

**LAKE OCONEE ACADEMY
LOTTERY, WAITLIST AND ENROLLMENT
POLICY AND PROCEDURES**

approved April 6, 2020

Lake Oconee Academy (LOA) is a tuition free, public school. LOA does not admit or limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion or ancestry.

In order to properly plan, the school will routinely inquire with parents in early spring to ascertain if students will return to LOA the following year. An online application for new students is available on the School website at www.lakeoconeeacademy.org. This application can be accessed via any internet capable or mobile phone device. If needed, assistance is always available by contacting the Admissions Coordinator at the school at 706.454.1562.

1. APPLICATIONS

There will be a period of open applications (each January 1st through March 31st)(the “Open Application Period”), during which LOA will accept applications for new students for the following school year. Once enrolled, a student is not required to re-apply during subsequent Open Application Periods. Following the Open Application Period, the School shall enroll each eligible student who submits an application within this period, unless the number of applications exceeds the number of available spaces of a program, class, grade level, or building (hereinafter “Grade Level”).

All applications received outside the Open Applications Period will be placed on the end of the Waitlist in the order received.

If the student is not accepted for enrollment during the current year for which an application was made, then a new application for the following school year must be made during the Open Application Period to be eligible for the following school year.

Any parent/guardian residing anywhere, may submit an application for enrollment and participate in the lottery. To be eligible to enroll and matriculate, a student must establish residence in Greene County in accordance with the deadlines set by LOA, and otherwise meet all rules and requirements as set out for enrollment.

All applications shall be made and submitted to LOA electronically. If assistance is needed, contact the admissions coordinator at 706-454-1562. All notifications by LOA or SchoolMint® shall be made electronically by either text or email (as directed by the parent/guardian at the time of application) to the parent/guardian. By making an

application, each Applicant shall be deemed to have agreed to the sole use of electronic communications. All responsive communications shall be made electronically.

Notwithstanding the foregoing, a paper application may be requested prior to making application, due to a bona fide hardship, upon a good faith showing of hardship in receiving or making electronic communications. Alternate communications are available via regular USPS First Class Mail which may be requested prior to making a paper application. All official notifications shall be made in writing and may not be made verbally via telephone.

(PLEASE NOTE: DUE TO THE TIME NECESSARY TO SEND LETTERS VIA USPS, IT IS STRONGLY RECOMMENDED THAT ALL PARTICIPANTS UTILIZE ELECTRONIC COMMUNICATIONS. THERE IS A POSSIBILITY THAT YOU MAY NOT RECEIVE A NOTIFICATION LETTER VIA USPS WITHIN THE 5 BUSINESS DAYS REQUIRED FOR A RESPONSE). BY REQUESTING NONELECTRONIC COMMUNICATIONS, THE APPLICANT ACKNOWLEDGES AND AGREES THAT SUCH APPLICANT IS ACCEPTING THE RISK INHERENT IN NON-ELECTRONIC COMMUNICATIONS AND BEARS ALL RESPONSIBILITY FOR MISSED RESPONSE DEADLINES.

2. PREFERENCES

As allowed by state law, LOA will give enrollment preferences (Priority) in the following order*:

- 2.1. Any student whose parent or guardian is a member of the governing board of the charter school or is a full-time teacher, professional, or other employee at the charter school;
- 2.2. A sibling of a student enrolled in the charter school; and
- 2.3 Children who matriculate from a pre-kindergarten program which is associated with the school.

***Note:** Enrollment preferences are governed by OCGA § 20-2-2066, LOA's charter contract, and the School's Enrollment Preference Policy.

3. LOTTERY PROCEDURE

In the event there are more applications than spaces available, a random electronic selection process (hereinafter "Lottery") shall be used to determine which students will be admitted and all applicants will be placed in the lottery. Of the names not selected for admittance, the Lottery shall also be used to establish a waiting list based upon the order drawn, which will be used to enroll students in the event a seat becomes available (the "Waitlist").

The lottery will be held on the 2nd Wednesday of April each year.

LOA will utilize SchoolMint's® web-based, electronic student registration, application and lottery management system. Unless otherwise cancelled or withdrawn by the Applicant, all applications submitted during the Open Application Period will be placed into the Lottery. The lottery will be drawn by Grade Level, beginning with PK-4 and continuing through Grade 12. Priority applicants are ranked based on the order outlined in Section 2 above and will be assigned lottery numbers ahead of all other applicants.

