* 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