

**THE GLOBE ACADEMY
LOTTERY, WAITLIST AND ENROLLMENT
POLICY AND PROCEDURES**

approved _____

The GLOBE Academy is a tuition free public school. GLOBE does not admit or limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion or ancestry.

In order to properly plan, the School will routinely inquire with parents in January through letters of intent to ascertain if students will return to GLOBE the following year. An online application for new students is available on the School website at www.theglobeacademy.org. This application can be accessed via any internet capable or mobile phone device. If needed, assistance is always available by contacting the Admissions Director at the school at (404) 464-7040.

APPLICATIONS

There will be a 30-day period of open applications each winter (the “Open Application Period”), during which GLOBE will accept applications for new students residing in the DeKalb County School District for the following school year. Once enrolled, a student is not required to re-apply during subsequent Open Application Periods. Following the Open Application Period, the School shall enroll each eligible student who submits an application within this period, unless the number of applications exceeds the number of available spaces of a program, class, grade level, or building (hereinafter “Grade Level”). Because GLOBE incorporates language immersion at all grade levels, enrollment of new students is only available in Kindergarten, First and Sixth Grades.

A parent/guardian may make an application, after the date of the lottery, but will not be included in the lottery and will be added to the end of the waitlist for the designated school year. If a student is not accepted for enrollment during the current year for which it was made, then a new application for the following school year must be made during the Open Application Period to be eligible for the following school year.

If the number of applications exceeds the capacity of a program, class, grade level, or building, a lottery shall be held as set out herein. To be eligible to enroll and matriculate upon admittance via the lottery, a student must verify his/her residency in the DeKalb County School District in accordance with the deadlines set by GLOBE, and otherwise meet all rules and requirements as set out for enrollment.

All applications shall be made and submitted to GLOBE electronically. All notifications by GLOBE shall be made electronically by email (as directed by the parent/guardian at the time of application) to the parent/guardian. By making an application, each Applicant shall be deemed to have agreed to the sole use of electronic communications. All responsive communications shall be made electronically.

Notwithstanding the foregoing, a paper application may be requested prior to making application, due to a bona fide hardship, in receiving or making electronic communications. GLOBE may

offer, or schedule upon request, times for applicants to come in and receive assistance with the online application. Alternate communications are available via regular USPS First Class Mail which may be requested prior to making a paper application. All official notifications shall be made in writing and may not be made verbally via telephone.

(PLEASE NOTE: DUE TO THE TIME NECESSARY TO SEND LETTERS VIA USPS, IT IS STRONGLY RECOMMENDED THAT ALL PARTICIPANTS UTILIZE ELECTRONIC COMMUNICATIONS. THERE IS A POSSIBILITY THAT YOU MAY NOT RECEIVE A NOTIFICATION LETTER VIA USPS WITHIN THE 10 BUSINESS DAYS REQUIRED FOR A RESPONSE). BY REQUESTING NON-ELECTRONIC COMMUNICATIONS, THE APPLICANT ACKNOWLEDGES AND AGREES THAT SUCH APPLICANT IS ACCEPTING THE RISK INHERENT IN NON-ELECTRONIC COMMUNICATIONS AND BEARS ALL RESPONSIBILITY FOR MISSED RESPONSE DEADLINES.

PREFERENCES AND WEIGHTED LOTTERY

As allowed by state law and in accordance with GLOBE's charter, GLOBE will give enrollment preferences (Priority) in the following order:

1. Any student whose parent or guardian is a member of the governing board of the school or is a full-time teacher, professional, or other employee at the school;
2. A sibling of a student enrolled in the school
3. Children who matriculate from a pre-kindergarten program which is associated with the school, including but not limited to programs which share common facilities or campuses with the school or programs which have established a partnership or cooperative efforts with the school; and

Additionally, beginning with the first year of GLOBE's charter renewal (selecting students for the 2019-20 academic year), the school's lottery will also include the option for a weighted lottery to provide an increased chance of admission to students who are economically disadvantaged, as defined by State Board Rule. The goal of this policy is to increase GLOBE's percentage of newly enrolled students who are economically disadvantaged by 20% (4% during each year of the charter term) or until GLOBE's total percentage of economically disadvantaged students is within 10% of the DeKalb County School District average.