Prior to the Lottery drawing, LOA will identify any/all open seats available for the upcoming year, by Grade Level. Following the Lottery drawing, students in each grade level will be offered a seat starting with the lowest lottery number and progressing to the highest lottery number until all available seats in each class, in each Grade Level, are filled.

The SchoolMint® system will generate and send a notice of the winning drawing and an offer of acceptance to each parent/guardian of each student who has received a winning lottery number. Parents/guardians will then have until 5:00 PM on the 7th calendar day from the date of sending such notice and offer of acceptance in which to either accept or decline the offer. Acceptance must be made in writing via electronic communication unless communicated as otherwise authorized herein. After 5:00 PM on the 7th calendar day from the date of sending such notice, an available seat which has been neither declined nor accepted shall be deemed declined and may be offered to the next parent/guardian based on the next lottery number. All non-electronic communications and responses shall be subject to the same deadlines for response and acceptance. If the offer is not accepted it will be offered to the next student on the waitlist.

4. WAITLIST

Once all seats are filled, all other applicants are assigned a Waitlist number based on the number drawn in the lottery. The SchoolMint® system will generate a notice to the parent/guardian advising them that the Lottery results are available and a Waitlist has been established. Parents/guardians can then log into the SchoolMint® site at any time to view and monitor their child's position on the Waitlist. As openings become available at the applicable grade level, students will receive an offer based on their Waitlist number. Parents/guardians will then have until 5:00 PM on the 7th calendar day following the date of sending such notice and offer of acceptance in which to either accept or decline the offer. Acceptance must be made in writing via electronic communication unless communicated as otherwise authorized herein. After 5:00 PM on the 7th calendar day following the date of sending such notice, an available seat which has been neither declined nor accepted shall be deemed declined and may be offered to the next parent/guardian based on the next Waitlist number.

If an offer is generated mid school year, Parents/Guardians will have until 5:00 PM on the 3rd calendar day following the date of sending such notice and offer of acceptance in which to either accept or decline the offer. Acceptance must be made in writing via electronic communication unless communicated as otherwise authorized herein. After 5:00 PM on the 3rd calendar day following the date of sending such notice, an available seat which has been neither declined nor accepted shall be deemed declined and may be offered to the next parent/guardian based on the next Waitlist number.

Current year waiting lists shall terminate with the drawing of the next year's lottery on the second Wednesday of April each year.

5. REGISTRATION AND ENROLLMENT

After confirming acceptance of a seat following the Lottery, the Applicant who has received a winning lottery seat shall be given access to registration materials on SchoolMint®. The applicant will have until not later than 3:00 PM on the 14th calendar day beginning on the day following acceptance of an offer to attend to return all completed registration materials. LOA acknowledges that medical and school records or residency proof, may not be available within said 14 day period. For reasonable cause shown, the time within which to produce medical or school records or prove residency as required herein may be extended until no later than the 2nd Thursday of June each year.

Applicants on the Waitlist receiving an offer to attend shall be given access to registration materials on SchoolMint®. The applicant will have until not later than 3:00 PM on the 14th calendar day beginning on the day following acceptance of an offer to attend to return all completed registration materials. LOA acknowledges that medical records or residency proof, may not be available within said 14 day period. For reasonable cause shown, the time within which to produce medical and school records or residency proof may be extended, in the sole discretion of the school, for such reasonable time as determined in the reasonable discretion of the School, but no later than the first day of school for the student.

Each request for an extension of the applicable period shall be made in writing and delivered to the school not later than 3:00 PM on the due date. In the event an applicant does not provide the required registration documentation, and no request has been received by LOA and approved, then LOA shall remove said applicant from the list and offer the seat to the next person on the Waitlist.

An applicant is deemed provisionally enrolled upon submitting its registration documentation, but is subject to be removed from the list of provisionally enrolled students upon the Applicant failing to timely produce all completed and requested

registration documentation. A student is deemed enrolled when a parent, guardian, other person residing within Greene County, having control or charge of any child or children, or the student (in the case of an emancipated minor) provides LOA with the appropriate documentation. Once enrolled, the child shall be eligible to attend LOA.

NOTE: As part of the registration process, **ALL** parents/guardians of new students must submit a Lake Oconee Academy Residence Certification form and two additional proof of residence documents with their registration paperwork on or before the stipulated deadline to be eligible for enrollment. Failure to meet this deadline will cause the student(s) to be dropped from the acceptance list and the seat offered to the next student on the waiting list.

Questions should be directed to Dr. Otho Tucker, CEO, Lake Oconee Academy by phone (706.454.1562) or via email otho.tucker@lakeoconeeacademy.org.