

# The Community Academy for Architecture and Design, Inc. Governing Board Lottery and Admissions Policy

**Adopted On:** 12/3/2018 **Last Reviewed On:** \_\_\_\_\_ **Last Updated On:** \_\_\_\_\_

The Board of TCAAD adopts the following policy, effective on the date of adoption by the Board.

This policy establishes the enrollment policy including the lottery process for TCAAD.

1. TCAAD will not charge tuition.
2. Students who do not reside in the Dekalb County attendance areas will not be eligible to attend TCAAD.
3. Pursuant to O.C.G.A.20-2-2066(a)(1), the following priorities will be taken into account in the following order:
  - i) Priority admission will be given first to children who share at least one common biological or legal parent whether through natural or adoptive means (each, a "Sibling"), including those selected during the lottery process or already enrolled TCAAD students.
  - ii) Priority admission will be given next to children of staff or board members, regardless of whether they reside in Dekalb County School District.
4. Families of potential applicants will complete an online version of the enrollment packet on the TCAAD website for each applicant, or by obtaining a hardcopy of the enrollment packet from the TCAAD office. The hardcopy enrollment packet will be available on the website.
5. Due diligence will be shown in announcing the opening of a new enrollment or lottery cycle to the public:
  - The enrollment cycle and lottery dates will be prominently displayed on the TCAAD website beginning at least one month prior to the opening of an enrollment and lottery cycle.
  - Notification will be sent to all currently enrolled parents and students two weeks prior to the commencement of the new enrollment cycle.
  - Additional means of notifying the public that a new enrollment cycle is opening or is currently open may include, but is not limited to: social media, television commercials, local papers throughout Dekalb County, including, but not limited to the The Champion, CrossRoads News, the State Charter School Commission, and the Georgia Charter School Association.

6. If the number of applicants received by TCAAD during an open enrollment cycle specified above exceeds the capacity of a program, class, grade level, or building, TCAAD shall ensure that such applicants have an equal chance of being admitted through a random selection process. TCAAD shall not conduct more than one lottery per grade per academic year.
7. If necessary, a public lottery will be held by an independent third party. The location and time will be posted on TCAAD's website. Any students who are not admitted to TCAAD after the lottery has commenced will be placed on a waiting list (the "Wait List"). Any students who apply after the lottery has commenced will also be placed on the Wait List. TCAAD will fill any vacancies throughout the school year by notifying students on the Wait List in order of their applicant position.
8. Once admitted through the lottery process, parents or guardians are required to register and will be sent information with directions for how to register their child, including specific information on documents they will need. Parents who fail to register their child with all of the required documents during the registration period may forfeit their child's seat at TCAAD in order to make the seat available to the next student on the waiting list.
9. Students will be asked to submit an intent to re-enroll annually in advance of the conclusion of the open-enrollment period. This ensures each returning student (and any Siblings or other students who qualify for enrollment priorities outlined below) are given the first seats to become available for the subsequent year.
10. Families become sufficient and approved once all required compliance documents are received.