



Subject: Student Admissions and Public Random Drawing (“Lottery”)

Approved By: Board of Directors

Policy: 5017.1

SHASTA SPRINGS CHARTER SCHOOL

Effective Date: June 1, 2026

Revised Date:

LIBERTY SPRINGS CHARTER SCHOOL

Effective Date: June 1, 2026

Revised Date:

Governing Law: Admission policy and procedures, consistent with [Education Code Section 47605.6] subdivision (e). Education Code Section 47605.6(b)(5)(M).

All students who wish to attend the Charter School shall be enrolled subject to capacity. If there are more applications than school capacity, enrollment, except for pupils currently enrolled in the program, shall be determined by public random drawing (“lottery”), conducted in accordance with the procedures described below.

This board policy only goes into effect if the entire charter school is at its capped enrollment. This policy does not go into effect for single program waitlists.

A lottery will be held in the spring semester of each year when there are more applications than school capacity. Information about the date, time and location of the lottery will be posted on the SCS website, in public notices, and will be available by calling the number that will be included on the Student Application or the SCS website.

The Charter staff strongly encourages all potential applicants to review the school’s charter and the homeschool and academy parent and student handbooks (available on the SCS website), and published information regarding the school prior to submitting an application.

In the case that the procedures herein do not cover a situation that arises during the admissions and enrollment process, the Superintendent will take any additional steps necessary to execute the admissions and enrollment process.

Administrative Regulations Charter Document

Element H: Admissions Policies and Procedures

Admission Requirements

The Charter school actively recruits a diverse student population from the County and surrounding contiguous counties eligible for enrollment under state law. The Charter School is nonsectarian in its programs, admission policies, and all other operations, does not charge tuition, and does not discriminate against any student based upon any of the characteristics listed in Education Code Section 220.

The Charter school shall admit all pupils who wish to attend the Charter school. No test or assessment shall be administered to students prior to acceptance and enrollment into the charter school. The Charter school complies with all laws establishing minimum and maximum age for public school attendance in charter schools. Admission, except in the case of a public random drawing, shall not be determined by the place of residence of the pupil or his or her parent or legal guardian within the state, except as required by Education Code Section 51747.3. In accordance with Education Code Sections 49011 and 47605.6(e)(2)(B)(iv), admission preferences shall not require mandatory parental volunteer hours as a criterion for admission or continued enrollment.

Students with exceptional needs will not be denied admission to the Charter school solely due to missing copies of IEP or 504 plans, or due to the nature, extent, or severity of his or her disability or due to the student's request for, or actual need for, special Education services.

Students who are enrolled in the Charter school may not be concurrently enrolled in a private school.

Students admitted to the Charter school must understand and value the school's mission and be committed to the school's instructional and operational philosophy. Admission to any Charter school program shall be open to any resident of the County or a contiguous county

as required by Education Code Section 51747.3. Prospective students and their parents will be briefed regarding the Charter school's instructional and operational philosophy and will be informed of any student-related policies. At the time of enrollment, all parents must sign a parent/student contract regarding the Charter school outcomes, philosophy, program, and any other applicable requirements. The Charter school has established an annual recruiting and admissions cycle which shall include: (1) outreach and marketing, (2) orientation sessions for parents and students, (3) an admissions application period, (4) an admissions lottery if necessary, and (5) enrollment.

Public Random Drawing

The Charter school may enroll students from a wide geographic area that includes the County and contiguous counties. Applications will be accepted during a publicly advertised open application period each year for enrollment in the following school year. Following the open enrollment period each year, applications shall be counted to determine whether any grade level has received more applications than availability. In the event that the number of students who wish to attend the Charter school exceeds the charter school's capacity, a public random lottery will be used to determine those selected to attend, with the exception of existing students, who are guaranteed admission in the following school year. Admission preference in the case of a public random drawing shall be granted in the following order: 1) foster youth and homeless youth, 2) siblings of students admitted to or attending the Charter school, 3) children of currently employed Charter school staff, and 4) residents of the County.

In the event of a drawing, the County Board of Education shall make reasonable efforts to accommodate the growth of the charter school and in no event shall take any action to impede the charter school from expanding enrollment to meet pupil demand.

