

Gate City Charter School for the Arts Lottery and Waitlist Policy & Procedures

Policy Statement

Gate City Charter School for the Arts is a tuition-free public chartered school which admits students on a space-available basis without discrimination on the basis of race, color, religion, sex, gender identity, sexual orientation, disability, national origin, or age, in full compliance with RSA 194-B:8(I) and applicable state and federal laws. Enrollment is determined by a public random lottery when the number of applicants exceeds available spaces.

Lottery Date

- The annual admissions lottery will be conducted on the **school day closest to March 14** each year.
- The date, time, and location of the lottery will be publicly announced and posted on the school's website at least **two weeks in advance**.

Eligibility & Application

- The lottery is open to all students who submit a completed application by the published deadline.
- Applications received after the deadline will not be included in the lottery but will be placed at the end of the waitlist.
- Sibling preference and children of staff/founders (not to exceed statutory caps) will be honored in accordance with RSA 194-B.

Lottery Procedure

1. Preparation

- Each eligible applicant is assigned a unique identification number.
- The list of applicants is verified by school administration prior to the lottery.

2. Conducting the Lottery

- The lottery will be conducted publicly, either in person or virtually, with results recorded in the meeting minutes.
- Names or numbers will be drawn randomly until all available seats are filled.
- Remaining applicants will be placed on a waitlist in the order drawn.

3. Documentation

- Results of the lottery will be posted within 48 hours on the school's website (with student privacy maintained by using first name/last initial or assigned lottery number).
- Families will be notified in writing (via email and/or letter) within five business days.

Waitlist Procedure

- The waitlist will be maintained for the upcoming academic year only and does not carry over from year to year.
- When a space becomes available, the next student on the waitlist will be offered admission.
- Families will be given **five business days** to accept or decline the spot. If declined or no response is received, the offer will be made to the next student on the list.
- The school will document all offers and responses for audit and accountability purposes.

Compliance & Oversight

- The Board of Trustees shall oversee the lottery to ensure compliance with RSA 194-B and state/federal non-discrimination laws.
- Any complaints or concerns about the lottery or waitlist will be addressed in accordance with the school's grievance procedures.

Note:

-No student will be denied entry based on their family's inability to pay the requested, annual STEAM Fee.

-No student will be favored for enrollment based on their family's ability to pay the requested annual STEAM Fee.