To facilitate the weighted lottery, applicants can indicate their "economically disadvantaged" status on the admissions application and such status will be verified as part of the registration process using the attached form, which shall include a sworn statement by the parent/guardian confirming accuracy. The weight for economically disadvantaged students shall be calculated annually as follows:

1. Identify the % of Kindergarten students for the current school year who are eligible for Free or Reduced Price Lunch (F/RL).
2. Identify the goal % of Kindergarten F/RL students for the upcoming school year by adding .04 to the current year's percentage.
3. Identify the number of open spots available in Kindergarten for the upcoming lottery.
4. Multiply the number of available spots by the F/RL percentage identified above to determine the number of new F/RL students needed to meet the F/RL goal.
5. Identify the number of preference students in the upcoming lottery who will be given priority and who also qualify for F/RL.
6. Take next year's goal number of new students and subtract the F/RL preference from "new admissions needed" to indicate the number of new F/RL lunch students needed to meet the goal. (**N**)
7. Identify the number of spots available in the upcoming lottery, after preferences. (**S**)
8. Calculate the total number of applications received that are non-preference. (**A**)
9. Within A, calculate the number of applications identified as F/RL. (**F**)
10. Calculate the percent of F/RL students that needs to be pulled from the available slots after preferences (N/S) (**P**)
11. Determine the weight required for F/RL non-preference applications according to the according to the formula below.

$$W = \frac{P(A - F)}{F(1 - P)}$$

* Weight will applied across all grade levels with openings.

Formula Summary

- N = New F/RL lunch students needed
- S = Spots available after preferences
- A = Number of non-preference applications
- F = Number of non-preference F/RL applications
- P = Percent F/RL needed to be pulled to meet goal
- W = F/RL weight

Example

1. Current year Kindergarten % F/RL = .10
2. F/RL Kindergarten Goal for Upcoming year = .14
3. Number of open Kindergarten spots for upcoming year = 144
4. Number of spots times goal = 144 * .14 = 20
5. Siblings who qualify for F/RL = 8
6. New F/RL needed = 20 - 8 = 12 N
7. Spots after preference = 100 S
8. Total non-preference applications = 200 A
9. F/RL applications within A = 20 F
10. % Pulled needed to meet goal (N/S) - 12/100 = 12% P
11. Solve for W to determine Weight

$$W = \frac{P(A - F)}{F(1 - P)}$$

In this example, solving for W = 1.23

$$W = \frac{.12 * (200 - 20)}{20 * (1 - .12)}$$

$$W = 1.23$$

LOTTERY PROCEDURE

In the event a greater number of applications is received than spaces available after all priority students have been offered admission, a random electronic selection process (hereinafter “Lottery”) shall be used to determine which students will be admitted. All eligible applicants will be placed in the lottery. Eligible applicants are those students who reside in the DeKalb County School District, meet age requirements for Kindergarten and First Grade enrollment, and submit a timely application. Of the names not selected for admittance, the Lottery shall also be used to establish a waiting list based upon the order drawn, which will be used to admit students to enrollment in the event a seat becomes available (the “Waitlist”).

Unless otherwise cancelled or withdrawn by the Applicant, all eligible applications submitted during the Open Application Period will be placed into the Lottery held each spring on a date selected by GLOBE. The order in which grades will be drawn will be determined by ordering the grades beginning with the grade where the applications received exceed the available spots by the highest percentage and ending with the grade for which the opposite is true.

Priority applicants are ranked based on the order outlined above and will be assigned lottery numbers ahead of all other applicants.

