

# The Albuquerque Sign Language Academy

## Lottery & Admissions Policies and Procedures

The ASL Academy is a free public charter school open to all students without any admission requirements and without regard to race, color, national origin, creed, sex, ethnicity, behavior, language proficiency, disability, or academic achievement. The ASL Academy will notify the community about upcoming enrollment opportunities and will admit students for all available spaces in kindergarten through the eighth grades based on the lottery process (a random selection process) as follows:

### Sibling Enrollment

For all school years after the initial school year, students already enrolled in the school, along with their siblings, will be admitted prior to a lottery draw. Siblings will only be granted enrollment if spaces are available. For lottery purposes, a sibling is defined as “one of two or more individuals having one or both parents in common.” Parents intending to enroll a sibling for the fall school year must return the Notification of Enrollment of a Sibling form prior to May 1<sup>st</sup> of that year. Siblings remaining on the waiting list for the current school year must complete a new sibling enrollment form for the upcoming school year. If more sibling enrollment forms are received than spaces are available, a separate drawing will be held for siblings. Sibling enrollment forms received after the May 1<sup>st</sup> deadline will result in the sibling being placed on the waiting list prior to the next monthly or weekly drawing in the order in which the forms were received. (For students granted enrollment on or after December 1st for the current school, sibling enrollment forms for the upcoming school year must be submitted within 10 days of the registration deadline. Sibling enrollment forms received after this deadline will result in the sibling(s) being placed on the waiting list prior to the next monthly or weekly drawing in the order in which the forms were received.) Any remaining spaces will be filled via the lottery process.

### Lottery Application Submission

Lottery applications can be obtained from the school’s website ([www.ASLAcademy.com](http://www.ASLAcademy.com)) or by contacting the school. Lottery applications for the upcoming fall school year will be accepted by the school on an ongoing basis until May 1<sup>st</sup> of that same year. Lottery applications may be submitted via email, regular mail, facsimile or hand-delivery; however, all applications must be received by 5:00pm on May 1<sup>st</sup>, regardless of postmark date, to be eligible for the Initial Lottery May 15<sup>th</sup> of each year, for the upcoming school year. If May 15<sup>th</sup> falls on a weekend, the lottery drawing will be held the following Monday.

After the Initial Lottery, additional weekly lotteries will be held every Friday for the remainder of the school year (please note that weekly drawings will not be held the week of Thanksgiving and the last two weeks of December). Lottery applications for weekly lotteries must be received no later than 3:00pm on the Thursday prior to that week’s drawing.

The ASL Academy is not responsible for lost documents and cannot accept any claims for missing applications mailed prior to the deadline. Please send the application via certified mail if you would like proof of delivery.

### Lottery Drawing Process

All Lottery Drawings will be held at 9:00am at the school and the drawings will be open to the public.

The Initial Lottery for all available spaces will be held annually on May 15<sup>th</sup> for the upcoming fall school year. If May 15<sup>th</sup> falls on a weekend, the lottery drawing will be held the following Monday. Thereafter

weekly lotteries will be held every Friday through the end of the school year (note that weekly drawings will not be held the week of Thanksgiving and the last two weeks of December).

All available spaces for each school year will be filled by grade and once a grade is full, students will be placed on a waiting list.

Each lottery application will be assigned a number and a card with a corresponding number will be placed in a box. The cards will be drawn from the box by the Board Chair or another designated person, who does not have a child(ren) currently seeking enrollment in the school, until all available spaces are filled or all cards have been drawn. A school employee shall witness the drawing. All students selected at that time will be granted the opportunity to enroll in the ASL Academy for the upcoming fall school year. For siblings entered in the same lottery drawing, once the first sibling is drawn the remaining siblings will be granted enrollment or placed on a waiting list at that time.

If all available spaces are filled at any initial or subsequent lottery, the remaining cards will be drawn and those students will be placed on a waiting list in the order in which their card was drawn. The waiting list will remain in effect until the last day of school for each school year. It is recommended that students on the current school year waiting list who have not been granted enrollment by April submit another lottery application by May 15<sup>th</sup> for the upcoming fall school year. Any students seeking enrollment for the upcoming fall school year must submit another lottery application for the upcoming fall school year, including those on the waiting list. Each year, a separate waiting list for the upcoming fall school year will be created independent of the current school year waiting list.

The ASL Academy Governing Board may, at any time and by majority vote, increase the number of available spaces for any school year. In the event that additional spaces are made available, those spaces will be filled at the next scheduled lottery unless a waiting list has already been developed, in which case students will be admitted via the waiting list.

### Enrollment Form

Upon their child being selected for enrollment, parents will be promptly notified via email, telephone or a letter sent by regular mail. Parents are encouraged to complete and submit the Enrollment Form immediately upon their child being accepted in order to secure their child's space for the coming school year.

Enrollment Forms for students selected in the Initial Lottery Drawing, must be received no later than 3:00pm on the last day of school in May. Failure to submit enrollment forms by the May deadline will result in forfeiture of that slot and the child's name will be not be carried over into subsequent lotteries or placed on a waiting list until a new lottery application is submitted.

Enrollment Forms for students selected in the May lottery drawings, and for drawings thereafter, must be received no later than five (5) business days after the date of the drawing. Failure to submit enrollment forms within five (5) business days will result in forfeiture of that slot and the child's name will be not be carried over into subsequent lotteries or placed on a waiting list until a new lottery application is submitted.

Students placed on the waiting list will be notified when a position becomes available. Students granted enrollment from the waiting list must return an enrollment form within five (5) business days. Failure to submit enrollment forms by these deadlines will result in forfeiture of that slot and the child's name will be not be carried over into subsequent lotteries or placed on a waiting list until a new lottery application is submitted.

The ASL Academy is not responsible for lost documents and cannot accept any claims for missing enrollment forms mailed prior to the deadline. Please send the enrollment form via certified mail if you would like proof of delivery.

### Registration Forms

Once the Enrollment Form has been received by the school confirming the parent's intent to enroll, Registration Forms must be completed by the family.

Registration Forms and supporting documentation for students currently enrolled in the ASL Academy, children selected in the Initial Lottery Drawing, and for siblings who were granted enrollment prior to the lottery drawing, must be completed and returned to the school no later than 3:00pm on the last day of school in May. Failure to complete and return all registration forms and supporting documentation by the deadline will result in forfeiture of that slot and the child's name will be not be carried over into subsequent lotteries or placed on a waiting list until a new lottery application or sibling enrollment form is submitted. Siblings who forfeit their slot because of failure to submit registration documentation will be placed preferentially on the waiting list if the classroom has already been filled. Children granted enrollment via the lottery process, including those previous on a waiting list, will not be disenrolled to provide a slot for a sibling.

Registration Forms and supporting documentation for children selected after the initial drawing, for waiting list children granted enrollment, or for siblings submitting late enrollment forms, must be completed and returned to the school within ten (10) business days of the date the child was selected in the lottery drawing or from the waiting list. Failure to complete and return all registration forms and supporting documentation by the deadline will result in forfeiture of that slot and the child's name will be not be carried over into subsequent lotteries or placed on a waiting list until a new lottery application or sibling enrollment form is submitted.

Children will not be permitted to attend class until all registration materials and supporting documentation is received by the school.

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