

Puzzle Pieces Learning Academy PCS Enrollment & Lottery Policy and Procedures

I. General Enrollment and Eligibility

Puzzle Pieces Learning Academy Public Charter School (PPLA PCS) is a nonsectarian, public, tuition-free school for all eligible students in Grades Kindergarten (K) through 5th who are residents of **Baltimore County**. Enrollment is based on student eligibility, space availability, and adherence to federal and state anti-discrimination laws.

Eligibility Requirements

Category	Policy/Requirement	Citation
Non-Discrimination	PPLA PCS does not discriminate on the basis of race, color, national origin, creed, sex, ethnicity, economic disadvantage, sexual orientation, disability, or age.	BCPS Rule 5150, Resident and Nonresident Student Eligibility
Residency & Domicile	Enrollment is contingent upon the student being a resident of Baltimore County. Proof of domicile, including a deed or lease and multiple proofs of residency (e.g., utility bills), is required.	
Age	For Kindergarten, a child must be five years old on or before September 1st of the enrollment year. Other grades are typically based on the student's age and previous grade level.	

Required Documentation	Enrollment can be denied for failure to provide required documents, which include Immunization Records, a Birth Certificate, a completed Health History form, and Prior School Records/Transfer papers (Grades 1-12).	
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II. Lottery Process and Schedule

When the number of eligible applicants exceeds the school's capacity, a public, random lottery is used to fill available seats.

Application Window and Notification

The lottery application window opens annually, beginning on **October 1st and running through January 15th**. PPLA PCS provides public notice of at least one month for all application deadlines. All applicants receive notice of the lottery results at least one week after the public lottery is held.

Lottery Exemptions

PPLA PCS may exempt the following categories of students from the lottery process:

- Siblings of students currently admitted to or attending PPLA PCS.
- Children of a charter school's founders, limited to 10% of total enrollment.
- Children of PPLA PCS employees, limited to 10% of total enrollment.
- Students currently enrolled in the charter school.

IV. Pre-K Enrollment and Domicile Contingencies

Pre-K Program Structure and Priorities

Pre-K enrollment will continue to follow established eligibility criteria, utilizing Baltimore City income metrics for determining economic disadvantage. Preference is given to students or residents of Baltimore County for the Pre-K 4 program during the lottery process. Educationally and Economically disadvantaged students K-5 will be determined based on MD ed. law and median income for Baltimore County.

Priority Enrollment: PPLA PCS prioritizes enrollment for 3- and 4-year-olds who are **Tier I children** (who do not have a family share contribution), children with disabilities, and children from homes where English is not the primary language.

Non-Lottery Enrollment: For parents seeking to enroll a child in Pre-K outside the main lottery window, PPLA PCS will offer a seat if it becomes available. Families will participate in the charter lottery for K-5th simultaneously.

Domicile and Matriculation

Continuous enrollment and matriculation through the Charter School are expressly contingent upon the student maintaining **bonafide domicile within Baltimore County, Maryland**.

- **Pre-K Students and Matriculation:** Notwithstanding initial Pre-K enrollment, students who do not establish and maintain bona fide domicile within Baltimore County are **not eligible to matriculate to Kindergarten or subsequent grades** within the Charter School. Such students' enrollment shall cease at the conclusion of their Pre-K year.
- **Verification and Consequences:** The Charter School implements procedures for verifying student domicile. If a student is found not to be domiciled in Baltimore County, they shall be removed from enrollment consistent with BCPS policies regarding non-resident students.