



Application and Lottery Procedures

Schools not participating in My School DC, please complete the form below to explain your school's application and lottery procedures for the upcoming school year.

Application Period

Please identify the application window during which prospective students may apply to your school for the upcoming school year. If you have more than one application period, please list them all.

May 1, 2021 – October 4, 2021

Public Announcement

Please explain how you plan to publicly announce your school's application period for the upcoming school year, including all platforms you plan to use to communicate your application period.

On June 1, the listing of applications for the SY'22 school year will be established and all current students who intend to continue in the fall and who meet second year criteria will be notified both verbally and in writing of the need to complete an application for the upcoming school year.

During the month of August to October, orientation sessions will be held for all students at the school who have completed an application and an abbreviated orientation will be held for all students completing admission between September 18 and October 2.

Once the number of students registered exceeds capacity; the need to conduct a lottery will be publicized to all potential students via internet and telephone. After the lottery is held, eligible students will be notified, and remaining students will be notified that they have been placed on waiting list in the order established by lottery.

Lottery Date

Please provide your school's lottery date(s) for the upcoming school year.

September 1, 2021: Lottery Start Date
October 4, 2021: Application Cut-off
October 5, 2021: Notification of Enrollment / Last day for eligible students to finalize enrollment.



Waitlist

Please indicate the format in which your school's waitlist is arranged:

- Lottery:* Upon reaching capacity, the lottery continues to develop the waitlist. The names of students who apply after the application deadline are added to the end of the waitlist in the order in which applications are received.
- First come, first served:* Upon reaching capacity, the names of applicants are placed on the waitlist in the order the in which the applications are received.
- Pooling:* The names of all students not admitted through the initial lottery, including those who apply after the application deadline, are placed in an unranked pool and are drawn through a random selection process each time a seat becomes available.

Notification of Placement

Please explain how your school will notify students of lottery results.

If there are more enrollment applications from students who are residents of the District of Columbia than there are spaces available, students shall be admitted using a random selection process in the form of a lottery, except that a preference in admission may be given to an applicant who is a sibling of a current student or one selected for admission to the school.

Once the number of spaces available for enrollment has been reached during the lottery, the names of all remaining applicants will be placed on a waiting list in the order the names are drawn. Preference shall be given to siblings of applicants who are selected during this process, and those siblings shall be assigned the lowest available numbers on the waiting list.

Applicants who submit applications after the lottery has occurred, shall be added to the waiting in the order the applications are received.

The waiting list will be maintained in the main office and will be available for public inspection.

The lottery drawing will be announced in advance and occur in a public forum.

After the lottery, students will be notified of their status on the admissions or waiting list.