

## Lottery ~ New Enrollment Procedures 2019-2020 School Year

- Families interested in applying to California Montessori Project (CMP) are to contact the campus of their choice to schedule a REQUIRED informational tour or orientation. If you choose to apply at more than one CMP campus, a tour or orientation is REQUIRED at EACH CMP campus prior to submitting your child's Lottery Application. **Lottery Applications will not be considered if the parent/guardian has not toured the CMP campus.** Please remember tours and orientations are intended for adults only.
- Applications for the lottery are available at the campus after you have attended a tour or orientation. Applications may be brought in to the campus office, mailed or emailed. Faxed applications will not be accepted. Please only submit your application once at each campus.
- **All areas of the application must be completed and legible or the application is not considered valid.** The application will be placed into the lottery pool when complete.
- Notify the school if at any time your contact information changes, as a lottery draw may be performed at any time during the school year.
- The public random lottery draw shall adhere to all CA state regulations regarding Charter law as well as the Enrollment Preferences listed in the CMP charter documents.
- The public random lottery draw is performed by a member of CMP's Central Administration Team. Please see listed below the pre-selected lottery draw dates for the 2019-2020 school year:
  - Monday, March 25, 2019 – Applications due by March 18, 2019
  - Monday, April 29, 2019 – Applications due by April 22, 2019
- To be included in the lottery draw, **applications must be received at least one week prior to the draw.**
- The CMP Central Administration Team staff member will make every effort to release the list of pulled student's names to the campus office by the Friday following the lottery draw. Due to the number of applications received, families will not be contacted by CMP unless the applicant is selected for an open space.
- If your child is selected in the lottery draw, a CMP staff member will notify you of the acceptance. You have up to 3 days to accept or decline the enrollment spot. **If you do not respond within the 3 day period, your child's spot will go to the next applicant on the wait list.** If an extended vacation is planned, the family should alert the campus in case the student is selected in the lottery draw.
- If a student is selected at multiple campuses, the family has 3 days to notify CMP of their campus selection. **Once the school year has begun, the student must stay at the selected campus for at least one year prior to requesting a transfer to another campus.** (Transfer requests are not guaranteed and are subject to the lottery process.)
- **Once an open spot is accepted, Enrollment Packets will be required for new students, and are to be picked up and returned to the campus office by the due date written on the front of the packet.** If the packet is not returned by the due date; your child's spot will go to the next applicant on the wait list. All forms must be thoroughly completed; both sides of each document should be checked. Please note race & ethnicity information is required by state and federal law.
- At the lottery, each campus may pull a wait list. Wait lists are maintained through the Enrollment Preferences listed in the CMP charter documents. As openings occur, campus staff will contact families from the wait list.
  - Lottery Applications received after open enrollment and the random public lottery draw will be added to the wait list according to the Enrollment Preferences listed in the CMP charter documents.
- **Birth certificates, immunizations, and health reports** are also required for Kindergarten students (and 1<sup>st</sup> graders who are entering the public school system for the first time). **Students may not begin school until these items are completed.** Students entering 7<sup>th</sup> grade must also have proof of updated immunizations.
- Families will be provided information in the enrollment packet including a list of documents to access on the CMP website. It is very important for families to read over these policies and procedures. Families are to refer to the CMP calendar and schedule vacations during school breaks, as attendance is mandatory when school is in session.
- If you have any questions regarding the Lottery and/or Enrollment Procedures, please contact a CMP campus or the CMP Central Administration Office at 916-971-2432.