The Charter school and the authorizer agree to adhere to the requirements related to admission preferences as set forth in Education Code Section 47605.6(e)(2)(B)(i)–(iv).

Lottery Procedures

The lottery will be led by the Superintendent or designee. The lottery will be open to the public; however, families are not required to be present at the time of the drawing to be eligible for admission.

Numbers, each representing an application submitted to the Charter school, will be placed on cards that are of equal size and shape, grouped by priority. The cards will indicate if the applying student has any siblings that are applying for admission the same year. The name on each card will be read as it is placed into a container or lottery device that will randomly mix the cards. The person leading the lottery will draw the cards one at a time at random and read the name on the card. As each card is pulled it will be posted visibly on a display in the order it was chosen. Names will be given a numerical ranking based on the order they were chosen. The drawing will continue until all cards have been drawn and all names have been assigned a numerical ranking. These rankings will be recorded in an electronic database that will be double-checked by the lottery official.

Separate lotteries shall be conducted for each grade and program in which there are fewer vacancies than pupils interested in attending. All lotteries shall take place on the same day in a single location. lotteries will be conducted in ascending order beginning with the lowest applicable grade level. The first lottery will consist of foster and homeless youth, based on student application information. If additional spaces are available, a second lottery consisting of siblings of students admitted to or attending the Charter school will occur. If additional spaces are still available then a third lottery will occur consisting of children of currently employed Charter school staff. If, after all three lotteries are complete, there are additional spaces available then a fourth lottery will be held consisting of students who are residents of the County.

Due to preference given to siblings admitted to or attending the Charter school, if a card is drawn that indicates a sibling (of any grade) is also applying, the sibling will also be assigned the next available numerical ranking for the appropriate grade level.

If an applicant drawn during the process described above has a sibling(s) who has (have) also applied for admission during the current enrollment period and for the same grade level, that sibling(s) will be offered the next available slot(s) or if no such slot(s) remain they will be placed in the first available slot(s) on the appropriate waiting list. If maximum capacity has been reached in a particular grade level and the applicant drawn in the lottery has a twin, triplet, or other siblings of a multiple birth that has also submitted a mely application, enrollment shall be determined on a case-by-case basis as determined by the superintendent. If an applicant drawn during the process described above has a sibling(s) who has (have) also applied for admission during the current enrollment period and for a different grade level which has already been assigned slots, that sibling(s) will be offered an

open slot, if available, or placed in the first available slot(s) on the appropriate waiting list. If an applicant drawn during the process described above has a sibling(s) who has (have) also applied for admission during the current enrollment period and for a different grade level which has not yet been assigned slots, that sibling(s) will be given sibling preference (as defined above) at the time of assignment of slots for their grade level. At no time will the admission preference for children of staff exceed 10% of the total enrollment.

Waiting List

Once maximum enrollment is reached, the remaining names will be placed on a waiting list in the order received. If vacancies occur during the school year, the vacancies may be filled according to the waiting list, which will be prioritized in the same manner described in the previous Section according to rank on the list of preferences.

Families will be immediately notified by phone call or email of their placement on the waiting list within two weeks of the lottery. Families may call the main office to track their status on the waiting list.

Students who are not offered seats for the academic school year for which the lottery was held will remain on the waiting list until the end of that academic school year unless otherwise requested in writing by the parent to be removed. Students who remain on the waiting list at the end of the academic year will be required to enter the lottery again for the next school year. In no circumstance will a waitlist carry over to the following school year. Application documents for those not enrolled in the charter will be entered into the student information system as never attended and retained per state guidelines.

Admissions Offers and Acceptance of Offers/Registration and Enrollment

1. Families who were selected during the lottery will be notified by email, text or phone call of enrollment eligibility.
2. Families who were selected during the lottery will continue the Enrollment Process and complete a Student Agreement.
3. Lottery enrollment offers are valid only for the applied-for academic year. There is no option to defer an offer for enrollment. No added preference in the future will be given to an applicant who is offered a slot and declines that slot.

4. If slots become available because an accepted student declines acceptance or a student leaves the school after the start of the academic year, or as spots become available, staff may notify families on the waiting list via phone call, text, or email (as stated in the student's application for admission) in the order they appear on the waiting list.