Admissions and Lottery
Procedure SY2026-2027

ADMISSIONS ATTENDANCE ZONE: Georgia Statewide

AGE REQUIREMENT
For the 2026-2027 School Year, the age requirements are as follows:
Kindergarten: Students must be 5 years old by September 1, 2026.
First Grade: Students must be 6 years old by September 1, 2026.
Second Grade: Students must be 7 years old by September 1, 2026.
Third Grade: Students must be 8 years old by September 1, 2026.
Fourth Grade: Students must be 9 years old by September 1, 2026.
Fifth Grade: Students must be 10 years old by September 1, 2026.
Sixth Grade: Students must be 11 years old by September 1, 2026.
Seventh Grade: Students must be 12 years old by September 1, 2026.
Eighth Grade: Students must be 13 years old by September 1, 2026.

Note: Students can enroll one grade below if families prefer. Students can enroll one grade higher with the below list of exceptions:

- Students who were legal residents of one or more states (or countries) for a period of two years immediately prior to relocating to Georgia and were legally enrolled in a public school, or a state or regional accredited school, must meet the above age requirements on or before December 31st, 2025.
- Transfer students in the household of active, full-time duty status members of the United States uniformed services, including the National Guard and Reserve, will be allowed to enroll at the same grade level as their previous accredited school, regardless of age.
- In addition, students who have successfully completed the prior grade at a public school or state agency accredited private school, or who are graduates of the prior grade at any school and fall within the age range typical of Georgia students in that grade, will be eligible for enrollment in the subsequent grade.

APPLICATION & ENROLLMENT PROCESS
In general, the initial application opens at the beginning of January, and the lottery takes place in March. To apply for the initial application, applicants follow the registration steps through the online application system, Lotterease, or contact ICAGeorgia directly for paper-based initial application.

Online Application System "Lotterease"
ICAGeorgia holds a lottery of the students who register during the initial application period. Lotterease, a third party vendor that specializes in charter school lotteries, handles the initial application as well as the random lottery in the event of a lottery. The date and time of the lottery will be published on the school's website: www.internationalcharteracademy.org and school's official Facebook page: https://www.facebook.com/internationalcharteracademyofgeorgia

Accuracy of Application
Parents are responsible for ensuring that the information provided to ICAGeorgia through Lotterease is accurate. If inaccurate information is provided regarding grade, date of birth, sibling status, or preferences, it is the parent's responsibility to correct the application in their Lotterease account PRIOR to the close of the Initial Application Period. If the error is discovered after the close of the Initial Application Period but before the lottery drawing, it is the responsibility of the parent to contact Admissions to make sure the correction is made prior to the lottery. If the error is discovered at any point after the lottery drawing, regardless of the applicant's admission status or position on the waitlist, the applicant will be moved to the end of the waitlist. If the student has already enrolled at ICAGeorgia and the error is discovered or sibling status changes, the applicant may be withdrawn and returned to the end of the waitlist.

Lotterease Application Expiration
Lotterease applications are only valid for one academic year. A new application must be submitted for each academic year for new students. The waitlist becomes void annually after the enrollment period has ended and does not automatically carry over from year to year.

Exception to Lotterease Procedure
If ICAGeorgia decides to enter the student retroactively, initial applications are delivered using the following methods rather than Lotterease website registration.

- Mail Postmark Date
- Email Time Date
- Phone and/or Voicemail Time Date
- Drop Off Time Date

Lottery Preference Groups
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 Founding 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.

Notification of Confirmation or Waitlist
After the lottery is run, parents will receive a notification email from ICAGeorgia Lotterease. Email will consist of 1) notification of confirmation or applicant selected or 2) notification of waitlist. Upon receiving the notification of confirmation or applicant selected, parents have three (3) days to secure the spot. If parents do not confirm within the three day timeframe, the order will be moved to the bottom of the waitlist.

