

Pioneer Springs Community School Registration and Lottery Procedures

Registration:

As a public charter school, Pioneer Springs Community School welcomes students of any race, color, ethnic or national origin. No tuition or fees are required to attend Pioneer Springs Community School beginning in the 2014/2015 school year. All applicants must be North Carolina residents. In order to register for Kindergarten, children must be five years of age by August 31st of that school year.

Pioneer Springs Community School will have an open enrollment period from **October 15, 2017 through February 15, 2018**. At the end of this period the determination will be made as to whether a lottery will be required or if rolling enrollment will continue until all spots are filled. If there are more applicants than there are spots available, we will hold a lottery at **4:30 PM, on Feb 27th, 2018**, in an open meeting.

Registration forms may be submitted in one of two ways:

1) Online registration (recommended). The link to our online registration form will be available from **October 15, 2017 through February 15, 2018**.

2) Paper registration. The link to the PDF will be available from **October 15, 2017 through February 15, 2018**. If you are unable to print this form, please call the school to make arrangements. All mailed registration forms must be postmarked by **February 15, 2018** and be mailed to:

Pioneer Springs Community School
PO Box 480537
Charlotte, NC 28269

Any registration form received after the open enrollment period is NOT entered in the lottery but is added, in the order received, to the end of the appropriate grade level wait list generated by the lottery.

Lottery:

Each registered student will receive a registration number. Siblings may be registered as a group sharing one registration number or individually, each receiving a separate registration number. The registration options for families are explained below:

- **Register one child.**
- **Register more than one child, choose one of the following:**
 - 1. Register multiple-birth siblings (twins, triplets, etc.; all children registered on a single form, receiving one unique registration number).** Multiple-birth siblings must be entered under one surname and receive one registration number. If that registration number is admitted, then ALL multiple-birth siblings will be admitted. House Bill 250 states that if a multiple-birth surname is drawn, all multiples will be admitted, even if in different grades.
 - 2. Register each child separately (each child registered on a separate form, each child receives a unique registration number).** If siblings are run through the lottery separately and one sibling is admitted while the other sibling(s) is not, the non-admitted sibling(s) will be given priority for admission the following school year by being entered in the next sibling-priority lottery, provided the sibling is registered during the next open enrollment period.
 - 3. Register children together under one surname (all children registered on a single form, receiving one unique registration number).** If siblings are run through the lottery under one surname (one unique registration number), parents/guardians must first decide in which GRADE LEVEL the ONE unique registration number should be entered for the lottery. If that registration number is admitted, then ALL siblings will be admitted immediately IF space is available in their respective grade levels. If there is no

space available, then remaining siblings will be placed on the sibling-priority wait list, which takes precedence over the general wait list. Admissions can be made throughout the school year as space becomes available. If children on the sibling-priority wait list are not admitted by January 1, they are entered into the sibling-priority lottery for the following school year, provided the sibling is registered during open enrollment.

Lottery Day Procedure:

PSCS will use a computer lottery program to conduct the lottery. The software has been verified by outside consultants as valid and the randomization method is mathematically sound. Prior to the lottery date, applicants' information will be entered by grade level into the lottery software. Paper enrollment forms will be manually entered into the electronic lottery system by a staff member designated by the Board of Trustees and witnessed by a member of the Board.

The Pioneer Springs Board of Trustees will call the meeting to order with the purpose of conducting the lottery. A member of the PSCS Board of Trustees will begin by explaining the lottery process to the public. Then members of the Board will conduct the lottery. If needed, the sibling-priority lottery will be held prior to the general lottery. A PSCS board member will run the randomization software for each grade level, starting with the highest grade and proceeding through Kindergarten. The results will be displayed to those in attendance and one copy per grade level of the results will be printed. Two members of the board will verify each paper copy, which will then be signed by the chairman of the board. These signed copies will then become the official results. A board member will read only the admitted students for each grade.

Although full enrollment in each grade is 44 students, fewer than 44 students will be admitted during the lottery meeting. This complies with House Bill 250, which allows priority enrollment for children of initial board members, children of full-time employees, multiple-birth siblings, and other siblings. At the start of the lottery meeting, the number of students to be initially admitted through the lottery process will be announced. All applicants not initially admitted will be assigned a wait list number. If there is additional space when priority enrollment is complete, students from the respective wait list will be notified.

Only one registration is allowed per child. In the event a child is registered more than once, only the first registration is valid, as determined by the assigned registration number. Any additional registrations will be considered invalid. Any additional inaccuracies found in registration information may invalidate the lottery entry. We will make every effort to remove additional and inaccurate registrations prior to the lottery, however, if an additional or inaccurate registration is discovered during the lottery, this will not invalidate the lottery results. In the event of intentional additional and/or inaccurate registrations are submitted, the Director has the discretion to invalidate all fraudulent registrations before or after the lottery. The lottery will not be rerun due to additional duplications or inaccuracies.

Post-Lottery Results:

The Director or designated person will only notify parents/guardians of admitted students. All lottery results, including admitted and wait list names will be posted on the PSCS website by 11:59pm, **on Feb 27th, 2018.**

Wait Lists:

The computerized program will create the wait lists based on the lottery results. Any registration form received after the open enrollment period is NOT entered in the lottery but is added, in the order received, to the end of the appropriate grade level wait list generated by the lottery. The wait lists will also be formed in accordance with the priorities outlined below. All current wait lists expire on January 1st. If children on the sibling-priority wait list

are not admitted by January 1, they are entered into the sibling-priority lottery for the following school year, provided the sibling is registered during open enrollment.

Enrollment Priorities:

According to House Bill 250 and as approved by our Board of Trustees:
Pioneer Springs designates these priorities for admission into Pioneer Springs Community School in the order that follows:

1. Children of the initial Board of Trustees may be admitted to the school in the first year of its operation without entering the lottery.
2. Children of full-time employees may be admitted without entering the lottery.
3. Sibling Priority: Siblings of currently enrolled students for whom an enrollment form has been received are automatically admitted to open seats in the appropriate grade level at the end of the open enrollment period. If the number of such registered siblings exceeds the number of open seats, a sibling-priority lottery will be held before the general lottery and will include only siblings of currently enrolled students.