



**The Village Green**  
Virtual Public Charter School

## Lottery and Enrollment Policy

### *Preamble replicating RIDE guidance language of January 2014*

State and federal statutes and regulations govern how students enroll into charter public schools. In general, charter schools must accept any age-eligible applicant, regardless of background, need, individual characteristic or prior performance. In cases where more applicants apply than there are open seats in the school, charter schools must conduct enrollment lotteries to determine which students shall be admitted. VGV understand its responsibility to conduct fair and equitable outreach, lottery and enrollment policies in advancement of the RIDE guidance's spirit and letter.

### Outreach and Recruitment:

VGV proactively reaches out to the public by using mass-media (TV and radio) as well as visitations to middle schools who invite us to choice assemblies. The PR campaigns are designed by professionals in the media who devise strategies to hit as many demographics as possible. Our outreach is state-wide.

### To apply:

VGV uses an online recruitment portal which is both English and Spanish. The application is a replication of the official RIDE template. The application can be found on [vgnlione.org](http://vgnlione.org) and each application submitted is electronically time and date stamped as it is placed in queue. At the present time we have not re-formatted the RIDE application template. We do not request additional information from applicants.

### Enrollment Procedures

*Lottery Procedures*      The procedures, format, and methodology for running the school's enrollment lottery

*Lottery Exemptions*      applicants that are enrolled prior to, or outside of, the lottery

<i>Weights/Preferences</i>	applicants that receive additional opportunities in the lottery
<i>Application Validity</i>	the criteria, consequences, and communication for applicants who have submitted applications that are deemed incomplete or invalid
<i>Waiting Lists</i>	how the school will maintain its waiting list
<i>Notification</i>	how the school notifies applicants of acceptance status
<i>Enrollment</i>	how the school enrolls students into the school

Lottery Procedures – On the day designated by RIDE as lottery day, VGV uses a “lottery or bingo drum” which contains a uniformly sized card which contains the name of the applicant. Under the guidance of the Admissions Officer names are drawn one by one. As names are drawn an excel spreadsheet is constructed giving a numerical designation to each student. The entire bingo drum is emptied so that a complete list is created at one time. This process is repeated for each grade. The process is open to the public. Additionally, there are two people who read and verify the name as it appears on the drawing card. The excel sheet is an examinable document if anyone were to ask to inspect.

Lottery Exemptions - The only exemption which the VGV Board has allowed is the sibling exemption where sibling is defined as having legal custodial or parental rights. We do not have exemptions for relatives who are not defined as siblings, founders or faculty/staff children.

Weights/Preferences – VGV does not engage in a weighted lottery in any way shape or form. Each applicant has one ticket in the drum and the lottery is random.

Application Validity - If there is missing information on an application then the Admissions Officer will attempt to contact the family to retrieve the missing information. However, if the information which is missing is all of the following; address, phone or email then there are certain limitations to the potential success of contact. The only time an application will be discarded from the lottery is if the application is a duplicate. Due to the e-application system it is not infrequent that a family will partially complete an application then to only subsequently complete and submit another one. If the same student applies twice then one of their applications will be discarded. Redundant applications (often with varying levels of information) are a natural by-product of the e-application portal. This process takes place over the weeks and months prior to the lottery.

Waiting List – the waiting list is under the supervision of the Admissions Officer. Each lottery result is ascribed an ordinal position and offers of enrollment are made to the first “x number”

of students in our enrollment target. Weight list placement is easily determined as a function of the ordinal position of each applicant. VGV does not “roll over” wait lists from year to year.

Notifications – Immediately following the lottery the Admissions Officer mails via USPS a dual language letter which notifies the parent of their lottery success. The return paperwork calls for a simple “yes or no” regarding the acceptance of the offer. We do not ask for any paperwork to be returned at this time. The main concern is the timely notification to the school of the “yes or no.” The letter is accompanied by a SASE. VGV allows 15 days for the receipt of the “yes or no” before the offer is made to the next family on the list.

#### Enrollment Materials

To enroll into VGV, applicants notified of an available seat confirm intent to accept the seat in the charter school via our “yes or no” form delivered via USPS with an enclosed SASE. After an applicant has notified VGV their intent to accept, VGV requests detailed enrollment information which includes:

- ✓ Registration form
- ✓ Proof of residency
- ✓ Prior academic records
- ✓ Photo release
- ✓ Special education records
- ✓ Health forms
- ✓ Home language information
- ✓ Emergency contact information
- ✓ District notification
- ✓ Free and reduced lunch form