



Pivot Charter School Waitlist/Lottery Policy

1. Open Enrollment:
 - a. Applications for enrollment are accepted during a publicly advertised open enrollment period each year for enrollment in the following school year.
 - b. Detailed information about the lottery process, including timelines and application procedures, will be posted on Pivot Charter School's website following the open enrollment period.

2. Application Count and Availability:
 - a. In the event that any grade level at a campus has received more applications than available seats, a lottery drawing will be held for each affected site to determine admission.

3. Lottery Process:
 - a. The lottery drawing will be conducted randomly and impartially, ensuring fairness and transparency. The lottery will determine admission for the impacted grade level at the respective campus.
 - b. Students will be entered into the lottery when we have received a completed interest or enrollment form. Interest forms can be completed online, or with a Site Coordinator in person.
 - c. Existing students, who are currently enrolled in the school and wish to continue attending in the following school year, are guaranteed admission at their current campus if they submit their re-enrollment form by the posted deadline in the spring of each school year. They will not need to be included in the lottery drawing.
 - d. In the event of a public random lottery drawing, admission preference shall be given in the following order:
 - Siblings of students admitted to or attending Pivot Charter School
 - Children of Pivot Charter School Staff
 - Residents of the District



- e. Pursuant to code: {Education Code Section 47605.6 (E)(2)(B)(III)}, Preferences shall not result in limiting enrollment access for pupils with disabilities, academically low-achieving pupils, English learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged, as determined by eligibility for any free or reduced-price meal program, foster youth or pupils based on nationality, race, ethnicity, or sexual orientation.
- f. Separate lotteries shall be conducted for each grade or grade spans and each campus in which there are fewer vacancies than pupils interested in attending.
- g. After the public lottery drawing, families will be informed by 4:00 pm of their student's number drawn. Pivot Charter School will accept enrollment and inform families based on the amount of spaces that became available the prior week.
- h. Families will have 72 hours immediately following the public lottery drawing by 5:00 pm to inform the Site or Enrollment Coordinator if they are accepting the enrollment spot, effective immediately.

4. Waitlist:

- a. Pivot Charter School will maintain a waitlist once the school reaches maximum enrollment capacity. Students will be placed on the waitlist in the order they were pulled in the lottery.
- b. As availability opens, students will be admitted in the order of their assigned lottery positions.
- c. Pivot Charter School will notify families by phone and email and provide the parent/guardian with 72 hours to enroll their student in Pivot Charter School. If the parent or guardian does not contact Pivot Charter School to accept the position for their student within this period, Pivot Charter School shall contact the parent/guardian for the **next** student on the waitlist.
- d. 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 in writing of their desire to remain on the waitlist), and the school may fill the spot during the next available opening.

Public random lottery drawing rules will be communicated on the Pivot Charter School website. Public notice for the date and time of the public drawing will also be posted once the open enrollment deadline has passed.

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](#).