

# International Charter Academy of Georgia

## Enrollment and Lottery Policy

**Admissions Attendance Zone:** Statewide

**Admissions and Enrollment:** In accordance with O.C.G.A. 20-2-2066 (1)(A), ICAGeorgia will admit students of any race, color, nationality and ethnic origin, religion, sexual orientation, or gender. ICAGeorgia shall enroll an eligible student, as defined by GADOE, who resides within the attendance zone and submits a timely application unless the number of applications exceeds the capacity of a program, class, grade level or building. In such cases, all applicants shall have an equal chance of being admitted through a random lottery process.

ICAGeorgia may not use admissions criteria or applications that would not otherwise be used at a traditional public school, including requests for letters of recommendation, essays, resumes, or information regarding a student's school or community activities, grades, test scores, attendance record, or disciplinary history. ICAGeorgia may use applications for the purpose of verifying the student's residence within the school's attendance zone. ICAGeorgia may gather relevant information from students after enrollment is determined. For a detailed list of information that is needed to complete enrollment, refer to the Enrollment packet for students with confirmed spots on the school's website: [www.internationalcharteracademy.org](http://www.internationalcharteracademy.org).

Current ICAGeorgia students are provided the opportunity to re-enroll for the upcoming school year prior to new enrollment. Siblings of current students will register during this re-enrollment period. For new students interested in attending ICAGeorgia for the following school year, the registration period is from the middle of January to the middle of February. The exact dates and the procedure will be announced each year on the school website. Students enrolling at ICAGeorgia are subject to the following priority:

- Siblings\* of students admitted at ICAGeorgia;
- Children of teachers and staff at ICAGeorgia; and
- Children of the ICAGeorgia Board\*\*.

\*Siblings are defined as follows:

1. Biological (including half sibling) /adoptive sibling
2. Step sibling residing in the same household
3. Foster children residing in the same household

\*\*The children of the founding board members as well as the current governing board members will have the priority.

Applications and detailed information on admission procedures will be made available to the public on ICAGeorgia's website. The opportunity to apply will also be advertised to the community in newspapers, community bulletin boards, etc. Interested individuals may also request an application via email or come to pick up in person at the school office.

When there are more registrants than spaces available, ICAGeorgia will hold a lottery of the students who register during the enrollment period. Lotterease, a third party vendor that specializes in charter school lotteries, will handle the initial registration as well as the lottery in the event of a lottery. The time and place of the lottery will be published on the school's website: [www.internationalcharteracademy.org](http://www.internationalcharteracademy.org)

During the lottery, participants will win admission in the order that their number is drawn, up until the pre-established maximum capacity is reached.

Thereafter, participants will be placed on a waitlist in the order their number is drawn. The results of any lotteries will be published on ICAGeorgia's website and posted for public viewing in the school building. Applicants will also be notified of the results via e-mail. Accepted students will then be given a further deadline by which time they must confirm their enrollment. If parents do not bring in their enrollment documentation during the specified timeframe, then the school will deem the acceptance as a rejection and shall fill the vacant spot from the waitlist. At the conclusion of this process, if any grade level, program, class, or building remains below its maximum capacity, applicants will be admitted from the waitlist according to the order determined at the lottery. Any applications received after this point will be considered "late registrants" and treated as follows: (1) If spots remain available in the grade level, program, class, or building, applications will be admitted in the order they are received. (2) If no spots are available, applicants will be added to the waitlist in the order their applications are received.

ICAGeorgia shall maintain a written waiting list of registered students for the current school year only. Parents, therefore, must register every year, even if they are on the waitlist for the current school year.

**Adopted 12-2-2017**