

**SACRAMENTO CHARTER HIGH SCHOOL LOTTERY AND ENROLLMENT POLICY  
FOR THE 2018-2019 ACADEMIC YEAR**

**GENERAL INFORMATION**

As a charter school serving grades 9-12, Sacramento Charter High School (SCHS or Sac High) provides all eligible students residing in the state of California the opportunity to apply to a school other than their school of residence. Enrollment at Sac High is determined by an admissions drawing (lottery) and students are admitted as space is available. All students must complete the enrollment process prior to attending. Sac High does not charge tuition nor does it discriminate on the basis of race, color, religion, age, gender, sexual orientation, citizenship, disability, national or ethnic origin, or achievement levels in administration of its admissions policies or education programs.

**ADMISSIONS DRAWING (LOTTERY)**

Should the number of students who apply to attend Sac High during the open enrollment window exceed the capacity of a particular grade, a public random drawing ("lottery") will take place to determine admission to Sac High per Education Code Section 47605(d)(2)(B). During the open enrollment window, **all** new students are required to submit a lottery application to attend Sacramento Charter High School, regardless of their current or previous school of attendance. Existing Sac High students will be exempt from the public random drawing and will be guaranteed admission for the following year, as long as they do not dis-enroll, and as long as they attend school within the first three days of the 2018-2019 school year, or have an excused absence communicated ahead of time with SCHS for the first three days or more of the 2018-2019 school year.

**LOTTERY APPLICATIONS**

Lottery applications are available online ([sthope.schoolmint.net](http://sthope.schoolmint.net)) and in paper format, as needed, beginning **Friday, November 3, 2017**, which is the first day of the open enrollment window. Lottery Applications must be completed by **April 5, 2018**, which is the last day of the open enrollment period. Lottery applications must be completed by the family in full by 11:59 P.M. on the last day of open enrollment to be considered for selection in the lottery. SUBMISSION OF A LOTTERY APPLICATION DOES NOT GUARANTEE ENROLLMENT.

**LOTTERY PRIORITIES\***

In the event that the number of students applying during the open enrollment window to attend Sac High exceeds capacity in the respective grade level, admissions lottery priorities will be given in the following order:

1. Siblings (defined as sharing at least one biological, foster, or adoptive parent) of currently enrolled or admitted at Sac High student(s).
2. Children of St. HOPE Public Schools (SHPS) employee(s) and SHPS board member(s) (this preference is limited to 10% of the total school enrollment).
3. Students placed on the active Sacramento Charter High School wait-list for the 2017-2018 school year, as well as Students placed on the St. HOPE Public School 7 or Oak Park Preparatory Academy 8<sup>th</sup> Grade wait-list for the 2017-2018 school year (applies to incoming 9<sup>th</sup> graders only).
4. Students currently enrolled in the 8<sup>th</sup> Grade at St. HOPE Public School 7 or Oak Park Preparatory Academy.

5. Students who reside within the boundaries of the Sacramento City Unified School District (“in-district students”) are granted a 3-to-1 weight factor in the lottery to differentiate them from students residing outside of Sacramento City Unified School District (“out-of-district students”).
6. All other students residing within the State of California.

Students previously enrolled at Sacramento Charter High School will **not** be awarded special circumstance or priority within the lottery.

**All priorities are subject to verification and proof may be requested to further validate a priority.**

## LOTTERY RESULTS AND ENROLLMENT

The official 2018-2019 St. HOPE Public Schools Lottery will be held on **April 12, 2018 at 5:30 p.m. on the Sac High campus**. Attendance at the Lottery is not required but is strongly advised. Families will be notified of their status after the lottery on **Thursday, April 12, 2018**.

Students will be admitted according to their numerical ranking as selected in the lottery until capacity is reached in ascending grade level order, beginning with Ninth Grade. Offers of admission are submitted to families via the contact information provided on the application. Thus, it is critical that families supply the SHPS Admissions Office with the most current contact information. **Lottery applications found to have falsified information on them for the purpose of gaining an advantage in the lottery will result in the withdrawal of the offer of admission.**

Once families are offered admission following the lottery, they have until **Sunday, May 20, 2018 at 11:59 p.m.** to complete the registration process. To complete the enrollment process, applicants need to complete the official online Sacramento Charter High School registration, and submit all required documents as requested. **All students and families are required to complete the official 2018-2019 Sacramento Charter High School registration and submit all required documentation regardless of present or previous school of attendance. The offer of admission will be rescinded if the family fails to complete the enrollment process by the deadline.**

Those applicants not admitted in the lottery will be placed at the end of the wait list based on their numerical ranking. Students will be admitted to Sac High from the wait list based on their numerical ranking and will only be admitted as space becomes available.

