

Palm Bay Education Group, Inc. Admissions Lottery Policy

The following policies and procedures shall be followed when 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 were 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. The time periods offered to those persons interested in enrollment and open houses / parent meetings will include some evening and weekend times. If the school has more applicants than available space, it will select students using a random selection method. The school will give first priority to currently enrolled students; secondly to siblings of currently enrolled students; thirdly to siblings of students admitted in the lottery process; and fourthly and finally to all remaining students.

Random Lottery Date. The school will hold the random selection lottery approximately two weeks after the Deadline Date and be held in a setting accessible to the public. 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.

Record of enrolled students. As students are selected, recorders will record their names. In the event of any discrepancy between the List of Admitted Students and the recorded names, the 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 March 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 their 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 March or as designated.

The lottery process applies to all students not exempt. Exempt students may be accepted directly prior to the lottery. These exemptions include:

1. Children of founding board members;
2. Students already enrolled;
3. Siblings of students already enrolled or accepted; or,
4. Children of teachers.

The number of exemptions granted to children of founding board members or teachers may represent no more than two percent of the total students enrolled.