**Open Enrollment Policy**

**DRAFT 151105**

Beginning in January of each year, an open enrollment period will begin for students entering kindergarten for the next school year. Students should turn five years old prior to September 30th of that year to be eligible for kindergarten enrollment. The open enrollment period will continue from January through the first Friday in March. Enrollment will be counted and, if more students have requests enrollment than seats authorized by the State of New Hampshire to fill, a public enrollment lottery will occur on the Monday closest to March 15th of that year.

Each student who has filled out the initial enrollment paperwork will be assigned a number. All numbers will be entered into the lottery. Each number will be chosen by a person not affiliated with the Gate City Charter School for the Arts. This person will be chosen by the Director or designee. The Director or designee will be responsible for inviting parents and members of the public to observe the lottery drawing.

All numbers will be drawn during the lottery. Once all the authorized seats are filled, the remaining numbers drawn will form the Waiting List in the order drawn.

Kindergarten students who are enrolled after the first Friday in March will be added to the Waiting List in the order received after those already assigned to the Waiting List based on the enrollment lottery drawing.

When a seat at any grade level becomes available during the year and there is no wait list remaining from which to draw student enrollment, a new Open Enrollment period will be established. When the student seat becomes available, the Director or designee will establish an Open Enrollment Period. The period will last for five (5) school days, or one (1) week on the calendar. The Director or designee will be responsible for advertising publicly the enrollment opportunity available. The public announcement will be made through at least two different sources (web site, social media, news outlets, and notice through community service organizations, etcetera).

*NOTE: John raised the following questions:*

* *What if no applications are received for a particular grade vacancy?*
* *Do we bring in a different grade on the waiting list?*
* *How is that decision made?*

*I would add the following questions:*

* *Does GCCS have a limit on the number of students in each grade/classroom?*
* *If we accept an extra student at one grade when the vacancy is at another, will this cause future problems should a parent wish to enroll a student at the grade where the vacancy actually existed?*

*I suggest that the BOT discuss these questions.*