

Lottery and Enrollment Policy

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

1. Applications for Enrollment: Due 2 weeks before the lottery date for the upcoming school year. Application due dates will be set in September of each year. Applications will be available at the school, the school's website, community organizations in sending districts, registration offices of sending districts.
2. When fewer students apply than there are seats available, all eligible applicants shall be offered enrollment into the school.
3. When more students apply than there are seats available, the school shall conduct a random lottery drawing to determine enrollment.
4. The Lottery will be held by March 1st in the school year immediately before the year in which students are to enroll, unless mandated otherwise by the Rhode Island Department of Elementary and Secondary Education (RIDE).
 - a. All eligible students who have submitted timely enrollment applications prior to the application deadline shall be included in the lottery pool. Once all available seats have been filled by lottery, the remaining applicants in the pool shall be drawn and placed on a waiting list ranked in the order that they were drawn.
5. Exemptions from the lottery
 - a. Eligible siblings of students enrolled in the school at the time of the lottery
 - i. 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 we would also interpret "siblings" to include children who share a common legal guardian. We do 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.
 - ii. To establish sibling status, families of students must provide:
 1. Photo identification for parent or guardian AND one of the following:
 2. Student birth certificate identifying same parent; or Court document(s) reflecting appointment of a common legal guardian
 - b. Children of team members
6. Children of team members shall comprise no more than 10% of the school's total enrollment.
7. Should there be more children of team members applying for a grade than there are openings, a lottery of children of team members will be conducted before any other applicants will be admitted provided, however, that children of team members shall comprise no more than 10% of the school's total enrollment. Students from this group not selected by this lottery will be placed on a waiting list before other applicants.

8. Notification.
 - a. Families will be notified in writing whether or not their applicant was selected from the lottery for admission into the school.
 - b. Upon notification, the family shall confirm their intent to accept the offer of admission by submitting a standard enrollment confirmation form to the school.
 - c. Families have 14 days from the mailing of notification to confirm their child's enrollment. 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 will offer admission to another family in first position on the waiting list.
 - d. 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).
9. Waiting Lists.
 - a. Any student who has applied to the school but was not selected through the lottery shall be placed on a waiting list in the order that they were drawn within the design of the lottery. This shall constitute the school's official waiting list.
 - b. Families that have expressed an interest in the school, either by contacting the school directly, attending an open house, or by any other contact, but have not submitted an enrollment application form will not be considered for the waiting list.
 - c. When filling vacancies that occur during the school year, the school will offer admission to the student ranked in the first position on the waiting list as determined by the lottery. Should the family decline the admission offer, the school shall offer admission to the next ranked student until the open seat is filled.
 - d. Enrollment application forms received after the lottery application deadline shall not be considered on the official waiting list. Such applications shall only be considered for enrollment once the waiting list established through the lottery has been exhausted. After the waiting list has been exhausted, the school will conduct an *ad hoc* lottery for all enrollment applications received after the lottery deadline to determine enrollment for the open seat. The school will conduct such an *ad hoc* lottery each time a seat becomes available after the official wait list has been exhausted.

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.