


HOWARD GARDNER MULTIPLE INTELLIGENCE CHARTER SCHOOL

	Administration/Board	AB20-1201
	Student Admissions through Lottery	<p>ADOPTED DATE: December 15, 2020</p> <p>REVISED DATE: January 17, 2023</p>

The Board of Trustees (“Board”) of the Howard Gardner Multiple Intelligence Charter School (“Charter School”) adheres to Pennsylvania Charter School Law at 24 PS §17-1723, that requires with regard to Admission of students to charter schools:

(a) All resident children in this Commonwealth qualify for admission to a charter school within the provisions of subsection (b). If more students apply to the charter school than the number of attendance slots available in the school, then students must be selected on a random basis from a pool of qualified applicants meeting the established eligibility criteria and submitting an application by the deadline established by the charter school, except that the charter school may give preference in enrollment to a child of a parent who has actively participated in the development of the charter school and to siblings of students presently enrolled in the charter school. First preference shall be given to students who reside in the district or districts.

(b) (1) A charter school shall not discriminate in its admission policies or practices on the basis of intellectual ability, except as provided in paragraph (2), or athletic ability, measures of achievement or aptitude, status as a person with a disability, proficiency in the English language or any other basis that would be illegal if used by a school district.

(2) A charter school may limit admission to a particular grade level, a targeted population group composed of at-risk students, or areas of concentration of the school such as mathematics, science or the arts. A charter school may establish reasonable criteria to evaluate prospective students which shall be outlined in the school’s charter.

(c) If available classroom space permits, a charter school may enroll nonresident students on a space available basis, and the student’s district of residence shall permit the student to attend the charter school.

Delegation of Responsibility:

The CEO or his/her designee shall conduct the application process and the lottery with the oversight of the Board of Trustees.

Lottery:

The lottery will be conducted by Charter School employees designated by the CEO and Board Members who have no personal interest in its outcome. A completed Charter School application, which is timely submitted to the Charter School, is required for participation in the lottery.

The selection process is as follows, and will be determined by subtracting from the total number of spaces available the total number of spaces already taken by each category set forth below in order, beginning with kindergarten and

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proceeding through the grades in order:

1. All students currently enrolled and attending the Charter School are exempted from the lottery process are guaranteed a place, unless the family notifies the School that they will not be returning.
2. District Sibling Preference and Non-District Sibling Preference (together referred to as “Sibling Preference”) may also apply during the lottery. When the name of a student with a sibling is assigned a space in a grade, then the sibling will automatically receive a space in the grade in which they are seeking to enroll if a space is available. Sibling Preference and children of parents who actively participate in the development of the Charter School (Founding Families and Employees) may not be subject to the lottery if space is available. If space(s) are not available for preferred applicants, students will be placed on the Wait List in the order in which their names have been drawn. The waitlist does not assure admission.
3. Students residing within the Districts that do not meet any of the criteria set forth in (1) or (2) above. In the event that a seat is not available for admission to the grade applied for and there is no space in the grade they should attend, said student will be placed on the Wait List in the next numerical position available. The Wait List does not assure admission.
4. Lastly, students residing outside of the District that do not meet the criteria set forth in sections (1) or (3) above. If the total number of enrollments for said students in any given grade exceeds the spaces available after all other students eligible under (1) – (4) above have been given a space, a lottery will be held to determine who will be given a space in the grade. In the event that a seat is not available for admission to the grade applied for and there is no space in the grade they should attend, said student will be placed on the Wait List in the next numerical position available. The Wait List does not assure admission.

If the enrollment process produces a greater number of students than spaces available in any given grade, applications received after the cut-off date will not be included in the lottery. After the Wait List has been established, these applications will be placed on the Wait List in the order they were received. Applications will be received through October of each year.

If the initial enrollment process does not produce an adequate number of enrolled students, enrollment will continue beyond the cut-off date and a lottery process will not be held for that school year. Applicants will receive spaces on a first come first serve basis using the student preference criteria outlined in this policy.

Waiting List Notification:

Applicants on the Wait List will be notified in sequential order through the Charter School’s enrollment system and also via phone if space becomes available. The Wait List will terminate at the end of the school year.

Lottery Process:

The lottery is conducted annually no later than March 18th and will be announced on the school’s website in early January when the enrollment process begins. The lottery will include all applications received from the start of the open enrollment period through one week prior to the date of the lottery. Exact dates will be posted on the School’s website in early January, prior to the Open House.

- The lottery will be run with the use of the Charter School’s Student Information System’s (Sycamore) via an electronic application that requires at least one proof of residency. Students applying for entrance into the Kindergarten class must be 5 years old by September 1st. Once completed electronically, a printed copy of

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the application will be used to manually draw and record in the order in which students are selected. The names of students in the grade will be publicly drawn from the lottery. Students will be assigned to spaces in the order their names are drawn.

Within one week after the lottery has been held, the Charter School will send a notification to all applicants. This notification will indicate either that the student has been offered a space or a place on the Wait List. If a space becomes available in a grade, the next applicant on the Wait List will be contacted and offered admission in “number” order for the grade. To the extent space is available, the Charter School will enroll students until the end of their first Trimester of academic study. of each year.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENTS.