

Enrollment Lottery

Florida State Statutes Governing Charter Schools and Frequently Asked Questions

Dr. Kiran C. Patel Elementary School, a Hillsborough County Public Charter School of Choice

Florida State Statutes Enrollment Guidelines:

Dr. Kiran C. Patel Elementary School is a Hillsborough County Public Charter School of Choice governed by Florida State Statutes 1002.31 and 1002.33 concerning enrollment guidelines. **PLEASE NOTE:** *These eligible student enrollment guidelines can change at any time by Patel Institute for Innovation, Inc. School Policy and/or Florida State Statute.*

Excerpt from FSS 1002.31 Controlled open enrollment; Public school parental choice.—

(2)(a) Beginning by the 2017-2018 school year, as part of a school district's or charter school's controlled open enrollment process, and in addition to the existing public school choice programs provided in s. 1002.20(6)(a), each district school board or charter school shall allow a parent from any school district in the state whose child is not subject to a current expulsion or suspension to enroll his or her child in and transport his or her child to any public school, including charter schools, that has not reached capacity in the district, subject to the maximum class size pursuant to s.1003.03 and s. 1, Art. IX of the State Constitution. The school district or charter school shall accept the student, pursuant to that school district's or charter school's controlled open enrollment process, and report the student for purposes of the school district's or charter school's funding pursuant to the Florida Education Finance Program. A school district or charter school may provide transportation to students described under this section.

(c) Each district school board must provide preferential treatment in its controlled open enrollment process to all of the following: *(Please note: Per Dr. Kiran C. Patel Elementary School Policy, all applicants defined by the following student populations must provide official documentation for proof of this preference category).*

1. Dependent children of active duty military personnel whose move resulted from military orders.
2. Children who have been relocated due to a foster care placement in a different school zone.
3. Children who move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent.
4. Students residing in the school district.

Excerpt from FSS 1002.33 Charter Schools. —

(10) ELIGIBLE STUDENTS.—

(b) The charter school shall enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In such case, all applicants shall have an equal chance of being admitted through a random selection process.

(d) A charter school **may** give enrollment preference to the following student populations: *(Please note, there are 7 student populations listed in the statute. Per Dr. Kiran C. Patel Elementary School Policy, we give enrollment preference to #1, 2, 3, & 7)*

1. Students who are siblings of a student enrolled in the charter school.
2. Students who are the children of a member of the governing board of the charter school.
3. Students who are the children of an employee of the charter school.
7. Students who attended or are assigned to failing schools pursuant to s. 1002.38(2).

How to Register for the Enrollment Lottery or Waitlist

Applications for the next school year's enrollment lottery will open **August 31st** of each year and are available up through the day the lottery runs in February of the following year. **Results of the lottery will be available within a few hours of it being run. To view results you can log onto your account. In addition, results will automatically be emailed by the Lotterease system to each applicant (with an offer or wait list position number); Lotterease also sends text messages to those applicants with offers.** If you apply after the lottery runs, you are adding your student to the wait list that is created by the random lottery process.

Click on the *Lotterease* logo located on the Admissions tab of www.patelelementaryschool.org or go directly to www.lotterease.com

- a) ***Lotterease is a self-serve website that manages the Enrollment Lottery and the Waiting List that is created post-lottery. Registered Lotterease users can log into their account 24 hours a day, 7 days a week to check their student's status.***

2) **ALREADY HAVE A LOTTEREASE ACCOUNT?**

- a) If you already have a *Lotterease* account from any school, you DO NOT need to create a new account. Just log into your account, click on your student's name on the left hand side of the screen, select "Enter into Lottery", then select SUBMIT.
- b) Then skip to #3) c)i) below.

3) **NEW LOTTEREASE REGISTRATION:**

- a) To register an account for the first time in *Lotterease*, go to the *Parents* tab of www.lotterease.com, then click the *Login* button, then select REGISTRATION.
- b) Create a ***Lotterease Parent/Guardian Account*** by entering your parent/guardian contact information on this screen – DO NOT ENTER YOUR STUDENT'S INFORMATION. The information you enter on this screen is the only information we have to contact the parent/guardian if your student is selected, please double check for accuracy and keep it up to date throughout the entire school year. Select SUBMIT.
- c) Select ADD CHILD, then enter the appropriate lottery information for the school year you are interested in:
 - i) School Name: Select Dr. Kiran Patel Elementary School, then select SUBMIT.
 - ii) Lottery Name: Select the appropriate grade & school year lottery. Then select SUBMIT.
 - (1) **Proof of Residency Requirements for Hillsborough County Public Schools;** verification of parent/legal guardian address by **two** of the following documents at time of enrollment with our registrar, not during the lottery process:
 - (a) property tax receipt or proof of homestead exemption (Primary source of verification);
 - (b) current electric bill;
 - (c) contract for purchase of home;
 - (d) warranty deed; or
 - (e) lease agreement
 - iii) **VERY IMPORTANT INFORMATION WITH REGARDS TO PREFERENCE CATEGORIES LISTED IN THE FLORIDA STATE STATUTES:**
 - (1) Please read the APPLICATION PREFERENCE GROUP page carefully:
 - (a) If applicable select one of the groups defined by one of the Florida State Statutes 1002.33 or 1002.31. If you select a preference group, it will validated by our staff prior to the Lottery for accuracy.
 - (b) If none apply, just select submit.

- (c) After the lottery is run you must contact the school office to add/update a preference group to your application; proof of preference group documentation will be required.
- (2) Documentation must be provided for proof of the preference category you selected on your application. If you are offered a spot based on a preference category you selected and you cannot provide proof of that preference, your spot will be forfeited and your student will then be moved to the bottom of the waiting list for that grade level. Dr. Kiran Patel Elementary School is not responsible for parent/guardian errors in the application process. Please double check your applications for accuracy by viewing the applications in Lotterease. Proof of residency and/or preference documentation will be required for enrollment of all students.
- (3) With regards to **FSS 1002.31 (c) 4. Students residing in the school district.**
 - (a) If you relocate **INTO** Hillsborough County **AFTER** you apply for the lottery/wait list you must notify the school office to add the Hillsborough County Resident preference coding from your application at the time of your move.
 - (b) If you relocated **OUT** of Hillsborough County **AFTER** you have applied for the lottery/wait list you must notify the school office to remove the Hillsborough County Resident preference coding from your application at the time of your move.
 - (c) Your county of residence **at the time you are offered a spot for enrollment** must match the preference category that you selected in your application. (i.e. Hillsborough County: Applicant who is a permanent resident of Hillsborough County.). If it does not the offer will be forfeited when you can't provide proof of residency to our registrar for enrollment and your application will be moved to the bottom of the waitlist.
- d) If you have multiple children, please continue to add them using the ADD SIBLING button located on the left-hand side of screen. Please note, only **siblings** should be linked on *Lotterease* accounts. Do not add any other relatives (grandchildren, cousins, friends, etc.) to your *Lotterease* account, only Parents/Guardians can represent their child in the lottery/wait list enrollment process. (See FAQ below for any questions).
- e) You will be sent an automated email directly from the *Lotterease* system with a confirmation of what lottery or wait list you have applied for. If you do not receive an automated confirmation email within a few minutes of adding your student to a lottery, please check your SPAM folder.
- 4) Once you have created a *Lotterease* Parent Account you will be able to:
 - a) Monitor your student's application or waitlist status 24 hours a day, 7 days a week.
 - b) Edit your account (update e-mail address and/or phone number, etc.) – It is the parent/guardian's responsibility to keep this information up to date, this is the only way we have to contact you if your child is offered a spot.
 - c) Add your student to additional waiting lists or lotteries
 - d) Remove your student from the lottery if you change your mind
 - e) Accept or decline if your student is selected
- 5) Please remember to update your e-mail address in *Lotterease* if it changes at any time during the entire year of the applicant process. We do not contact parents by phone or via U.S. Mail.

Frequently Asked Questions

1. How does the Lottery work?

When the Lottery is run, *Lotterease* will randomly sort all applicant names in each grade level. No criteria are used to select students at Dr. Kiran Patel Elementary School beyond the enrollment preference groups allowed by Florida State Statutes 1002.31 and 1002.33 notated above (all preferences are validated via proof of documentation by the Lottery Coordinator).

Example: If there are 400 applicants for Kindergarten and there are only 108 available slots, *Lotterease* will

randomly sort all 400 student names and the first 108 will be offered a seat. The remaining 292 students will make up the waiting list, *in the order in which they were randomly sorted*.

2. I have three children that I am applying for in the lottery, what happens in one is offered a spot and the others are not?

Once you **accept** a seat for one child, all other siblings become preferred enrolled applicants defined in FL SS 1002.33 above. This does not create an opening for the additional children but it moves them to the preferred section at the top of the waiting list (the exact position is dependent on any other preferences already on the waiting list in the specific grade). Due to class-size ratios and overall building capacity we cannot create space for the sibling.

Example: I have three children, one is in Kindergarten, one is in 1st grade, and one is in 2nd grade. If a Kindergarten spot is offered and accepted the 1st and 2nd grade siblings are now considered preferred enrolled students until a spots are available in their respective grades. They will be moved up to a preferred spot on the waitlist accordingly based on the specifics of the individual grade lotteries. As soon as an opening occurs in the other grades, an offer will be made in the order of the waiting list until the offer is accepted.

3. I live in a county OTHER than Hillsborough. Can my student still attend Dr. Kiran C. Patel Elementary School if selected?

Please note that by state statute 1102.33 students residing in the school district (Hillsborough County School District) get preferential treatment in the enrollment process. Residents residing outside of Hillsborough County can attend the school if offered a seat. If your student is offered a seat, you must submit additional registration paperwork specific to out of county residents.

4. If I move either in county or out of county after I have applied for the lottery but before I am offered a seat at the school what should I do?

You must contact the school office to update our Hillsborough County resident preference category coding **at the time you relocate to your new address**. If you are offered a seat at the school based on a Hillsborough County resident preference coding and cannot provide proof of Hillsborough County residency the offer will be forfeited and your application will be moved to the bottom of the wait list.

a. Proof of Residency Requirements for Hillsborough County Public Schools:

Verification of parent/legal guardian address by **two** of the following documents at time of enrollment:

- i. property tax receipt or proof of homestead exemption (Primary source of verification);
- ii. current electric bill;
- iii. contract for purchase of home;
- iv. warranty deed; or
- v. lease agreement

5. My child is currently on the wait list and they moved to a higher number on the list, what caused this movement?

Movement to a higher number on a wait list is tied specifically to the movement to a lower number by another student who is defined as a preferred enrolled student in FSS 1002.31 or 1002.33. For example, a student accepts a seat in 2nd grade, that family also has a Kindergarten student. When they accept the 2nd grade seat, the Kindergarten sibling then becomes a preferred enrolled sibling in Kindergarten and rolls to the top of the wait list in their specific grades. This movement causes anyone who is not already coded as a preferred applicant in the lottery/wait list process to move to a higher number. A second example is a new student submits an application to the wait list and they are a Hillsborough County resident, once they have been coded as a Hillsborough County resident they will roll up to the bottom of the Hillsborough County resident defined

applicants on the waitlist and above any applicants on the wait list who are not Hillsborough County residents.

6. How many openings are there in each grade? How is the number of openings determined?

For the 2022-23 school year Dr. Kiran C. Patel Elementary School will open for grades Kindergarten – 2nd Grade, all students will roll up in each subsequent school year until we are a full K-5 school with six homeroom classes in each grade in the 2025-26 school year. T

7. Do I need to apply for the lottery every school year?

Yes, you must apply EVERY SCHOOL YEAR for the specific grade that your student will be in. The school year is notated in the title of each lottery. Every lottery/waiting list only is applicable to the specific school year you applied for.

Example, if you applied for the Kindergarten 22-23 School Year Lottery, you would need to log into your Lotterease account and apply for 1st Grade 2023-24 School Year Lottery for your child once those applications are open each year.

8. How can I verify/check on my applications/results for the lottery or position on the waitlist?

You can check your student’s status 24 hours a day, 7 days a week by logging into your Lotterease parent account. Login to your Lotterease account, click on your student’s name on the left hand side of the screen, then select, “View Lottery Applications”, and Submit.

The next window will give you a snapshot of your current applications for that student.

School Name	Lottery Name	Lottery Status	Position	Preference Group	Admission Status	Parent Confirmation	Action
The school(s) you have applied for	The specific lottery you have applied for: in-county or out-of-county, grade level, and school year	Active (current Lottery or waitlist), Archived (Past Lottery), Pending (Lottery has not been run yet)	Position on waitlist (this will be a specific number or the dash sign (-) meaning not applicable	Enrollment Defined Preference Group by FSS 1002.31 or 1002.33 or internal Lotterease system (i.e. applicant sibling, confirmed sibling)	Waitlisted, Accepted, or Pending	Not Applicable (no offer has been made yet), Confirmed, or Declined	Edit (click this option to make changes to your student's application: Delete, Add, Change, etc.)

In addition to manually checking your student’s status, the Lotterease system sends automated emails to notify you when your student has moved into the top 5, as well as each time he or she moves into a multiple of ten position (i.e., 50, 40, 30, 20, and 10) on any waiting list. Once you are in the top 5 you will get notifications with each step of movement.

9. I applied on the first day the enrollment lottery applications were available. Does that make a difference in the lottery?

No, it makes no difference when you apply during the application period. The day of the lottery, *Lotterease* randomly sorts all applicants in each grade. The list of applicants pre-lottery are listed in timestamp order, but that list is sorted randomly by the system when the lottery is run. **All Charter Schools in Florida are required by Florida State Statute 1002.33 to hold a random lottery when the applicants exceed the capacity of the school/grade.**

10. May I add a cousin, grandchild, or friend as a sibling under my Parent/Guardian *Lotterease* account?

No, all children attached to the Parent/Guardian account in *Lotterease* must be the child of the Parent/Guardian who created the account. All children attached to the Parent/Guardian *Lotterease* account must be siblings and their parent/guardian must be the one representing their child the lottery process. If a non-sibling is offered and accepts a spot due to sibling misrepresentation in the *Lotterease* account, it will be discovered during the school registration paperwork processes when the parents/guardians do not match. The spot offered to the non-sibling will be forfeited and offered to the next student on the waiting list. There are no exceptions to this policy. Charter schools are governed by FL State Statute 1002.33 with regards to enrollment and any

misrepresentation of children, siblings, or any preferred enrollment group is a direct violation of this statute.

