled, regardless of their city/town of residence. If there are more children of team members than seats available in a given grade level, then a lottery shall be held for all children of team members (regardless of their city/town of residence). Applications of children of team members shall be assigned a randomly generated number and then ordered from the lowest to the highest randomly generated number at each grade level. Students from this Waiting List shall be prioritized above other applicants.

The above notwithstanding, at no time shall children of team members comprise more than 10% of the school’s total enrollment.

- h. **Filling Seats:** The names of applicants to be offered admission shall be determined, and then displayed and/or announced, beginning with Priority Groups (ordered as described in section 3g) and proceeding to all other applicants (ordered as described in section 3f).

- i. **Witnesses:** Current family members, team members, and any members of the public who attend the lottery will be invited to serve as witnesses of the lottery process and results.

#### 4. Notification of Admission Offer

- a. Families shall be notified through the EnrollRI portal, on a date established by RIDE, whether their applicant was selected from the lottery for an offer of admission into the school.
- b. On the notification date, The Learning Community shall provide every selected applicant with an enrollment confirmation form to complete. Each family shall have up to 15 days to confirm their intent to accept the offer of admission by submitting the completed enrollment confirmation form to the school. The school will make a reasonable effort within this period to make contact with the family. If the family fails to confirm enrollment by the established deadline, the school shall offer the seat to the student next on the Waiting List at that grade level.
- c. After a family has confirmed enrollment, the school will ask the family to provide specific information and documentation about the student, including prior school academic records and special education records (IEP/504 plans).

#### 5. Waiting Lists

- a. At each grade level, the sibling Waiting List and the Waiting List for children of team members shall receive priority over the general Waiting List.
- b. Any other applicant not selected through the lottery shall be placed on a general Waiting List by grade level (and by city of residence within each grade level), ordered from the lowest to the highest randomly generated number.
- c. Families who have expressed an interest in the school -- by contacting the school directly, by attending the Open House, or by any other means -- but who have not submitted an enrollment application shall not be considered for the Waiting List.
- d. When filling a vacancy that occurs during the school year, the school will offer admission to the student ranked in the first position on the Waiting List for the city of residence with an open seat. Should the family decline the admission offer, the school shall offer admission to the next ranked student from that city until the open seat is filled.
- e. Enrollment applications received after the lottery application deadline shall be added to the *end* of the general Waiting List at each grade level (and by city of residence within each grade level), in the order they are received.
- f. The Learning Community's Waiting Lists are not carried over from year to year. Applicants still on the Waiting List in the spring of the previous school year must reapply to the school to be eligible for the lottery for the following school year.

The Learning Community is a public school and is governed by the same nondiscrimination policies that apply to other public schools in Rhode Island. Students are considered for enrollment without regard to race, gender, national origin, religion, sexual orientation, disability, or need for special education.