



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 two lotteries. These lotteries will take place at regular meetings of the Sherwood Charter School Board of Directors in February (Winter Lottery) and April (Spring Lottery) 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 applications for new students. Applications are available online 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 the day before the dates of the February and April 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 through an online enrollment program during the public board meeting.

The Winter Lottery will be held in February for kindergarten applicants only. Any available kindergarten openings will be filled, and a waiting list for the class will be established. All kindergarten applications received after the February lottery will be added to the waitlist in the order received. To register a kindergarten student, the child must be 5 years old on or before September 1st.

The Spring Lottery will be held in April and will be for 1st through 8th grade. All applications for 1st through 8th grades that are received prior to the Spring Lottery will go into the lottery. We will fill any available openings and then form a waiting list for each class. After the Spring Lottery, additional applicants are added to the waitlist in the order received.

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



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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 notify prospective students after each lottery is held, letting them know whether or not the student has been placed in the class or on the waiting list.

If placed in the class at the lottery, families have 30 days from the notification to confirm they are accepting the spot in the class for their student either by providing the registration paperwork or notifying the school office directly. Following the 30 days, SCS reserves the right to withdraw the student from the class and fill the open spot in the class.

If 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 notify 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 and out of district applicants.

If enrolled before the Spring Lottery application deadline, students are not required to enroll in subsequent enrollment periods; however, for planning purposes, the school may routinely ask parents if their students will be returning to SCS the following year. If enrolled after the Spring Lottery application deadline, students will not be guaranteed a spot for the following year and must re-apply for enrollment.

Parents of students on a waiting list should also reapply with intent to remain on the wait list each year by submitting a valid application 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.