

Lottery Procedures

In situations where interest and eligible applicants exceed the school's enrollment capacity, a lottery will be used to determine admission. It is important to ensure that specific procedures have been designed and defined that can be implemented in situations where a lottery is required.

Checklist of Considerations

Did you...	Yes?
1. State that the school will determine the number of spaces available each year in each grade.	<input type="checkbox"/>
2. State that, in cases where there are fewer spaces than eligible applicants, students shall be accepted for admission by a lottery process in alignment with Section 59-40-50 of the Charter Schools Act.	<input type="checkbox"/>
3. State that reasonable public notice will be given prior to each enrollment lottery, including an anticipated timeline each year.	<input type="checkbox"/>
4. State that the lottery will be conducted in public and indicates the location of the general location where lottery procedures will be enacted.	<input type="checkbox"/>
5. State that a neutral party will draw the lottery, and whether the lottery will be conducted electronically, and if so, that a neutral party shall certify that the process is fair and that selection is random.	<input type="checkbox"/>
6. Consider siblings of students who are offered admission through lottery procedures in alignment with charter preferences.	<input type="checkbox"/>
7. State how the school will notify students of an offer of admission and sets a deadline for acceptance of the offer of admission in alignment with standard enrollment procedures.	<input type="checkbox"/>
8. State that the school shall place the names of students not offered admission following a lottery on a waitlist in the order the names are selected.	<input type="checkbox"/>
9. State that if a school chooses to accept additional applications for grades where a waitlist has already been established from the lottery, that the charter school must exhaust the initial waitlist prior to holding additional lotteries within the school year.	<input type="checkbox"/>
10. State that the school will keep accurate records of its waitlist, including a description of information retained from the lottery (such as name, date of birth, city or town of residence, grade, home address, and telephone number).	<input type="checkbox"/>
11. Specify whether attendance is recommended or required (or not) in person. Reinforce the date, time, and method that notification of the outcomes will be disseminated.	<input type="checkbox"/>

Additional Notes

1. The Public Charter School Alliance of South Carolina is an agency that supports schools in implementing annual lottery procedures.
2. Be sure that you do not mistakenly advertise the school as first come, first serve. Yes, it is open to all, but even if you think a lottery will not be necessary, you never want to make a promise you can't keep.
3. Be sure your families understand your enrollment priorities, as well as eligibility for the lottery.
4. Yes, a lottery may be necessary for a single grade or a single seat.

