

Palm Bay Education Group, Inc. Enrollment, Admissions & Lottery Policy

The following policies and procedures shall be followed when Palm Bay Elementary School, Palm Bay Preparatory Academy, and Central High School processes enrollment applications for new students enrolling in the school.

General Policy

Random Lottery Process. Florida law requires charter schools to admit students via a random selection process when the number of applications exceeds the capacity of a program, class, grade level, or building. Students will be selected for admission by random lottery for each grade that exceeds Full Enrollment if their applications are received by the Deadline Date. Applications received after the Deadline Date for each grade that has reached Full Enrollment may be added to the pool for subsequent lottery draws as needed.

Notice of the enrollment period and application process will be designed to inform the persons most likely to be interested in the school via social media and public announcements, as appropriate. Every effort will be made to offer open houses/parent meetings on weekday evenings and on weekends, when needed.

Random Lottery Date. The school will hold the random selection lottery on March 1, or the first business day thereafter, of each year. All lottery applicants' names will be drawn and placed on the acceptance list, and/or the waiting list, for each grade as they are drawn. In the event that all available spaces are not filled during the lottery, applications will continue to be accepted and additional lottery events will be held on the first business day of each month until all available spaces have been filled.

Record of enrolled students. As students are selected names will be placed on an acceptance list. In the event of any discrepancy between the List of Admitted Students and the recorded names, the acceptance list will be regarded as the official record of admitted students.

Subsequent Years Lottery. After the first year, the deadline for applications shall be the last business day of February of every year. If the number of applicants for a class exceeds the number of positions available, the school will hold a random selection lottery. The random selection drawing shall be open to the public. Names will be drawn until all available positions have been filled. Any remaining names will be drawn to establish waiting list priority to be used to fill openings during the school year for which the student applied. All post-deadline applicants' names will be added to the previously established list via subsequent lotteries and ranked by the order in which the names are drawn.

New students will be admitted through the enrollment period for the following school year. If openings remain, the principal may, at his/her discretion, continue to fill and maintain each grade to capacity throughout the entire year as long as the number of existing students combined with the number of students accepted for the following year during open enrollment does not exceed the capacity for the following year. Students who are admitted in accordance

with the above will be admitted based upon their waiting list priority. All applicants still on the waiting list must resubmit an application for the following school year. Once students are admitted they will remain eligible to be admitted at the school for successive years without having to re-enter the selection process. They must, however, enroll for the subsequent year no later than the last business day in January or as designated.

The lottery process applies to all non-exempt students. Exempt students may be accepted prior to the lottery. These exemptions include:

1. Children of governing board members;
2. Students already enrolled;
3. Siblings of students already enrolled or accepted; or,
4. Children of employees.
5. Children who have successfully completed a voluntary prekindergarten education program provided by the school in the previous year.