

## **Oshki Ogimaag Charter School Lottery Policy and Process**

OCS will utilize accept students by lot if number of applicants exceeds the school's capacity of 60 students. Throughout this process, it is the policy of OCS to be nonsectarian in its programs, admissions policies, employment practices, and all other operations. OCS shall not charge tuition, and shall not discriminate on any student on the basis of race, ethnicity, national origin, gender or disability.

### **Notification**

Notification of the school's lottery procedures is published on the school's website. If needed, the lottery will take place annually on March 15<sup>th</sup>. All existing and new applications must be received by March 1<sup>st</sup> of each year in order to be eligible for the lottery.

### **Procedures**

A completed Enrollment Application is required in order to be included in the annual lottery and/or placed on the waiting list. Enrollment applications are available on the school website and from the school office.

Should a lottery need to be implemented at OCS, the Board of Directors will designate an enrollment coordinator. The enrollment coordinator, school director, and the school business manager will oversee the lottery process to ensure compliance with this policy. All staff witnesses will sign a form certifying the lottery results and process, which will also be certified by the school board.

On March 15<sup>th</sup>, each applicant will be assigned a random number and be placed sequentially by each grade to comprise the waiting list from which to fill the next year's class openings. Preference will be given to siblings and children of teachers working as teachers within the school (Minnesota §124D.10).

Students qualifying for preference, any time after the lottery, who were included in the lottery, will be placed by their lottery number in the "preference section" of that grade's waiting list. Students qualifying for preference after the lottery was held who had not submitted an Enrollment Application (and have therefore not been assigned a lottery number), must submit a completed enrollment application before being admitted. Annual lottery results will be published on the school website with the following unique non-identifiable pieces of data to include the applicant grade and lottery number.