11. How will I be notified where my student ends up in the Lottery process?

- a. The Lotterease system sends **each applicant** an official e-mail notification with lottery results, this automated email should be delivered to your inbox within a few hours of the lottery being run.
- b. You can log into your *Lotterease* account 24 hours a day 7 days a week to monitor your current status. You may also log in to your Lotterease account shortly after the lottery process is complete.

12. How will I confirm or decline the enrollment spot if one is offered to me?

- a. When you receive your official notice from *Lotterease*, please open the e-mail and follow the instructions to confirm or decline the official offer. [It is the responsibility of the parent/guardian to check your junk/spam folders for notifications from Lotterease and your Lotterease Parent account for the current status of your student on a regular basis.](#)
- b. You can log into your *Lotterease* account and view the status of any offers and confirm or decline the official offer.

13. My student received an offer for enrollment via the Lotterease system, what is the next step?

- a. When an offer for enrollment is made the email you receive will have a specific deadline in which to “confirm” (accept) or “decline” in the Lotterease system.
- b. If you do nothing by the deadline, the offer is rescinded and your student’s name will be automatically withdrawn from an applicant at Patel Elementary School.
- c. If you accept the offer, you will get a confirmation of your acceptance from the Lotterease system. Information regarding registration paperwork deadlines and any documentation needed to officially enroll at Dr. Kiran C. Patel Elementary School will be emailed to you shortly after you accept the offer.
- d. If you decline the offer, the next student on the waiting list will immediately be offered the spot via the *Lotterease* system.

14. What is the time frame to confirm or decline a spot when it is offered to me?

These time frames include weekends and holidays, your official offer email will have a deadline date and time notated in the offer that must be met:

- a. The day of the lottery through the end of February, the timeframe is 7 days
- b. March 1 through the end of April, the timeframe is 5 days
- c. May 1 through the end of June, the timeframe is 3 days
- d. July 1 through mid-July, the timeframe is 2 days
- e. End of July through end of 3rd quarter of the school year, the timeframe is 24 hours

15. What happens if there are not enough openings for enrollment preferred applicants defined by State Statutes 1002.31 and 1002.33?

The applicants (enrollment preferred and all others) are randomly ordered in the lottery, with the enrollment preferred students randomly sorted at the top of the list. If there are not enough openings in specific grades, the waiting list will be made up of applicants (preferred and all others) in the order of their random selection.

16. When can I tour the school?

Dr. Kiran Patel Elementary School offers tours periodically through the school year, check our website for details.

17. Can I attend the lottery?

Dr. Kiran C. Patel Elementary School uses *Lotterease*, a web-based system, and the running of the lottery is

completed within a few minutes per grade. All results are listed online, you can view all results by logging into your *Lotterease* account.

18. What if I decline and then change my mind?

Unfortunately, once you decline the offer, the next student on the waiting list is immediately offered the spot via the *Lotterease* system. This is an automated process with no human intervention and only takes seconds to be completed. You can re-apply again for Dr. Kiran C. Patel Elementary School, but your student's name will be added to the end of the waiting list.

19. What if I want to confirm attendance but don't do it within the time frame defined in the offer email?

You forfeit your slot if you do not respond within the time frame outlined in your email. There are no exceptions to the deadline. Once the defined timeframe has passed, the slot is automatically offered to the next student on the waitlist via the *Lotterease* automated process.

20. How long are waitlists used when filling vacancies at the school?

Waitlists for each school year are used up through the end of the 3rd quarter of each school year. For example, if I end up in waitlist position #1 on the day of the enrollment lottery, this means that the specific grade is at full enrollment and I am waiting for a student to withdraw from that grade at some point in the school year. As soon as a student withdraws (whether it is the summer, first day of school, or midway through the school year up through the last day of the 3rd quarter) the vacancy will be filled by the waitlist for that grade.

21. My e-mail address has changed and I need to revise it so that I receive e-mail notices from you. What do I do?

You must update your e-mail address and phone number by logging into your *Lotterease* account and making the change(s)

22. May I enter my child more than once in the Enrollment Lottery?

No. If it is discovered that a parent/guardian has entered a child's name multiple times using different e-mail addresses, reversed the child's first and last names, or any other misrepresentation in an attempt to get multiple spots in the lottery, the application will be considered null and void, and the child will be removed from the lottery. There are quality checks in place prior to the lottery that will discover multiple entries.

23. Additional questions?

If you have additional questions regarding the lottery, waitlist, or enrollment please contact admissions@patelelementary.org