

Round Lake Charter School

Application and Lottery Process K-5

Round Lake Charter will hold an open Kindergarten – Fifth Grade application period beginning the second Monday of January until the second Wednesday of March of each year for all prospective students. Currently enrolled students will receive an Intent to Return form for the following school year during the Fall of the current school year. These will need to be completed and returned to Round Lake Charter during the time period specified. Failure to complete and return the Intent to Return form may result in the student losing automatic re-enrollment status and not being placed on a class list the following year, and will have to reapply. Attendance and discipline records will be reviewed at the time the Intent to Return form is received. Students with poor attendance and/or discipline records may lose re-enrollment status. Admission preference will be given to the following students:

- A. Applicant children of an employee of Round Lake Charter School.
- B. Applicant children of a charter board member.
- C. Applicant sibling of a currently enrolled student. The attending sibling must be enrolled in KG – 5 th to which the sibling is seeking admittance.

**Current students enrolled in Round Lake do not complete an application but complete a separate Intent to Return form to guarantee their spot*

* Siblings who are applying for the first time will receive preference only after one of the siblings has been accepted, and space is available. If no space is available, the sibling will be placed on the waiting list.

Applications for all prospective students will be made available online through the school website. Round Lake Charter School manages all aspects of the enrollment process including: application verification, sibling applicant records, admission preference management, manual lottery options, and wait-list management.

Upon submission of an application the information is reviewed for eligibility of attendance and proof of residence, grade level and age requirements are verified. After the application window closes, and all current students are registered and classes have been assigned, class size ratio at each grade level will determine the need for subsequent student enrollment.

For any/all remaining open seats at each grade level, a lottery will be held to fill those seats and create a waiting list. Students placed on a waiting list at each grade level will be chosen in order for any future open seats. If a child from the waiting list receives admission, any siblings may also be admitted, providing seats are available at that grade level, for K-5.

Any application submitted after the deadline will be placed at the bottom of the waiting list of the grade level they are requesting admission.

If any information on the application is false or not openly disclosed, it will be grounds for immediate withdrawal/denial of admittance. A student must be eligible for enrollment in the grade level for which admission is sought. If the student fails to be promoted to the grade level by the end of summer for the previous year, the student will not be enrolled at Round Lake Charter School and the student's spot will be filled with the first eligible student on the waiting list.

Each applicant will receive a notice of acceptance once selected via email and/or by phone. The applicant then has two business days to accept or decline the admission. If contact is not made within this time frame, the offer is withdrawn and the next applicant will be offered admission.

Students not offered admission may re-apply for the subsequent school year. Applications and all waiting list positions expire at the end of the first nine weeks of each school year.

This policy was reviewed and approved by the members of Round Lake Charter School Charter Board on December 6, 2022.



Jason Short, Chairman Date 1/3/23



Revital Carmi, Secretary Date 01/31/23