

## Waitlist/Lottery Policies

- Pivot will maintain a waitlist once the school reaches maximum enrollment capacity. Students will be placed on the waitlist when we have received a completed enrollment packet including all required ancillary documents. *Note: Drop slips and drop grades are not included in required documentation.*
- Pivot will conduct a public lottery drawing at 2:00 pm every Monday, except for holidays, if space becomes available.
- Pivot will announce all upcoming drawings on our website.
- If there are openings, families on the waitlist will also be sent an email by 12:00 pm on the day of the public lottery drawing notifying them that the lottery will take place. *Note: Please make sure to keep your email up to date with Pivot Charter School and be checking it regularly.*
- Families do not need to physically attend the lottery, however, you are welcome to come to the resource center at 2:00 pm on the day of the public lottery drawing if we are holding a lottery drawing.
- To ensure confidentiality, Pivot Charter School will use a temporary ID number assigned to each student to draw students from the waitlist.
- Students will be drawn by grade span.
- After the public lottery drawing, families will be informed by 3:00 pm if their student's temporary ID was chosen in the drawing. If you do not receive an email and phone call, you can assume your student was not chosen from the drawing.
- Pivot Charter School will only draw for the amount of spaces that became available the prior week.
- Families will have until the Wednesday immediately following the public lottery drawing by 5:00 pm to inform the Site Coordinator if they are accepting the enrollment spot, effective immediately.
- In order for a student to begin working at Pivot, withdrawal grades will need to be provided. Withdrawal grades must be submitted within one week of being awarded the enrollment spot from the lottery draw or the student may lose their enrollment space.
- If a chosen student is not ready to enroll immediately at Pivot Charter School or is unresponsive, then the enrollment space will be forfeited, the family will be removed from the waitlist (unless they inform the Site Coordinator of their desire to remain on the waitlist, in writing), and the school may fill the spot at the next public lottery drawing.
- If you feel that you have been encouraged to unenroll from the charter school or transfer to another school for any reason, or if you feel you have been discriminated against for any reason, you may [click here to download the Enrollment Discrimination Complaint Form.](https://pivotnorthbay.com/wp-content/uploads/2022/08/Enrollment-Discrimination-Complaint-Form-NB.pdf)