## ENROLLMENT BEGINNING APRIL 6, 2018

Students who apply to Sac High after the open enrollment period ends and through June 30, 2018, will be placed at the end of the wait-list in the order by which their completed post lottery application is received. The only admissions’ priorities that will be considered for students who apply on or after April 6<sup>th</sup> and through June 30<sup>th</sup> are for siblings, as defined earlier in this policy, and for children of St. HOPE Public Schools employee(s) and SHPS board member(s), subject to the same limitations identified in the listing of admissions preferences. To be placed on the wait-list, families must submit an application, which is available online at [sthope.schoolmint.net](http://sthope.schoolmint.net). **Students previously enrolled at Sac High will not be awarded priority regarding placement on the wait list or immediate enrollment.**

## ENROLLMENT BEGINNING JULY 1, 2018 THROUGH THE FRIDAY PRIOR TO THE FIRST DAY OF SCHOOL IN 2018-2019.

Students who apply to Sac High after June 30, 2018, will be placed at the end of the wait-list in the order by which their completed post lottery application is received and all of the required documentation is submitted to the SHPS Admissions Office. The only admissions' priority that will be considered for students who apply on or after July 1, 2018 is for children of St. HOPE Public Schools employee(s) and SHPS board member(s), subject to the same limitations identified in the listing of admissions preferences.

### **ATTENDANCE AND DISENROLLMENT BEGINNING THE FIRST DAY OF SCHOOL**

All students, new and returning, who enroll in another school or who do not show up to school within the first three days of the 2018-2019 school year, without an excused absence and prior communication with Sac High, will be automatically dis-enrolled from Sac High. Any student who dis-enrolls or is dis-enrolled from Sac High will have to re-apply and will receive the same consideration as any other new student.

### **WAIT LIST**

The waitlist will be kept on file in the SHPS Admissions Office and will be valid for the duration of the school year. If a seat becomes available during the school year, that seat will be offered to the next student on the wait list. The last day to be added to the wait list for the 2018-2019 school year is **Wednesday, October 31, 2018 and students must have their application complete by 11:59 p.m. on this day.**

Students placed on the wait list at the lottery placement will be eligible for the sibling priority. As siblings receive enrollment opportunities, remaining siblings will receive the priority, as stated in the priorities section of this policy, contingent the sibling's application remains active.

Families of students admitted from the wait list will have **4** full business days starting the day after the offer of enrollment to complete the enrollment process. Applicants will be moved to the end of the wait list if the family fails to complete the enrollment process by the end of the **4<sup>th</sup>** full business day.

St. HOPE Public Schools is not required to open the enrollment process for any particular grade level or any particular term during the year. If an enrollment opportunity becomes available, students are admitted according to their numerical ranking on the wait list.

### **REQUIRED DOCUMENTATION TO COMPLETE ENROLLMENT**

1. Student demographic information
2. Copy of Most Recent Transcript and Current Report Card (For verifying grade level)
3. Proof of grade (and age) appropriate immunizations
4. Home Language Survey
5. Completion of Emergency Medical Information Form
6. Proof of minimum age requirements, e.g. birth certificate
7. Legal identification for parent/guardian registering the student
8. Release of records

## **REQUIRED PROCESS FOR APPROPRIATE GRADE LEVEL & COURSE PLACEMENT**

Once a scholar has been enrolled at the high school, they must complete the following steps before receiving their grade level and course schedule:

1. Transcript review for the purpose of verifying grade level
2. SCHS student registration packet
3. Writing sample
4. Three placement tests (Math, Reading, & Language Usage)
5. Attend mandatory parent orientations
6. Attend mandatory student orientations

Students who have accepted a seat from the lottery will have their transcripts reviewed.

Students will only be placed into grade levels where there is an open seat. If a student does not meet the requirements for the grade level they originally applied for, they may be required to repeat a grade in order to meet the grade level requirements. If a student does not meet the grade level requirement and the grade level that they must be placed in is already full, they may forfeit their seat for the grade level given there is no space available for the student. If there is space available in the appropriate grade level, student will be placed in the appropriate grade. If there is no space in the appropriate grade level, they will be placed on the wait list based on the time and priorities of their original application.

