* 2 step process
  + Lottery
  + Enrollment and Registration
* Lottery
  + One lottery
    - Subsequent students put on waitlist in order (first-come first served)
  + One month prior to the lottery the school must establish got many seat will be available at each grade level for the year (posted, or included on the lottery form)
  + Preferences
    - Siblings
    - Staff
  + Required Form
    - Date and location of Lottery
    - Student Name
    - Family/Parent Name and Contact
      * Email AND/OR Phone
    - Grade Level
    - Siblings (and grade levels)
    - Any variations must be submitted to CSD for approval at least 1 month prior to releasing the lottery form to the public.
  + Clarity on already enrolled or admitted for siblings
  + Public Notice
    - Website
    - Social Media utilized by the school
    - PED/Charter Schools Website –
      * Submit by October 30 or at least two months prior to the required submission date
    - Any org that requests notification (take OMA language)
  + Submission practices
    - Submission windows
    - Require acceptance through all reasonable means
      * Mail
      * Email
      * Hand
      * Online submission
  + Lottery Pull
    - Must be conducted in a public meeting that is advertised to the public (on school’s website, social media, all groups that request) and all entrants into the lottery
    - During non-school hours
    - Number of seats available at each grade level
    - Options for pulling
      * Numbers
      * Names
      * Lottery form
      * Random number generator
      * Bingo balls
      * Raffle tickets
      * Other method approved
    - Announcement of Results
      * Must be publicly announced in writing as well as orally at the time of the lottery
      * The list must be available to any individual who requests it
        + Must keep a record of all who have requested
    - Retain all lottery forms for at least 1 year
  + Waitlist
    - Must be retained through one school year
    - Students must be contacted within 5 days of a vacancy (submission of a disenrollment or 10 consecutive unexcused absences)
    - Must be immediately available for inspect by anyone who requests. N
    - Students added to bottom on first-come-first-served basis

* Enrollment and Registration
  + No less than 10 Business/Working Days from lottery to confirm acceptance in writing
  + Enrollment packets – no requirements, but may have requested submissions
    - Cannot be used to exclude students selected through the lottery from enrollment
    - Purpose of any requested submissions must be to support effective implementation of educational program by providing teacher/administrators information necessary to ensure program is adapted and modified to provide access to all students.
  + For student contacted off waitlist –
    - School must make at least 3 attempts (over a 24 hour period) using all contact methods provided to make contact with the family
    - The family shall have no less than 48 hours from making contact with the family to accept