



## **Equitable Lottery Process**

Excell Academy for Higher Learning charter school holds an annual student lottery in order to enroll new students *if the number of applications exceeds the capacity of a grade level*. The lottery is held at the annual board meeting in spring of each school year. In order to be included in the lottery drawing, the student must be a Minnesota resident and submit a complete, accurate application with all required documentation by the lottery deadline. All other applications are added to the end of the waiting list after the lottery drawing is complete. Applications to be considered for the lottery can be submitted from February – April for the upcoming school year. The applicants will be divided into grades. The names are placed into randomizing software for student selection.

The lottery drawing is first used to fill all available spaces K-8. Once all spaces are filled, the lottery is used to create a waiting list that will be used to fill spaces if current students transfer out of Excell Academy.

**Sibling and Employee Preference:** Excell Academy, its families and employees benefit from our keeping families together. For this reason, Excell Academy offers an admissions sibling preference. *Excell Academy shall give enrollment preference to a sibling of an enrolled pupil and to a foster child of that pupil's parents; and may give preference for enrolling children of the school's staff before accepting other pupils by lot.*

To receive sibling or employee preference, parents or guardians must bring a completed application to Excell Academy by the enrollment deadline. If your sibling / employee application is received after the enrollment deadline, the student's name will be placed at the end of the waiting list.

**Voluntary Pre Kindergarten Preference:** Excell Academy shall give Kindergarten enrollment preference to its current students who are enrolled in Excell's *Voluntary Pre Kindergarten (VPK)* program. To receive **VPK** preference, parents or guardians must bring a completed "*Intent to Return*" application to Excell Academy by the enrollment deadline. Preschool students who are NOT enrolled in Excell's VPK program (those who are enrolled in another preschool program at or away from Excell Academy) will NOT be given enrollment preference for Kindergarten entrance.

**Waiting List:** Excell Academy maintains a waiting list for all grades. To make sure all children are treated fairly, we use the following process:

- Assign a number to each child on the waiting list by lottery.
- Send you a postcard or email message after the lottery to tell you your child's place on the list.
- Move children into a class as space becomes available, starting with siblings of current Excell Academy students and then children with the lowest waiting list number for each grade.
- Call your home to inform you of your child's acceptance.

If your child is on our waiting list, please be patient. We typically do not know about any available space until the end of June or later in the summer. To make sure we can get in touch with you, please update us regarding any changes in address or phone number. When a space becomes available, the contact information on a potential student's application is used to contact the parent(s) or guardian(s).