



Gentry Academy Admission and Lottery Procedures

Policy Statement:

Admission to Gentry Academy is open to all students, without regard to ability, race, religion, or any other factors, other than the capacity of the program, class, grade level, or building.

Board establishes open enrollment Period:

Each school year, the board establishes the open enrollment period applicable to the following school year's admissions and publishes the information in the school community; for example; to enrolled families, staff, and the local community.

Notice to Currently Enrolled Students:

Prior to the open enrollment period, Gentry Academy asks families of currently enrolled students to complete the "Intent to Return" form, regarding their plans of returning to the school for the following year's enrollment. This form is not binding, and existing students have the right to return to the school regardless of whether or not how the "Intent to Return" form is filled out. The school uses this response to provide assistance with Gentry Academy's planning and management.

Application Processing:

Gentry Academy allows for an in person or online enrollment application for potential students. All applications are date and time stamped. The applications are made available on the first day of the open enrollment period.

All applications receive during the enrollment period are automatically accepted for enrollment unless more applications are received on the maximum grade enrollment established by the board. In this situation, all submitted applications for that grade will moved to the lottery system except for siblings of currently enrolled students, foster children of parents currently enrolled students and children of staff employed by the school.

Children of Employees of Gentry Academy;

Children of employees of Gentry Academy who have submitted an application before the expiration of the open enrollment period, will be automatically enrolled unless the number of children of employees exceeds the available seats within the grade. If the number of children of employees exceeds the number of available seats in the grade, the *Children of Employee Lottery* will be conducted. Children of employees are admitted to the school in the order in which they are drawn in the lottery. If all available enrollment in a grade is

filled by children of employees the *Children of Employee Lottery* continues to establish a children of employee waitlist for each grade. This waitlist has preference over the sibling, and foster siblings waitlist as well as the general waiting list.

Siblings of Admitted Students and Foster Children of Parents of Currently Enrolled Students:

Siblings and Foster Siblings of already enrolled students, who have submitted an application before the expiration of the open enrollment period will be automatically enrolled unless the combined number of Siblings and Foster Siblings exceeds the available seats within the grade. If the combined number of Siblings and Foster Siblings exceed available enrollment at any grade, a *Sibling and Foster Sibling Lottery* will be conducted for each grade. Sibling and Foster Siblings are admitted to the school in the order in which they are drawn in the lottery. If grade enrollment is filled by Sibling and/or Foster Siblings, the *Siblings and Foster Sibling Lottery* continues and a Sibling and Foster Sibling waitlist is established. The Sibling and Foster Sibling waitlist has preference over the General Waiting list.

Applications Received After the Open Enrollment Period Expires:

Applications received after the open enrollment period expires are automatically accepted for enrollment if there are available seats in that grade. If there are no available seats in the grade, applications received after the open enrollment period expires are added to the waiting list for that grade in the order received.

Random Selection:

Gentry Academy conducts all lotteries through method of random selection.

Informational Meetings:

Gentry Academy provides informational meetings during the open enrollment period as well as throughout the year. This allows all interested families and community members to learn about the history, mission, philosophies, and educational objectives of the school.

General Admission in Lottery Procedures:

Order of Admission: Children of Employees, Siblings and Foster Siblings of enrolled students, then General Admissions.

There will be no waiting list carry over from the previous year. Waiting lists do not carry forward from the previous year, as each open enrollment period is considered a different year. Lotteries and waiting lists are reestablished for Children of Employees, Siblings and Foster Siblings, and General Admissions.

- ***November 1, 2023 – Enrollment opens for students for the academic year 2023-2024***
- ***February 16, 2024 – Deadline for families to commit to attending Gentry***
- ***February 17, 2024 at 4:00 pm – Deadline for applications to be included in the lottery***
- ***Week of February 26th, 2024 – Enrollment lottery takes place***
- ***Week of March 4th, 2024– Notification to families of lottery results***