

## **2020-2021 Admissions and Lottery Procedure**

For the 2020-2021 school year, International Charter School of Atlanta (ICSAtlanta) will accept new applications in Kindergarten through 6th grade. The Kindergarten, 1st Grade, and 6th grade lottery is open to all students, regardless of target language proficiency. Students must meet language proficiency requirements before applying in grades 2-5 (see below). New students will not be accepted in 7th and 8th grades.

### **ELIGIBILITY REQUIREMENT**

All residents of the State of Georgia are eligible to enroll at ICSAtlanta.

### **AGE REQUIREMENTS**

Applicants for kindergarten must be 5 years old on or before September 1, 2020. Applicants for 1st grade must be 6 years old on or before September 1, 2020, regardless of completing Kindergarten at a private school.

### **LANGUAGE PROFICIENCY REQUIREMENTS FOR GRADES 2-5**

In accordance with guidelines set forth by the Georgia Department of Education (SBOE Rule 160-4-9-.05), International Charter School of Atlanta (ICSAtlanta) may accept students for enrollment in 2nd through 5th grades who meet proficiency standards in French, German, Mandarin Chinese (simplified), or Spanish through the STAMP 4Se language assessment.

Students who wish to apply to ICSAtlanta in 2nd through 5th grades must take ICSAtlanta's language proficiency assessment and meet the proficiency minimums outlined on the website ([www.icsatlanta.org](http://www.icsatlanta.org)) before he or she will be allowed to apply. If the minimum required score is not met, the student will not be able to apply for admission.

### **APPLICATION AND ADMISSIONS PROCESS**

#### **General Information**

The Initial Application Period will open on Monday, January 6, 2020 and close on Friday, January 31, 2020. All eligible students with complete and valid applications received between January 6, 2020 and January 31, 2020 will be admitted to ICSAtlanta for the 2020-2021 academic year, unless the number of timely applicants exceeds the capacity in the student's grade. If the number of applicants exceeds the available spaces for a grade, a lottery will be conducted to determine students admitted.

To be considered for the lottery, a student's application must be received prior to the Initial Application Period deadline as established by the ICSAtlanta Governing Board (11:59 PM on January 31, 2020). All applications received after January 31, 2020 will be added to the end of the appropriate grade waitlist in the order they are received. Applicants will be notified of their admissions status when and if it changes.

## **Application System**

ICSAtlanta utilizes Lotterease, a school application software, to accept and manage new student applications and the lottery for the 2020-2021 school year. Lotterease securely maintains data and ensures the integrity of the lottery and any waitlists.

When applying at ICSAtlanta, parents will create an account with Lotterease. Parents will have the ability to check the status of their application, determine waitlist position, and view application history at any time by logging in to their Lotterease account.

## **Accuracy of Application**

Parents are responsible for ensuring that the information provided to ICSAtlanta 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 (January 31, 2020). 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 ICSAtlanta and the error is discovered or sibling status changes, the applicant may be withdrawn and returned to the end of the waitlist.

## **Application Expiration**

Applications are only valid for one academic year. A new application must be submitted for each academic year for new students. The waitlist is purged annually after the enrollment period has ended and does not carry over from year to year.

## **ADMISSIONS LOTTERY**

The lottery for any grades with more applicants than available spaces will take place on February 11, 2020 at 7:00 PM. The lottery event is open to the public, and all qualifying applicants will be notified of the date, time and place of the lottery via email and web posting. ICSAtlanta utilizes Lotterease to conduct an automated lottery.

It is not necessary for an applicant's parent/guardian to be present at the lottery for an applicant to participate in the lottery or to be admitted to ICSAtlanta. Parents/guardians of students in the lottery will be notified via email and by text of their admission or waitlist status. Parents can also check their applicant's status by logging into their Lotterease account for real-time status.

During the lottery event, the Admissions and Lottery procedures will be explained to the audience, including the following:

- Preferences and the number of applicants with each preference;
- Waitlist process;
- Notification process; and
- Confirmation of attendance and enrollment process.

Questions will be answered prior to the beginning of the lottery drawing.

## Enrollment Preferences

In accordance with O.C.G.A. § 20-2-2066(a)(1)(A) and SCSC Rule 691-2-.05, ICSAtlanta will give an enrollment preference to the following categories of applicants and in the following order of priority:

1. **Enrolled Sibling:** A sibling of a student enrolled in ICSAtlanta. If applicable, all qualified applicants for grades that do not require a lottery (number of applicants does not exceed the number of available spaces) will be placed on the school roster. Any siblings\* of these students enrolled without a lottery will be placed into the available spaces in their respective grades.
2. **Child of ICSAtlanta Board or Staff Member:** A student whose parent or guardian is a member of the ICSAtlanta Governing Board or is a full-time ICSAtlanta staff member.
3. **Applicant Sibling:** Applicant who has a sibling that is also applying to a pending or active lottery at the school.

