



## Pineapple Cove Classical Academy Enrollment and Lottery Procedures

Priority for enrollment will be given in the following order in accordance with Florida State Statute and the approved charter application with Brevard Public Schools:

1. CURRENTLY ENROLLED STUDENTS (beginning year two)
2. SIBLINGS: Siblings of currently enrolled students. Siblings who are admitted into grade levels not requiring a lottery will have younger siblings admitted before lottery numbers are drawn.
3. FACULTY, STAFF, AND FOUNDING BOARD MEMBER CHILDREN: Children of full-time employees and Founding Board members.
4. OTHERS: All other eligible students. Grade levels over capacity will require a random lottery, with results available immediately.

### LOTTERY

Our priority application window is 15 January to 1 March each year. Our enrollment period will be from 1 March to 15 April each operating year (or the next business day if these dates fall on a weekend or holiday). We will request current students notify the school of continuing enrollment by 8 February each year so the school can determine possible openings for new students. All applications for enrollment will be date/time stamped as they are received and filed by application date and grade level (based on cohort class).

When the school receives registrants exceeding available openings in a specific grade level, a lottery shall be held.

The lottery process shall be published in advance and articulated prior to the commencement of the lottery.

The lottery will be drawn in the following manner:

- All grade levels not at capacity will be admitted.
- Sibling and staff preference will be identified.
- Remaining applications will be assigned a random number and drawn accordingly.
- Wait list positions are also determined by lottery.

### PARENT NOTIFICATION

Parents and/or guardians will be notified in writing that their child was chosen as a Candidate for Enrollment during the lottery by U.S. mail.

#### WAIT LIST

Lottery positions and wait list positions will not be secured from year to year. Those offered the opportunity to enroll from the wait list will have seven days to complete the Letter of Commitment before the opening will be offered to the next student on the wait list.

It is the responsibility of the wait listed parent or guardian to return phone calls and e-mails in a timely manner and ensure all contact information is updated.

A school designee shall contact the next person on the wait list if a slot becomes available. Contact will be made by phone and e-mail. Every effort will be made to reach the individual and messages will be left with clear instructions.

The parents will be given seven days to contact the school and make a decision to accept the opening. If contact or a decision is not made within this time frame, the next student on the wait list will be extended the offer.