

2019-2020 Lottery Policy & Procedures

In accordance with federal laws, no student will be denied admission to NAMASTE CHARTER SCHOOL based on race, ethnicity, national origin, gender, disability, aptitude, or athletic ability. The school shall be open to any child who is eligible under the laws of Illinois for admission to a public school. New students will be admitted each year without regard to prior measures of achievement or aptitude, athletic ability, disability, handicapped condition, ethnicity, race, creed, gender, national origin, religion, or ancestry.

NAMASTE CHARTER SCHOOL will hold an open application period beginning in January through the first Friday of March for its incoming class of Kindergarteners and any open positions in the other grades to enroll for the following fall term. To be permissible for consideration to apply to the school, the application must be complete and signed by the student's parent or legal guardian and it must be submitted to the school, or postmarked, within the open application period, which will end on March 1, 2019 at 4pm.

If, after the application period has ended and the number of applications received exceed the number of open student positions, the school will hold an open, public lottery to select students for admission. Names will be drawn after all available spaces have been filled in order to form a priority-ranked, enrollment waiting list. This waiting list will be the only official, legal document identifying the names of eligible students with applications to NAMASTE CHARTER SCHOOL pending acceptance for the subsequent school year, or when vacancies arise, based upon the order of random selection from the lottery following a recruitment period. If applications are received after March 1, 2019 at 4pm, they will be placed on a late application waiting list in the order they were received. This waiting list will become active after all students placed in the lottery have been admitted into Namaste.

First preference will be given to returning students, who will automatically be assigned a space within the school. The next preference will be given to siblings of students already enrolled in NAMASTE CHARTER SCHOOL. For definition purposes, "siblings" are two or more children that are related either by 1) birth, by means of the same father or mother, or by 2) legal adoption. Siblings also must show proof of living at the same address to be considered for sibling status. All students who live in Chicago, Illinois are eligible to apply and enroll in NAMASTE CHARTER SCHOOL.

NAMASTE CHARTER SCHOOL offers no preferences in admissions to children of particular needs or abilities. The school has made sure that all marketing efforts give students with special needs every opportunity to enroll in the School.

When conducting the lottery, the name of each student who is a resident of Chicago and has submitted an application with a parent/guardian signature shall be written on identical pieces of paper and shall each be folded in an identical manner. Names for each grade level shall be placed in separate containers. Beginning with the lowest grade level, names will be drawn one at a time. If a child's name is drawn who has older siblings in the lottery, the names of the older sibling shall be given priority on the enrollment list for that grade level and shall be accepted provided

there is space available in the appropriate grade level. This process shall be open for all applicants and community members to witness. This process shall be used each year for all grades. If a child in a younger grade is selected for admission, and a sibling of that child remains on the waiting list for his/her grade level, that sibling will be placed at the top of the waiting list for admission in accordance with the sibling preference statute in the law.

Formal notices will be mailed to the parent(s)/guardian of the student notifying them of the lottery results. The notice will also include a letter of intent to enroll that must be signed and returned to NAMASTE CHARTER SCHOOL within two weeks of notification to hold the student's admission position. The school will make one phone call to each family that has not returned the letter of intent to enroll in the timeframe required. If no commitment can be secured from the family in a reasonable timeframe, the school has the right to remove the student from the admit list and pursue other students in order from the established waitlist.

Upon enrollment or withdrawal, the student's parent/guardian must complete all paperwork required by the Chicago Public Schools to enable all records to be properly transferred and to provide the school with necessary information, such as address and immunization records. It shall then be the duty of Namaste charter school to immediately contact the school last attended by the child to obtain relevant academic and other records.

Since all promotion decisions have not yet been made, a few students will be admitted in each grade level, and, at any time that a space becomes available in a given grade level, Namaste will utilize its waiting list to select the next student to attend.