



## **PCHS 2022-2023 Registration Process**

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The Office of Admissions and Attendance oversees the registration of new students, transfers, education verification, and withdrawal of students.

Applications for the 2022-2023 school year opened Tuesday, October 12, 2021, and will close Monday, February 28, 2022. There will be no exceptions to the application dates mentioned. To be admitted to PCHS, ALL families MUST complete an application (this includes Paul Revere Students, Siblings, etc.). PCHS uses a third-party system, Lotterease, to run our enrollment lottery for transparency and fairness. Because Lotterease is an independent system, the school staff cannot manipulate or adjust the lottery outcome. Only one application submission will be accepted per student. Our application and enrollment process does NOT follow a "first come, first served" approach. The applications are collected then sorted by preference order. Based on our charter and a policy adopted by the Palisades Charter High School Board of Trustees, admission is granted to students in the following preference order:

1. Residents of the former attendance area of Palisades High School.
2. Siblings of pupils admitted or attending the charter school
3. Children of PCHS staff not to exceed 5% of the school's enrollment
4. Students who have culminated from Paul Revere Charter Middle School
5. Those who qualify for free or reduced-price meals
6. Applicants who reside within LAUSD's attendance boundaries
7. Applicants that reside within the state of California, but not within LAUSD boundaries.

After completing an application, families will be notified by email from Lotterease on updates of their student(s)'s application once the lottery runs the first week of March. Once the lottery has run, families who have been selected will have 14 days to confirm or decline their seat. If after 14 days and no response is received in the system, an automatic DENIAL will occur, and the seat will go to the next student on the list. Students will NOT be eligible to rejoin the list or be re-offered the denied seat. Our staff does not have the capability to relist those students.

Once seats are confirmed, a SECOND email with OnLine Registration (OLR) information and link to begin registration will be sent. This is the START of the registration process for PCHS for the 2022-23 school year. All documents MUST be uploaded into OLR. An additional 14 days will be given to upload requested documents and complete their student's application or the registration will be denied. Space will be given to the next student in the waitlist. If assistance is needed with the OLR application process, families may contact the Admissions/Attendance Office at 310-230-6629.

### **Mid-Year Transfer Students who live WITHIN PCHS**

Families who transfer their student(s) to PCHS during the current spring semester (21-22) must verify their home address falls under the Palisades Charter High School attendance area before enrollment. They may verify their address by visiting our admissions website and using the link provided for residence school identifier. Once the address has been verified, families will need to make an appointment with our Admissions Team. During this appointment, families will need to provide documentation for proof of residency along with originals/copies of specific items listed on the website.