

Mountain Island Charter School Enrollment and Lottery Procedures

Mountain Island Charter School (MICS) follows all laws in compliance with North Carolina General Statutes for public charter schools including NC Statute G.S. 115C-218.45 related to general admissions and lottery process requirements and NC State Statutes supersede any language herein.

Student Enrollment: Once a student has successfully completed the enrollment process and attends MICS, there is no requirement to reapply each subsequent year in order to maintain status as an actively enrolled student at the school.

Application for Enrollment: Applications may be completed online or in person and are logged into a database upon completion. All areas of the application must be correctly filled out and contain factually correct and otherwise accurate information to be considered complete. *Failure to submit a complete and factually correct application will result in the student(s) losing their seat at the school, entry into the lottery, or position on the waitlist. Information related to student grade level (eg, academic transcript, test scores, etc) will be submitted after seat is offered and is a requirement to complete the registration process.*

Open Enrollment: Once per year, the school engages in an open enrollment period for the following school year. The open enrollment period begins on November 1st and closes on January 31st. If the number of applications received during the open enrollment period exceeds the capacity of the program, class, or grade level, all applicants will have an equal opportunity of being admitted via a random selection process (see Lottery Process) with preference given to students with enrollment priority (see Enrollment Priority). Otherwise, applicants will be admitted on a first come first served basis with preference given to students with enrollment priority.

Enrollment Priority:

Enrollment priority at MICS may be awarded to the following, with priority given in this order:

1. Children or grandchildren of MICS full-time employees and MICS Board of Directors not to exceed a maximum of 15% of the school's total enrollment, unless granted a waiver by the State Board of Education.
2. Siblings of students currently enrolled in MICS who were admitted to MICS in a previous year.
3. Siblings who apply to the charter school for admission beginning in the same school year, such as when a sibling was not initially admitted due to grade level capacity
4. Siblings of students who have graduated from MICS and who were enrolled in at least 4 grade levels at MICS.
5. A student who was enrolled in MICS within the 2 previous school years but left the school to participate in (1) an academic study abroad program or competitive admission residential program or (2) because of the vocational opportunities of the student's parent. Multiple geographic returns in the same grade or program will be seated on a first come first served basis.

6. A student whose parent or legal guardian is on active military duty.
7. A student enrolled in another charter school in NC in the previous school year.

Once an applicant uses their enrollment priority to secure a seat, it may not be used again. Enrolled students who subsequently withdraw or otherwise relinquish their seat forfeit any and all future enrollment priority and shall encumber the application, lottery, waitlist and/or any other applicable enrollment process as would any other eligible applicant without priority. The Board of Directors and Executive Director may evaluate re-enrollment priority-based requests by eligible staff members and discern if a repeat use of an enrollment priority status may be granted in extenuating circumstances. To initiate a request, staff members must submit a letter in writing describing the hardship to the Executive Director. To be granted, requests must be justifiable and in the best educational interest of the child and family. If granted, this consideration may only be used once per child.

Lottery Process

1. All completed applications that are turned in during open enrollment are logged into a spreadsheet.
2. At the conclusion of open enrollment, applicants with completed applications received by the deadline are compared to openings at that particular grade/program level.
3. The list is checked for enrollment priority applicants to allow an automatic position if room is available at that grade level/program. If the number of enrollment priority applicants exceeds the number of openings at a particular grade level/program, seats will be awarded by an enrollment priority lottery with enrollment priority as defined above.
4. If the number of non-enrollment priority applicants exceeds the remaining seats after enrollment priority applicant seats have been awarded at a particular grade level/program, seats will be awarded by lottery. If the amount is less, all eligible applicants are admitted.
5. Applicants with siblings at multiple grade levels will be considered as one application at a specific grade level determined by the applicant with the entry of one surname into the lottery to represent all of the siblings applying at the same time. If that surname of the siblings is selected, then all of the siblings shall be admitted to the extent that space is available and does not exceed the grade level capacity. If grade level capacity is exceeded, the siblings not admitted will be given priority enrollment as outlined in the Enrollment Priority section.
6. Applicants of multiple birth siblings at the same grade level will be considered as one application with the entry of one surname into the lottery to represent all of the multiple birth siblings applying at the same time. If that surname of the siblings is selected, then all of the multiple birth siblings shall be admitted.
7. Notwithstanding any law to the contrary, MICS may refuse admission to any student who has been expelled or suspended from a public school under G.S. 115C-390.11 until the period of suspension or expulsion has expired.

8. The 3rd party lottery software purchased and used by the school will assign a random number to each application. Applications are sorted based on this randomly assigned number. Students will be placed by grade level/program in the order they were selected in the lottery. Once full, the remaining applicants will compose the waitlist for the following school year (see Waitlist).

Any application received after the open enrollment, which concludes January 31st, will be accepted and logged into the spreadsheet after all open enrollment applications. Applicants will be offered a position if there is space available in that particular grade level/program, or otherwise be placed in the last position on the waitlist.

The lottery drawing takes place on the 2nd Wednesday in February at the school (weather permitting), is open to the public of applicants, and is recorded.

Placement/Lottery is conducted in the following grade level order:

K, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th

Once all placements have been made, the lottery program creates a set of spreadsheets of different subsets of the results (accepted and waitlisted). The lottery program will merge emails with a personalized letter stating each applicant's position. The results will generally be emailed by the Registrar to the email address provided by applicant within 5 school days of the lottery. Applicants will have until February 28th to confirm acceptance of seat via reply email or other written correspondence to Registrar. *Applicants who fail to confirm acceptance of seat on or before February 28th forfeit their lottery position and if application is completed again will be placed on the last available position on the waitlist.*

Full enrollment packets will be emailed to all applicants who confirmed their seats during the first week in March. Enrollment packets must be fully completed and returned to the school by the second Friday in April. *Applicants who fail to submit a completed enrollment packet on or before the second Friday in April forfeit their lottery position and if an application is completed later, the application will be placed on the last available position on the waitlist.*

Applicants who are notified that they have received a seat at the school during any other time of the school year have 3 school days to confirm acceptance of seat, and 5 additional school days to complete enrollment packet. *Applicants who fail to complete either action forfeit their seat. If an application is completed again, the application will be placed on the last available position on the waitlist.*

Waitlist: An active waitlist is maintained for all grade levels throughout the school year, which annually resets at the conclusion of the "Open Enrollment" period. Following completion of the lottery at the conclusion of "Open Enrollment", all applicants not awarded a seat at MICS will be placed on a waitlist. MICS will use the waitlist to actively enroll students during the school year and summer based on availability of student seats in respective grade levels or programs. Eligible students with a fully completed application will be enrolled based on position in the waitlist, or if no waitlist exists, on a first come first served basis. Students who have been placed on the waitlist during a prior enrollment period and who have not been offered a seat by the conclusion of "Open Enrollment" must reapply

for the upcoming school year. Waitlist order notwithstanding, enrollment preference as articulated above applies throughout the school year as permissible by law and school policy.

Update adopted on November 13, 2023 by the MICS Board of Directors