
GLOBE Charter School Lottery Policy

No later than November 1 of each year, the GLOBE Charter School Director shall determine and publicize the following:

- A date (to be in the latter half of February) on which a lottery is to be held for determining class rosters for the upcoming school year, and
- A cut-off date by which completed enrollment packets must be received by the school for a student to be included in the lottery (the “lottery cut-off date”).

No later than February 1 of each year, the GLOBE Board shall determine the following:

- The maximum number of seats to be available for each grade level.

In the event that, by the lottery cut-off date, no grade has more students seeking seats than there are estimated seats available, the lottery shall be canceled and all students given seats on the appropriate class rosters. Otherwise, a lottery shall be conducted pursuant to the process set forth below.

GLOBE Charter School Class Roster and Wait List Creation Process

Lottery Eligibility

Only students whose completed enrollment packets are confirmed on file with the school by the lottery cut-off date shall be entered into the lottery. Any students whose completed enrollment packets are turned in *after* the cut-off date will be placed at the end of their respective roster or wait list in the order their enrollment packets are received.

Lottery Priority

Students shall be drawn in the lottery according to this priority:

1. Children of current GLOBE employees
2. Siblings who reside at least half time with (i) a current GLOBE student or (ii) a child who graduated from GLOBE
3. All other children who have completed enrollment packets on file with the school prior to the lottery cut-off date.

How the Lottery is Conducted

- 1) To be eligible for a seat on the initial rosters for the forthcoming school year, a child must meet the enrollment requirements. In particular, to be eligible to become a student, GLOBE must have received in the school's main office, by the lottery cut-off date, the child's completed enrollment packet, signed by one of his/her parents or a legal guardian.
- 2) Children receiving lottery priority (*see above*) shall receive seats on the appropriate grade-level roster.
- 3) All eligible candidates for each grade-level roster that is oversubscribed (*i.e.*, there are more children who want to enroll in that grade level than there are seats available) will have their lottery entry put into the appropriate lottery grade-level containers. (For example, if second grade is oversubscribed, then all children who submitted completed enrollment packets by the lottery cut-off date who are seeking to be enrolled in second grade shall have their lottery entry placed in the second grade lottery container.)

- 4) The lottery shall be conducted in an open forum that any member of the school community may attend.
- 5) A neutral person shall select, one at a time, the lottery entries from the lottery containers, starting with the lowest grade level (*e.g.*, Kindergarten) first, and working up through the grades.
- 6) After the lottery for each grade level has been conducted, the Principal and his/her assistant(s) will determine if sibling priority (*see above*) requires that a selected child's sibling(s) be admitted in the older grades. (For example, after the first grade lottery is conducted, the Principal will determine if students selected for the first grade roster have siblings seeking to enroll in grades 2-6. If so, those siblings would receive sibling priority before the next grade-level lottery is conducted.)
- 7) Once each grade level is full, remaining names in the lottery container will continue to be selected, one at a time, to be placed on that grade level's waiting list.
- 8) No later than one week after the lottery is held, then the Principal or his/her designee will notify each family of their student's placement on a roster or position on the wait list.
- 9) Families of students who are placed on a roster will need to confirm acceptance of their seats on the roster as soon as possible by returning an enrollment confirmation form. Failure to return these forms **within two weeks of notification** will result in the student's removal from the roster and the seat will be offered to the next student on the wait list.