



## **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.

**Kingsman Academy will accept applications from students in grades six through twelve on an ongoing basis from December 11, 2023, through March 1, 2024.**

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

**After October's enrollment audit deadline, students will be able to apply for both open seats and the waitlist on a rolling basis. Applicants are placed on the waitlist in the order in which the applications are received for each program. Students who apply and gain a seat will be notified by letter, email, or phone.**

### **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.

**Kingsman Academy will announce our application period on our website and social media platforms. Families who have been enrolled with us previously will receive phone calls, text messages and emails announcing our application period.**

### **Lottery Date**

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

**On March 29, 2024 Kingsman Academy will hold a lottery for each program where the number of applications exceeds the program cap.**

### **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 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.

**Kingsman Academy will send all students and families an acceptance or waitlist letter or email, with the final results and, if applicable, enrollment materials.**