The preferences will also exist within each preference category. So, a student who qualifies under more than one preference category will have a higher priority than someone falling into only one preference category.

\*A student may qualify as a sibling if the student meets one of the following definitions:

1. Sibling residing within the same household (half-sibling is included);
2. Step-sibling residing in the same household; or
3. Foster child residing within the same household.

Other sibling notes:

- Siblings, half-siblings, or step-siblings living in different households are not considered for a sibling preference.
- If sibling status cannot be verified at enrollment, anyone enrolled through Sibling Preference will lose their spot in their grade and move to the bottom of any waitlist for their grade
- Sibling Preference is only applicable for students who are eligible to enroll based on age.
- An alumnus of the school *does not* qualify as a sibling for entrance preference.

## Spaces Available for Each Class

Class size is at the discretion of the Executive Director, as long as the size is within legal limits. The number of spaces available during the lottery will be based on the approved class size and available spaces.

## Notification of Admission

When a student is admitted to ICSAtlanta, parents will receive an “Applicant Selected” email from Lotterease. Parents must follow the instructions in the email to Confirm Attendance within a two (2) full calendar day period if the student is admitted prior to July 20. If the student is admitted after July 20, parents must follow the instructions in the email to Confirm Attendance within 24 hours.

If Attendance Confirmation is not completed within the two (2) day period (or 24 hours after July 20), the applicant will automatically move to the end of the waitlist, and the spot will be given to the next applicant on the waitlist.

Upon Confirming Attendance, the parent will receive enrollment instructions and an enrollment link to Infinite Campus. There will be separate time frames in which the enrollment form must be submitted (this includes a completed enrollment form and successful upload of enrollment documents).

ICSAtlanta and Lotterease are not responsible for missed deadlines resulting from notification emails going into Spam or Junk folders, or undeliverable emails. It is the responsibility of the parent or guardian to enter a correct and valid email address when creating a Lotterease account, designate the sender (Lotterease) appropriately, and/or monitor their Lotterease account and stay informed of their child's position on the waitlist.

## **WAITLIST PROCESS**

Applications received after the Initial Application Period (ending January 31, 2020) will be placed at the end of the waitlist that is generated by the lottery, in the order in which they were received. (If a grade is not at capacity at the end of the lottery, additional students may be admitted as qualified applications are received, in the order they are received.)

If additional spaces become available after the lottery, they will be filled by the applicants from the waitlist, in order based on the system-generated ranking, or date and time the application was received if the application is received after the lottery.

## **ENROLLMENT PROCESS**

Upon admission and Attendance Confirmation, applicants will be required to submit the online enrollment form, along with required enrollment documents within the timeframe stated on the enrollment email or the student will give up his or her space and move to the end of the waitlist for his/her grade. Required enrollment documents must be submitted through ICSAtlanta's online enrollment portal (Infinite Campus) following the directions in the enrollment email. Documents should not be brought or mailed to the school unless directed by the Admissions Specialist or other members of ICSAtlanta administration. All information provided in the enrollment process must be accurate, and documents must be correct, current, and unaltered. If a parent knowingly provides false information or omits information, the student will be unenrolled.

**Required Enrollment Documents** (certain documents will not be required until after initial enrollment – see Enrollment email for details)

1. Online enrollment form (submitted before the enrollment deadline)
2. Birth certificate (we are not able to accept passports in place of a birth certificate)
3. Parent/guardian photo identification
  - a. Parent identification must be consistent with the parent on the birth certificate.
  - b. Proof of custody or guardianship will be required if not the birth parent.
4. Social Security card of the student (A parent or guardian who objects to the incorporation of the social security number into the school records of a child may have the requirement waived by signing a statement objecting to the requirement)
5. Signed *Authorization to Release Records form or Certificate of No Public School*
6. *Certificate of Immunization* - Georgia Form 3231 completed by the GA Health Department or a GA licensed physician
7. *Certificate of Vision, Hearing, Dental and Nutritional Screening* - Georgia Form 3300 (please be sure all four sections are complete)

8. Proof of Residency\*
  - a. A lease, deed, or mortgage statement AND
  - b. Other address verification showing the same parent name and address
    - i. A current utility statement, such as electric, water, gas, or cable OR
    - ii. Valid Georgia driver's license
9. If applicable, student's most recent IEP, 504, TAG, or EIP documentation

\*Residency Notes:

- Ownership of property/land with stated intent to build and use as primary residence is insufficient to establish Proof of Residency.
- Parents or guardians who live in a residence but do not own or lease the residence will be required to complete a notarized Affidavit of Residence. The parent/guardian and the adult owner/lessee of the residence will both be required to complete the form, attesting that the person does indeed reside there. The parent/guardian will also need to provide evidence that they do live at the specified residence, as detailed on the affidavit.