

### Lottery

All applicants to PACE must submit a lottery application prior to the published deadlines. If the number of applicants received exceeds the capacity of the program, class, grade level, or building, a lottery drawing will be used to determine enrollment. Any applications received after the published deadline will be placed at the end of the wait list in the order in which they were received. The drawing will be duly publicized and conducted in a public meeting.

### Weighted Lottery Due to AEC Status

PACE will be an Alternative Education Campus (AEC) and as such will give priority, as per state law, to students who fit the mission of the school. PACE will qualify as an AEC based on having fifty percent (50%) or more of students having Individualized Education Plans (IEPs) in accordance with federal regulations or a demonstrated need for specific services or specialized instruction as defined in Section 59-40-50, and the school will provide the needed evidence-based specialized instruction, interventions, services, support, and accommodations based on the needs of the students. PACE will hold a weighted lottery as permitted under Section 50-40-50. “In the case of a charter school designated as an Alternative Education Campus, pursuant to Section 59-40-111, that is serving educationally disadvantaged students, if the number of applicants exceeds the capacity of a program, class, grade level, or building, students may be accepted by weighted lot as allowed by ESSA with mission-aligned preference and the process clearly described in their charter and charter contract approved by their sponsor, and there is no appeal to the sponsor.”

### Weighted-Lottery Application Process

To be eligible for the PACE lottery, parents must be able to provide documentation of a demonstrated need as per 59-40-50. “Demonstrated need may include, but not be limited to, as documented in an Individualized Education Plan (IEP), 504 plan, a medical or psychological diagnosis, or documentation that the student is not meeting grade-specific standards in literacy as documented by the student’s school. For purposes of this section, educationally disadvantaged students are those students as defined by the Every Student Succeeds Act (ESSA).

Evidence-based services must include, but are not limited to, services to students who need evidence-based, specialized, multisensory instruction in literacy or other services included in the students’ IEP or 504 plan.

### PACE Application Process

#### First Tier Priority

First Tier Priority is as follows

- 1) Students who have documentation either through an IEP or 504 Plan because of a Specific Learning Disability (SLD) based on reading have the highest priority.
  - a. Under SLD, IEPs based on any category for reading disability has the higher priority over an SLD in math only.
- 2) An evaluation by a licensed psychologist that shows specific learning disorder including strengths and weaknesses that are focused on reading
- 3) MTSS/RTI documentation demonstrating interventions based on reading struggles.
- 4) School records showing difficulty in reading, including but not limited to: report cards, MAP scores, state assessments, student work samples, teacher recommendations and a completed screener given by PACE.

- 5) In grades K-2, results from early literacy screeners showing difficulty in reading and a completer screener by PACE.

### Second Tier Priority Enrollment

Children in second tier priority will only be considered if the grade to which the child applies is not full. Preferences in the second-tier lottery are as follows in this order if the child does not meet the definition of the AEC:

- 1) sibling applicant(s) of a currently enrolled and attending student
- 2) children of employees
- 3) child(ren) of the PACE Charter Committee members and employees, not to exceed 20% of the total enrollment for that year (Charter Committee members' children have priority for enrollment throughout the duration of the ten-year charter);

To be considered a “sibling applicant,” an applicant must share at least one common parent, either by birth or legal adoption with a sibling either currently enrolled or who has completed at least one year at PACE within the last six years. As with all other applicants, all sibling applicants are required to complete any additional steps in the enrollment process, such as enrollment paperwork and participation in an Enrollment Orientation Meeting.

### Double Priority

Students who have double priority are defined as having met one of the first tier and second tier categories. For example, a student whose parent is on the planning committee or an employee and has an IEP. This student would move to the top of the list before students with only first tier priority.

In the event a lottery is not required then any child who applies will be granted acceptance.

The lottery drawing will proceed as follows:

1. Any student who has double priority will be placed on the Board prior to the drawings.
2. For all other applicants, a lottery card will be created with applicant's information as follows:
  - a) the name of the student, grade level and date of birth; and
  - b) sibling(s) if applicable including grade(s) and date(s) of birth.
3. Students who are in grades that do not require a lottery will be placed automatically. Any siblings of the student will be placed, if the sibling qualifies for the AEC. If the sibling does not, then they will be placed on the wait list after all students who qualify for the AEC who are on the wait list.
4. The remaining individual cards of students who will be in grades that require a lottery will be placed in a nontransparent container by grade level.
5. The lottery will begin with the highest grade that requires a lottery then proceeding with the next highest.
6. A nonemployee of PACE will then draw cards from the container until all have been drawn.
7. The applicants name will be called out and placed on the Board. The name will be recorded on an independent tally sheet.
8. In the event a student drawn has a sibling that is on the wait list in another class, the student on the wait list will be moved to the top of the waiting list. The process will be repeated for each grade level until all grades and all cards have been drawn and a list has been created.
9. This process is repeated until all names are drawn and assigned to grade levels. As grade levels become full, remaining names will be placed on a waiting list in their lottery order number.

PACE will determine each student's eligibility starting with the first name drawn and then proceeding to the next name and so on, following the first-tier priority. Parents must submit all documentation within two weeks of documented notification via email. If a screener is needed by PACE to determine eligibility, the parent must present their child for screening within that two-week period. At the end of the two weeks, any student who has not submitted the required documentation will be removed and placed at the bottom of the waiting list.

At the end of the two-week period, parents will be notified of their child's placement either in the school or their position on the wait list. Parents will be sent the enrollment packet which will be due in no later than 30 days. If the student's documentation is not submitted within the 30 days, the student drops to the end of the waiting list.

The Enrollment Packet will consist of the following:

- Application
- Proof of Residency
- Immunizations
- Media Release
- Home Language Survey -if first time in public school
- Records Release
- Birth Certificate
- Family Volunteer Form
- Student Health Information
- Recent Academic Information if available



Parents will need to attend one Enrollment Orientation Meeting during the year of application. Dates will be published annually. Any parent needing transportation can contact the school for assistance.

### Appeals

The results of the lottery will be final and binding and may not be appealed to the sponsor. If PACE denies admission of a student for reasons other than the lottery, the student may appeal to the sponsor. The appeal must be made within 10 business days of the letter of non-acceptance in writing and state the grounds on which the appeal is based. The decision of the sponsor shall be binding and final without the right of appeal (Section 59-40-50(c) (1)).

### Withdrawals

A student may withdraw at any time during the school year by completing a withdrawal form. PACE will make every effort to conduct an exit interview with the family to understand why the family/student wishes to leave. This information will be documented and shared with staff to address any school deficiencies that resulted in a student's departure.