



Lottery Procedures

School Year 2020–2021

Kingsman Academy Public Charter School (“Kingsman Academy”) is an open-enrollment public charter school. Kingsman Academy will establish program caps to ensure the long-term sustainability of academic programming and school operations. All students who apply and submit required documentation may enroll. Kingsman Academy will not recognize any enrollment preferences.

The Lottery Process

Kingsman Academy will accept applications from students in grades nine through twelve on an ongoing basis from December 14, 2019, through March 2, 2020.

On March 6, 2020, Kingsman Academy will hold a lottery for each program where the number of applications exceeds the program cap. In these circumstances, each applicant will receive a computer-assigned random number. The school will randomly pick numbers publicly until all the seats in each program are filled. Once the seats are filled, the school will continue randomly picking numbers to determine the waitlist position. Kingsman Academy will send all students and families an acceptance or waitlist letter or email by March 13, 2020, with the final results and, if applicable, enrollment materials.

For programs where the number of applications is either at or below the program cap, no lottery will be held. In these circumstances, Kingsman Academy will send all students an acceptance letter or email with enrollment materials.

Accepted students will have until May 1, 2020, to submit and complete all enrollment materials or their seats will be forfeited.

Waitlist and Open Seats

After the lottery, Kingsman Academy will continue to accept applications until October’s enrollment audit deadline for the waitlist and any open seats.

Open seats will be filled on a first-come-first-served basis. An applicant will immediately be accepted upon submission of an application and required enrollment materials. The applicant will be given one week to complete the materials before the seat is forfeited. Applicants whose seats are forfeited may reapply, but they will be required to begin the application process anew.

Applicants will be added to the waitlist in the order of application submission although there will be no guarantees of admission. Students who are admitted from the waitlist will be contacted by

letter, email, or phone. They will have one week to submit the enrollment application materials before the seat will be forfeited to the next applicant in line.

Open Enrollment After the Enrollment Audit Deadline

After October's enrollment audit deadline, students will be able to apply for both open seats and the waitlist on a rolling basis. Students who apply and gain a seat will be notified by letter, email, or phone.

Seats will be determined by the earliest date of application. A student who receives a seat must immediately accept or reject the seat. The student must also submit the required documentation within a week or the seat will go to the next student on the waitlist or remain open. Within a week of the collection of completed enrollment documentation, the student will participate in an intake interview with a member of the school's staff. The student will begin school within a week of the intake interview.