Prior to the Lottery drawing, GLOBE will identify any/all open seats available for the upcoming year for Grade Levels K, First and Sixth Grade. Following the Lottery drawing, students in each grade level will be offered a seat starting with the lowest number and progressing to the highest number until all available seats in each class, in each Grade Level, are filled.

Each parent/guardian of each student who has received a winning lottery number will receive notice of the winning drawing and an offer of acceptance. Parents/guardians will then have until 4:00 PM on the 10th business day from the date of sending such notice and offer of acceptance in which to either accept or decline the offer. Acceptance must be made in writing via electronic communication unless communicated as otherwise authorized herein. After 4:00 PM on the 10th business day from the date of sending such notice, an available seat which has been neither declined nor accepted shall be deemed declined and may be offered to the next parent/guardian based on the next lottery number. All non-electronic communications and responses shall be subject to the same deadlines for response and acceptance.

The lottery will be held on or before the first of March each year.

WAITLIST

Once all seats are filled, all other eligible applicants are assigned a Waitlist number based on the number drawn in the lottery. GLOBE will notify each parent/guardian and advise them that the Lottery results are available and a Waitlist has been established. Parents/guardians can then log into the website at any time to view and monitor their child's position on the Waitlist. As openings become available at the applicable grade level, students will receive an "offer" based on their Waitlist number. Parents/guardians will then have until 4:00 PM on the 10th business day following the date of sending such notice and offer of acceptance in which to either accept or decline the offer. Acceptance must be made in writing via electronic communication unless communicated as otherwise authorized herein. After 4:00 PM on the 10th business day following the date of sending such notice, an available seat which has been neither declined nor accepted shall be deemed declined and may be offered to the next parent/guardian based on the next Waitlist number.

Current year waiting lists shall terminate at end of the school day on the last day of each school year.

In the event there is an open seat which cannot be filled from the Waitlist, or applications for the current year, then the School will fill the seat on a first come, first served basis as additional applications are received.

All applications received outside the Open Applications Period will be placed on the end of the Waitlist in the order received.

ENROLLMENT

After confirming acceptance following the Lottery, the Applicant who has received a winning lottery seat shall be sent the registration materials. The applicant will have until not later than 3:00 PM on the 21st calendar day beginning on the day following an offer acceptance to return all completed registration materials. GLOBE acknowledges that medical records may not be available within said 21 day period. For reasonable cause shown, the time within which to produce medical records as required by law may be extended until no later than the 2nd Thursday of June each year.

Request for an extension of the 21 day period shall be made in writing and delivered to the school not later than 3:00 PM on the 21st day. In the event an applicant does not provide the required registration documentation and no extension request has been received by GLOBE, then GLOBE shall remove said applicant from the list and offer the seat to the next person on the Waitlist.

An applicant is deemed provisionally enrolled upon submitting registration documentation, but is subject to be removed from the list of provisionally enrolled students upon the Applicant failing to produce all completed and requested registration documentation in a timely fashion. Provisional Enrollment shall not extend longer than 30 days unless extended in writing by GLOBE for extenuating circumstances. Enrollment is deemed complete upon the Applicant providing all required registration documentation, the registration materials being reviewed, approved and accepted by GLOBE, and the student's name is listed on the student rolls of the School.

NOTE: As part of the registration process, **ALL** parents/guardians of new students must submit a proof of residence document with their registration paperwork on or before the stipulated deadline to be eligible for enrollment. Failure to meet this deadline will cause the student(s) to be dropped from the acceptance list and the seat will be offered to the next student on the waiting list. GLOBE will make good faith efforts to confirm residency in a timely manner upon acceptance but shall have no obligation to re-administer the lottery if an accepted student's failure to provide appropriate documentation of residency (and subsequent removal from the acceptance list) results in a lower or higher percentage of economically disadvantaged students being accepted into the School.

Questions should be directed to GLOBE's principal, Christi Elliot-Earby, via phone at (404) 464-7040 or email at celliot-earby@theglobeacademy.net.