Academy of Hope Adult Public Charter School
Lottery and Waitlist Procedures

Academy of Hope Adult Public Charter School will hold a lottery each term when necessary to offer program-based seats to new students. The processes for implementing the lottery are outlined below.

Lottery Dates for the 2020-2021 School Year: Friday May 22, 2020

Determining Eligibility for Lottery for New Learners

Learners who complete the AoH application process during open application periods for AOH Terms will be entered into the lottery. Continuing students do not need to re-apply for admission and do not participate in lottery procedures. Completion of the application process requires the following to be submitted by the learner:

1) Completed online or in-person application form. Visit www.aohdc.org to see online application.

Lottery Procedure

Initial Set-up for Lottery Workbook:

The lottery workbook will include the following information for a learners who have completed application:

Fields from Application form/appointment
  - Date and Timestamp (from application form)
  - Last Name (from application form)
  - First Name (from application form)
  - Lottery ID (unique number assigned by staff)
  - Site and Program Preference (from application form)
  - Contact information (from application form)
  - Sex (from application form)
  - Date of Birth (from application form)
  - DC Resident Flag (from application form)

Calculated Fields
  - Age

Fields from LACES (applies only to learners already in LACES; i.e. returning or previous students)
  - LACES ID
  - Days since Last Assessment
  - Hours since Last Assessment
  - Current/Most Recent Educational Functioning Level
Lottery Process:

1) Information Transfer (Accountability)
   Accountability
   Learner information will be transferred from the application form to the lottery document. If a learner completes the application process, their application completion date and time will be added to the Lottery Workbook.

2) Program Placement (Automated in Lottery Workbook)
   Once learner information has been entered into the lottery workbook, each learner will be grouped by tentative program according to their preference and program capacity.

3) Lottery
   Accountability
   Each new learner will be assigned a random number using a Microsoft Excel formula.
   The learners will then be sorted by that number from smallest to largest, assuring that the selection process is completely random.
   Once sorted, learners will be chosen from the top of the list according to the number of seats available in their program to proceed to the registration process.

Calculating the Number of Open Seats per Program

Because Academy of Hope is an adult school and cannot lottery by grade, the procedure for determining the number of open seats will be as listed below. For the sake of clarity, an example is included.

a) Once learners are registered, they will be sorted by program.

<table>
<thead>
<tr>
<th>Program</th>
<th>Number of Learners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ward 5 Evening</td>
<td>100</td>
</tr>
<tr>
<td>Ward 5 Daytime</td>
<td>350</td>
</tr>
<tr>
<td>Ward 8 Daytime</td>
<td>75</td>
</tr>
<tr>
<td>TOTAL</td>
<td>525</td>
</tr>
</tbody>
</table>

b) The percentage of students registered per program will then be calculated (and rounded to the nearest percent).

<table>
<thead>
<tr>
<th>Program</th>
<th>Number of Learners</th>
<th>% Learners Registered per Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ward 5 Evening</td>
<td>100</td>
<td>19%</td>
</tr>
<tr>
<td>Ward 5 Daytime</td>
<td>350</td>
<td>67%</td>
</tr>
<tr>
<td>Ward 8 Daytime</td>
<td>75</td>
<td>14%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>525</td>
<td></td>
</tr>
</tbody>
</table>
c) Once the percentage per program is calculated, the number of seats open per program will be calculated according to the percentage and the total number of students being enrolled.

<table>
<thead>
<tr>
<th>Program</th>
<th>Number of Learners</th>
<th>% Learners Registered per Program</th>
<th># Seats per Program (based on 330 open seats)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ward 5 Evening</td>
<td>100</td>
<td>19%</td>
<td>63</td>
</tr>
<tr>
<td>Ward 5 Daytime</td>
<td>350</td>
<td>67%</td>
<td>221</td>
</tr>
<tr>
<td>Ward 8 Daytime</td>
<td>75</td>
<td>14%</td>
<td>46</td>
</tr>
<tr>
<td>TOTAL</td>
<td>700</td>
<td></td>
<td>330</td>
</tr>
</tbody>
</table>

d) Once the number of seats per program has been calculated, learners will be randomized by program and site preference. Learners will then be chosen from the “top” of that list according to the number of seats available.

4) Placing Learners on a Wait List
   Accountability
   - Learners who did not get chosen in the lottery will be placed on a wait list according to the timestamp assigned to them on their application (The learner with the earliest timestamp will be on the top of their corresponding program’s list).
   - Learners will be informed of their status the day after the lottery takes place. The results will be posted on the Academy of Hope website using non-identifiable codes, aohdc.org, and on bulletin boards in each site.

**Wait List Procedure**

There will be three separate waiting lists for learners:

1) **Priority Waitlist Learners** (Ward 5 Day, Ward 8 Day, Ward 5 Evening, and Ward 8 Evening)
   - These learners will go through the registration process before the beginning of the term, but after the registration for learners placed in classes through the lottery. (The number of learners on this waitlist is calculated according to the attrition AOH has observed at each stage of the enrollment process. These learners are expected to have seats at the beginning of the term.)

2) **All learners who did not make the lottery or get placed in the Priority Waitlist**
   - As seats open in the first weeks of the term, learners will be pulled from this list, complete all requirements for registration, complete an orientation session or day, and be given a seat in classes according to program and site preference.
   - If a learner is at the top of the list for their program, but does not wish to attend classes at the site that has an opening, they will keep their spot on the list until their preferred site has an opening, and the next learner will be called for the original seat.
Managing the Wait List:

The waitlist for each site will be monitored and supervised according to this procedure by the Enrollment and Registration Coordinator and/or Associate Principal.

1) In general, waitlist pulls will be made according to timestamp as stated above. As seats open, the learners who applied earliest for seats will be offered seats. If a learner cannot be contacted, their seat will be forfeited and offered to the next person on the waitlist. Program staff will attempt to contact a learner three days before moving to the next learner. (Dates will be recorded in the Waitlist Call 1, 2, and 3 columns in the Lottery Workbook.)

2) Learners will be given the opportunity to be pulled from the waitlist for another program only after that program’s waitlist has been exhausted.
   - For example: John Doe is number 1 in the Ward 5 Daytime waiting list. There are no more learners on the Ward 8 Daytime waiting list. If a seat opens in Ward 8 Daytime classes, John Doe will be contacted and asked if he would like to take class in Ward 8. If John says yes, he will be given the seat. If he says no, he will keep his place in the Ward 5 Daytime waiting list, and the next person will be contacted.

3) If a seat opens and two waiting lists are available to pull from, preference will be given according to timestamp.
   - For example. John Doe is in the Ward 5 Daytime waiting list and Jane Doe is in the Ward 8 Daytime waiting list, and there is a seat open in Ward 5 Evening classes. John’s timestamp is dated 11/13/2014 and Jane’s is 11/14/2014. John will be called first because his timestamp is earlier than Jane’s.

Reasons for Exiting a Wait List:

The following are the reasons AoH will remove a learner from a wait list:

1) The learner is given a seat in classes
2) The learner asks to be removed from the wait list
3) The learner no longer has current contact information or could not be reached within registration timelines, and therefore cannot be pulled from the wait list. (Program staff will attempt to contact these learners three times, and record documentation in the Lottery Workbook.)