Waitlist Process
If an open spot becomes available, Lotterease will move the waitlist and the applicant will receive a notification email from ICAGeorgia Lotterease. Email will consist of 1) notification of confirmation or applicant selected or 2) notification of waitlist. Upon receiving the notification of confirmation or applicant selected, parents have three (3) days to secure the spot. If parents do not confirm within the three day timeframe, the order will be moved to the bottom of the waitlist.

Enrollment Process

Enrollment forms can be obtained in thee ways.

1. Enrollment forms are available on the school's website (https://www.internationalcharteracademy.org/enrollment-application-forms/) OR
2. In the notification email from ICAGeorgia Lotterease OR
3. At the school's main office (Phone: 770-604-0007, Email: admissions@internationalcharteracademy.org)

Enrollment forms must be submitted to the ICAGeorgia office within five (5) days after confirming through Lotterease. For any applicant who is accepted after July 19, the enrollment packet is due within three (3) business days from the date of notification or they will forfeit their spot. Enrollment forms are accepted in one of the three ways below.

- Via e-mail or fax OR
- Via hand-deliver to the school's main office in-person OR
- Mail them to the school's main office

International Charter Academy of Georgia
3705 Engineering Drive, Peachtree Corners, GA 30092
Ph: 770-604-0007 / Fax: 770-837-0479 / admissions@internationalcharteracademy.org

In addition to enrollment forms, the following supporting documents are required when completing an application for enrollment:

- Copy of student's Birth Certificate for US citizens or Passport for non-US citizens
- Two Copies of Proof of Residency in Georgia
  The person with whom the child legally resides with must attach proof of residency, dated within the last (30) days, and must show parent, guardian or legal name and street address. Please note that a P.O. Box is not acceptable as a residence address.
  See below list of acceptable supporting Proof of Residency documents
  - Current Georgia driver's license or Georgia identification card if the address on the identification is the same as the residential address
  - Bank Statement, loan documents, credit card statement, monthly activity statement, voided check
  - Home mortgage payment statement
  - Health insurance, previously issued W-2 Form 1099, pay stub
  - Georgia property tax statement with evidence thereupon of payment
  - Voter registration documentation from residing county
  - A current motor vehicle registration (tag receipt)
  - Cable bill, Telephone or Cell Phone bill, Gas bill
  - Receipt to have utilities connected
  - Affidavit of Proof of Residency (Appendix VI) (This form shall be completed for students seeking enrollment at ICAGeorgia, who live with their parents or legal guardians, but reside in the home of another adult.)
- *Copy of student's Social Security Card or Social Security Waiver Form
- Copy of Driver's License or other legal form of ID, such as a passport of Enrolling Parent/Guardian
- Georgia Immunization Form 3231 or notarized affidavit signed by all parents/legal guardians that swears or affirms that immunization(s) required conflict with religious beliefs
- Georgia Hearing, Vision and Dental Form – GA Form 3300

Note: If legal custody of a child is split between two parents, in addition to the documents listed above, a certified copy of the most recent court order identifying each parent's respective award of physical custody must also be attached. Parents are responsible for immediately informing the school of any changes to the court order.

***Procedure for Requesting Student Social Security Numbers (SBOE Rule 160-5-1-.24)**
Each local unit of administration (LUA), at the time of initial enrollment or at the beginning of a school year for a student already enrolled but who has not provided a Social Security number, shall, in a language appropriate for the parent, guardian, student or person enrolling the student:

1. Request the Social Security Number.
2. Give notice that providing the Social Security number is voluntary.
3. State the purpose for which the Social Security number shall be used.
4. Cite the provision of law which authorizes the LUA (Local unit of administration) to request the provision of the student Social Security number.

Enrollment for Withdrawn Student with an Intent To Return

1. If a student withdraws the school but intends to return to our school within a couple of month of withdrawal, the student is considered as a returning student. Therefore, Lotterease or Enrollment Packet process is not required.
2. If a student returns to our school in a year or more, the family is required to follow the enrollment procedure as a new student.