

# **Northwest Classical Academy**

## **Enrollment and Lottery Procedures for 2024-2025 School Year**

Northwest Classical Academy (NCA) has established the following procedures to ensure an objective, orderly, and fair enrollment process:

### **Application**

1. Enrollment is open to any grade level eligible student who resides in the State of Georgia. For the 2024-2025 school year, enrollment will be available in grades K-10.
2. NCA has contracted with SchoolMint, an industry leader providing enrollment and lottery software and services, to ensure a fair and transparent process for all prospective families.
3. The enrollment application for the 2024-2025 School Year is available beginning on January 3, 2024.
4. Students who apply for admission to NCA for the 2024-2025 school year before 4pm on February 29, 2024 will be entered into the lottery.
5. The NCA Enrollment Manager is responsible for ensuring that all applications within the lottery pool are verified, that qualified individuals are conducting the lottery, that the lottery procedures are established and tested, and that the names of all students who are eligible for the lottery are included in the lottery pool.

### **Enrollment Priorities and Processes established by Georgia Law and Charter Agreement**

6. NCA provides enrollment priority to a student whose parent or guardian is a member of the governing board of the charter school or is a full-time teacher, professional, or another full-time employee at the charter school.
7. NCA will employ a dynamic, sibling-attending preference for enrollment at the school. The sibling preference will apply to all siblings of students who complete registration at NCA..
8. In accordance with O.C.G.A. 20-2-2066(a)(1)(A), and as required based on the terms of the charter agreement, NCA will implement a weighted lottery for economically disadvantaged students. To facilitate the weighted lottery, applicants will indicate their economically disadvantaged status on the application. Applicants who receive offers will be required to provide documentation of the economically disadvantaged status.
9. The weight shall be calculated annually with the formula:  
 **$W = (PA - PE) / (E - PE)$** ,  
provided however, the weight shall be no less than 4:1.
  - a. The variables of the weighted lottery formula described above shall be defined as follows:
    - i. "P" shall be equal to the percentage of educationally disadvantaged students in the local school system in which the Charter School is located as measured by the Governor's Office of Student Achievement for the previous school year. In the event the

percentage of educationally disadvantaged students in the local school system in which the Charter School is located is more than 50%, P shall not exceed 50%.

- ii. "A" shall be equal to the total number of Kindergarten applications from all students.
- iii. "E" shall be equal to the number of Kindergarten applications from students who qualify as educationally disadvantaged.

### **Lottery and Registration Process**

10. The lottery will take place on Thursday, March 7, 2024. Waitlists at each grade will be established based upon the results of the lottery.
11. Offers of enrollment will be made from the waitlists for up to 72 seats in kindergarten.
12. Offers for seats in all other grades (1st - 10th) will be made when the school learns that seats are available.
13. Applicants who receive an offer of enrollment will be notified using the email and text (SMS) functions of the SchoolMint platform. All steps for registration must be completed by the deadlines outlined in the offer email sent to each family.
14. Applicants who receive offers of enrollment must log into their SchoolMint account and either accept or decline the offer.
15. After accepting the offer, applicants will complete the two-part registration process.
16. **Step one:** complete the online packet in the SchoolMint system.
17. **Step two:** submit copies of the following vital and proof of residency documents in person (by appointment) at NCA:
  - a. Evidence of birth/proof of age (submit one of the following):
    - i. Birth certificate
    - ii. Passport showing age of child
    - iii. Adoption record
    - iv. Other documentation by a governmental agency to include but not be limited to Immigration and Naturalization Service (INS), U.S. State Department and U.S. Customs.
  - b. Certificate of immunization (Form 3231)
  - c. Certificate of Eye, Ear, and Dental Examinations (Form 3300)
  - d. Proof of GA residence - *all documents submitted must include the name of the parent/guardian and a street address.*
    - i. Electric/power bill - current within 30 days

**AND one of the following:**

    - ii. Current lease/rental agreement or mortgage statement
    - iii. Current residential property tax statement or bill
    - iv. Current warranty or quitclaim deed
    - v. Current home purchase agreement
    - vi. Current homeowner's insurance policy
    - vii. Most recent income tax return
    - viii. Current paycheck stub

- e. Social Security card or Signed Waiver
  - f. Where applicable, proof of eligibility for economically disadvantaged status and financial aid:
    - i. Most recent income tax return (2022), or
    - ii. Current award letter or card for SNAP, TANF, WIC, Medicaid, or PIN
  - g. Education records (optional but helpful):
    - i. Final report card for 2023-2024 school year when available
    - ii. Most recent report card
    - iii. Any records related to IEP, 504, SST/RTI, Special Education or ESOL
18. When applicable, enrollment packets not including proof of economically disadvantaged status will not be accepted and the offer for enrollment will be rescinded. Any offer rescinded for such deficiency will result in the applicant's name being placed at the end of the waitlist.

### **After the Lottery**

- 19. Those applicants who are waitlisted may log into their SchoolMint account at any time to determine their status on the waitlist.
- 20. The application will remain open and applications will be accepted throughout the school year until the lottery for the 2025-2026 school year.
- 21. Applications submitted after the lottery will be added to the waitlist for their respective grade.
- 22. The waitlists for all grades remain active until the next lottery is held in 2025.
- 23. Applications DO NOT carry over to subsequent school years.
- 24. When an opening becomes available during the school year, the principal may choose to offer the vacant seat to the first student on the waitlist.

Questions about admission should be directed to the NCA Enrollment and Records Manager at [enrollment@nwclassical.org](mailto:enrollment@nwclassical.org).