



Enrollment Process

To be included in the open enrollment of Gentry Academy, all families must submit an application that is received by Gentry no later than 3:00 p.m. on the day of the open enrollment deadline posted on the Gentry Academy website. Gentry gives preference for enrollment of the following students: a sibling of an enrolled pupil; a foster child of that pupil's parents; the child of a teacher or other individual employed by Gentry.

After the open enrollment period ends, if the number of student applications exceeds the space available, a lottery will be held as soon as feasible. If the number of applications does not exceed the space available at a given grade level, all applicants will be admitted and the enrollment process will continue.

Applications will continue to be accepted after the open enrollment period, admitting students at grade levels with space available and placing students on the waitlist once the lottery has been completed for grade levels already at capacity.

Lottery Process:

1. The lottery shall begin with twelfth grade and work down by grade level.
2. Student names are randomly drawn in the lottery process. All siblings of a student whose name is drawn in the lottery will automatically receive sibling preference for enrollment or for placement on the waiting list for their grade level if that level has no open slots for placement.
3. Parents of students admitted to Gentry via the lottery process will be notified via e-mail or post card within 10 business days. Students admitted shall have 30 days from the date of their notification of admission to submit a Letter of Commitment; and the failure to submit such form so that the school receives it within the 30 day time limit shall automatically result in loss of the student's admission.

BUILDING



LEADERS

4. Children not chosen in the lottery will be placed on a waiting list by the same lottery process described above, and their parents will be notified of their child's placement ranking on the waiting list. If anyone declines the opportunity to enroll, the next child on the waiting list will be offered the spot.
5. After the enrollment lottery, names will continue to be added to the bottom of the waiting list in the order in which their applications are received. Siblings of enrolled students applying after the enrollment lottery shall receive sibling preference and be placed at the top of the waiting list in the order in which their applications are received.
6. When a vacancy occurs during the school year, it may or may not be filled, at the discretion of Gentry Academy. Such vacancies will be filled, if at all, in order from the waiting list.

Important Dates

The following are important dates for families interested in registration:

- **November 1st** - Enrollment opens for students for the next academic year.
- **February 15, 3:00 pm** - **Deadline for applications to be included in the lottery**
- Last week of February - Deadline for current families to commit to attend for the next school year
- First week of March - Enrollment lottery takes place
- Middle of March - Notification to families of lottery results