



ENROLLMENT AND LOTTERY PROCEDURES

Sherwood Charter School (SCS) has an equitable enrollment and lottery selection process consisting of a period of open enrollment followed by a minimum of two or, if necessary, three lotteries. These lotteries will take place at regular meetings of the Sherwood Charter School Board of Directors in January, March, and June (if a third lottery is deemed necessary) of each year. All lotteries are open to the public. The date and time of these lotteries will be set by the SCS Board and will be posted in advance of the lotteries in accordance with Oregon Public Meetings Laws.

If an opening exists during the current school year, the school shall enroll an eligible student who completes and submits all required documentation.

During each period of enrollment, Sherwood Charter School will accept pre-application forms for new students. Pre-application forms are available in the school office and on the school website. If needed, the application may be mailed or emailed to the parent of a prospective student.

The enrollment period for the following school year will begin each year on November 1 and end at noon on the first Friday of the month (or first school day thereafter) preceding the dates of the January and March regular meetings of the Board of Directors. The school shall enroll an eligible student who submits an application within this enrollment period, unless the number of applications exceeds the capacity of a class or grade (currently 25 students).

If the number of applications exceeds the number of available spaces, an equitable lottery will be held to fill vacant seats for the next school year. This will be done by randomly selecting names from a container during the public board meeting. After seats are filled, the drawing will continue to determine the order of a waiting list until all names are drawn.

The first lottery will be held in January for applicants to the kindergarten class only. Any available kindergarten openings will be filled, and a waiting list for the class will be established. The second lottery will be held in March and will be for grades kindergarten through 8th. All kindergarten applications received after the January lottery will be put into the March lottery. All applications for 1st through 8th grades that are received prior to the second lottery will go into the second lottery. We will fill any available openings and then form a waiting list for each class. After the third lottery, additional applicants are added to the end of the wait list.

The dates for each of the lotteries will be posted to the Sherwood Charter School website following the July meeting of the board of directors, when the calendar of meeting dates is determined for the new school year. The charter school shall make a good faith effort to contact all applicants to inform and/or remind them of the lottery dates. The Sherwood Charter School Board of Directors may also notify local media (e.g. Sherwood Gazette) of the open enrollment and lottery dates to provide notice to the Sherwood community.

Sherwood Charter School will send a letter to prospective students after each lottery is held which will state whether or not the student has been placed in the class or on the waiting list. Once students have been placed on a wait list, they will remain on that list. When there is an opening in a class, the school will contact the first name on the waiting list. The parent or guardian will have **24 hours** to accept or decline the opening. If the parent or guardian declines or is unable to be reached during that 24-hour time period, we will then call the next applicant on the waiting list.

Sherwood Charter School gives priority for admission to applicants in the following order:

1. Siblings of current students who were enrolled in the school in the prior year and are returning students (with the exception of matriculating 8th graders), and children of full-time faculty at Sherwood Charter School;
2. In-district students (students residing within the Sherwood School District);
3. Out-of-district students (students residing outside the Sherwood School District).

Post-lottery sibling preference will take effect when one child in the family is accepted into a class. Any siblings of that child (including twins or multiples) who were on the wait list are then moved to a sibling wait list, which is given priority before in-district wait lists.

Once enrolled, students are not required to enroll in subsequent enrollment periods; however, for planning purposes, the school will routinely ask parents if their students will be returning to SCS the following year.

Parents of students on a waiting list should also reapply with intent to remain on the wait list each year by submitting a valid pre-registration form within the enrollment period. This will provide the school with current contact information for the applicant and help ensure that the applicant may be reached when there is an opening. The Sherwood Charter School administrator will ensure that wait lists are accurately maintained.

A copy of these procedures are available in the school office and posted on our website.