

Lottery and Admission to the Elgin Math and Science Academy

Elgin Math and Science Academy (EMSA) students will be admitted in accordance with the Illinois Charter Schools Law. If more students apply to EMSA than there are seats for that grade level, then pursuant to the Illinois Charter Schools Law and EMSA's charter agreement with the Illinois State Charter School Commission, EMSA will enroll new students through a public lottery.

The EMSA application process begins with an application which may be submitted online through the online enrollment system (currently SchoolMint) or on paper (which will be manually inputted by EMSA personnel or designee). Paper applications may be downloaded from the EMSA's website, or obtained from the school office (after August 1, 2018) or a member of the EMSA outreach team.

The lottery and admissions are on a nondiscriminatory basis and open to all students regardless of race, ethnicity, gender, socioeconomic status, sexual orientation, religious preference or disability. All students residing within U-46 boundaries are welcome to apply. EMSA's preference is to keep families together; in accordance with Illinois Charter Schools Law, EMSA allows a sibling preference in its lottery and admissions. EMSA's lottery will be held by grade level, starting with the highest grade and descending. Names from a pool of all applicants will be randomly selected to fill each grade level. Additional applicants are placed on a waitlist in the order selected, maintaining a priority status for siblings.

The following procedures reflect EMSA's intent to maintain integrity, efficiency and clarity throughout the lottery and admissions process.

1. Any student entering the grades offered at EMSA and living in District U-46 is eligible for tuition-free admission to EMSA.
2. EMSA's lottery will be open to the public. Attendance by families is not required. The lottery is designed to be an administrative exercise utilizing an online enrollment system (SchoolMint). It will be held on a publicly disclosed date, after registration and application deadlines, on a date in March (except for the inaugural year which will be April).
3. The lottery will be administered and videotaped by the principal or designee. The Illinois State Charter School Commission or its designee will be allowed to be present and/or view the lottery in real time. The principal or designee must maintain a videotaped record of the lottery, including a time/date stamp. The principal or designee shall transmit copies of the videotape and all records relating to the lottery to the Commission on or before September 1 of each year.
4. EMSA will utilize an online enrollment system (SchoolMint) to manage its application, lottery, admissions and enrollment processes.
5. Before the lottery takes place, EMSA, through its online online enrollment system, will check all applications to verify: all Kindergarten applicants will be 5 years old by September 1 of that school year; and all sibling applicants are identified. The parent or

guardian will receive an email confirmation of a successfully submitted application from the online enrollment system.

6. In EMSA's inaugural year, siblings who are applying together will both be given places in their respective classes if one sibling is pulled in the lottery, until the maximum class size is reached, after which the sibling whose name wasn't pulled will be given priority on the waitlist for his or her respective grade.
7. In future years, returning students who have re-enrolled by the deadline are given places as are their siblings if places are available. For any grade level in which more students have submitted applications than there are seats for that grade level, the places will be determined by a public lottery.
8. After classes are filled, the lottery continues to create a waiting list for each grade.
9. If one sibling's grade does not have a lottery, when he or she is given a place then the other sibling will be given a place in his or her respective grade. If the class is already full, then the other sibling will be given priority on the waitlist for his or her respective grade. If a sibling is pulled from the waitlist and given a place, then his or her sibling will be given priority on the waitlist for his or her respective grade (behind other siblings with priority).
10. All parents and guardians will be notified of the lottery results related to their student(s) by: online communication through EMSA's enrollment system (SchoolMint) and U.S. mail. Within three business days of the lottery, an email and a paper letter (both in English and Spanish) will go out to the parents and guardians of all students who participated in the lottery (both accepted and waitlisted).
11. Families who are accepting their students' seats must fully enroll their child by the registration deadline (usually May 1). After that date, EMSA will release the seats from any family who has not yet enrolled their child. EMSA will make at least three phone calls and three emails to notify the family has not received an affirmative response after at least three phone calls and three emails to the family.
12. The registration period will run, approximately, from January 1 to the last day of February each year.
13. During the registration period, families of current students will be asked to inform the school as to whether the student(s) will return for the upcoming year. These families are also asked to submit applications for any siblings who wish to attend the school, since siblings are given priority where space allows.
14. Before and during the registration period, applications are available online and at the school for any interested and qualified families. These applications must be submitted to the school prior to the deadline, usually March 1. Families with children on the current waitlist are contacted to determine whether they are interested in being in the lottery for the next school year.
15. Except for siblings, the waitlist is not maintained from year to year; a new waitlist is drawn each year.
16. Students are moved up from the waitlists as openings occur at their grade level. Twice during the school year, as seats become available, EMSA will offer open seats to waitlisted students in the order they are available. This will occur during the first two weeks of school and on or before Winter Break. When a family on the waitlist is eligible to be offered a space, the school will contact the family to determine their interest in

having the child attend the school. The school will use three working days for contacting the family. The family will be given three working days to notify the school of their decision to enroll from the date they are contacted by the school. Those applicants who cannot be reached or who do not respond within this designated period of time will be removed from the waitlist and will be required to reapply. The spot will then be offered to the next applicant on the waitlist.

17. Applications can be submitted after the lottery deadline, however these applicants will not be eligible for the lottery. If there is a place in the grade level, then the student will be asked to officially enroll in the school. If there is a waitlist for the grade level, then the student will be added to the bottom of our waitlist in the order the applications are submitted.
18. No priority is given to any applicant to EMSA, except returning students, their siblings, and siblings of accepted students, as noted above and provided for in the Illinois Charter Schools Law.
19. Students residing outside of District U-46 are eligible on a per capita tuition fee basis and only after all in-district student applications have been placed during the lottery procedure.

Adopted: March 16, 2018