

## **LOTTERY PROCEDURE**

**Starting January first of each year applications will be available via email, mail, onsite and on the website. Applications will be accepted through February 15<sup>th</sup> at which time a count of applications will be done to determine if a lottery is needed for any given grade. Lottery will be performed on the last Thursday of February. (classroom size maintained is 20 students). An additional 2 students will be accepted as a safety for potential no shows.**

**If a Lottery is necessary and DCS has received more applications for any grade, the lottery process will be as follows. (Lottery is completed for each grade level)**

- 1.) Each application would have been entered into a spreadsheet separated by grade as they were received. Each application is identified if they already have a sibling enrolled.**
- 2.) For each Grade level all siblings will be filtered out and run through a randomizing Programming online. This programming will randomly organize all students selected. Siblings will fill any available.**
- 3.) If spaces are still available, a staff lottery will be performed in the same manner. These students will then fill remaining seats.**
- 4.) If spaces are still available the remainder of the students will be running through the randomizing program and remaining seats will filled.**
- 5.) All students who have not received spaces will be placed on the waiting list in the order the randomizing program laced them.**
- 6.) Families will be sent letters via MAIL letting them know their enrollment status.**
- 7.) If a family declines enrollment, we will offer the space to the next student on the waiting list in the order they are placed.**
- 8.) If applications come in after the lottery has been performed, these students will be placed on the bottom of the waiting list.**