

American Legacy Academy

Lottery, Recruitment, and Admissions Plan

1) Purpose & Scope

This plan governs how ALA conducts outreach, accepts applications, and, when oversubscribed, runs a random, transparent lottery to fill available seats in each grade level, consistent with the CSP statute and guidance, Arizona law, Federal civil rights laws, IDEA/Section 504/ADA, and FERPA.

2) Definitions (CSP E-1)

- **Lottery.** A statistically random selection process used to admit applicants when the number of eligible, on-time applications exceeds available seats in a particular grade.

3) When a Lottery Is Required (CSP E-2)

- ALA must conduct a lottery if, by the application deadline, more eligible applicants have applied than there are seats available in the relevant grade.
- If applications do not exceed available seats, all complete, on-time applicants are offered admission without a lottery.

4) Weighted Lotteries (CSP E-3, E-3a)

- Arizona does not conduct weighted lotteries; ALA will not weight its lottery for any category of students.
- Should the State ever authorize weighting consistent with CSP, ALA would first seek written approval from the Department (amend grant), but at present no weighting will be used.

5) Permissible Exemptions/Preferences (CSP E-4)

If a lottery is required, ALA may apply the following **federally permitted exemptions/preferences** prior to randomization. All other applicants will be included in the general lottery pool:

1. **Students enrolled in a public school at the time it is converted** into a public charter school (if applicable).
2. **Students eligible to attend and living in the attendance area of a public school** at the time it is converted into a public charter school (if applicable).
3. **Siblings of students already admitted to or attending ALA.**
4. **Children of ALA founders, teachers, and staff**, provided this group constitutes only a **small percentage** of the school's total enrollment.

5. **Children of employees in a work-site charter school**, provided this group also constitutes only a **small percentage** of the school's total enrollment (not applicable at ALA's opening).

No other exemptions or set-asides will be used. ALA will not create separate lottery pools by gender or any protected class (CSP E-5).

6) Non-Discrimination, Outreach, and Recruitment (CSP E-4, E-6, E-7)

- ALA recruits and enrolls students **without discrimination** based on race, color, national origin (including English learners), religion, sex, or disability.
- Outreach will be broad and accessible, with targeted efforts so that **educationally disadvantaged students** (economically disadvantaged, students with disabilities, English learners, homeless/neglected/delinquent students, migrant students) have an **equal opportunity** to apply.
- ALA will provide translated materials/interpretation and disability accommodations for all enrollment events and notices.
- Admissions practices comply with IDEA Part B, Section 504/ADA, Title VI, Title IX, FERPA, Arizona charter law, any applicable desegregation orders, and the ALA charter contract.

7) Community Notification & Public Posting

- **Opening notification:** ALA will notify the community using a multi-channel campaign (website, social media, newspaper/billboard ads, printed flyers/yard signs, town halls/parent info nights) across Feb 2025–Aug 2026.
- **Website posting (at least two weeks prior):** Application window, application forms, Lottery Plan, lottery date/time/location, public viewing details, and results notification timelines will be posted on ALA's website and available in the office.

8) Annual Timeline & Key Dates

- **Application Window:** Sept 1 – Feb 28 (annually). Complete, eligible applications received by the deadline are included in the March lottery.
- **First Lottery:** First Friday of March 2026; thereafter annually on the first Friday of March for the upcoming school year.
- **Results & Acceptance:** Families notified within 48 hours; families have 48 hours to accept before ALA proceeds to the next student.

9) Application Intake & Eligibility

- Applications must be complete, submitted by the posted deadline, and meet residency/age/grade eligibility requirements.
- Late or incomplete applications received after the deadline are time-stamped and placed after the lottery on the waitlist in the order received.

10) Public Lottery Procedures (Random, Transparent)

- **Public conduct:** The lottery is conducted in public, by grade, with at least one neutral observer present.
- **Randomization method:** Certified random number generator or blind draw; the same method is applied consistently across grade levels.
- **Sequence:** Apply the federally permitted preferences (siblings of admitted students, children of founders/teachers/staff, children of work-site employees, conversion students, and attendance-area students at conversion) first; then randomize all other eligible applicants.
- **Records:** Staff prepare a signed lottery record (list of applicants, randomization output, number of seats offered per grade, draw order), retain per records policy, and protect personally identifiable information consistent with FERPA.
- **Prohibitions:** No gender-based or protected-class pools; no weighted chances; a single inclusive process per oversubscribed grade.

11) Offers, Registration, and Seat Acceptance

- Families are notified of outcomes within 48 hours via email/phone/text (as available).
- Families have 48 hours to accept the offer and complete registration steps; failure to respond by the deadline results in an offer to the next student on the list.
- Once enrolled, a student remains eligible to attend subsequent grades without re-lottery, subject to school policies.

12) Waitlist Procedures (CSP Requirement 5a)

- For oversubscribed grades, ALA will maintain a waitlist created from the same lottery process (preferences applied before randomization, then randomized order).
- As vacancies occur, ALA will contact families strictly in waitlist order, providing 48 hours to accept.
- Waitlists remain active through the school year and reset annually at the start of the next application cycle; waitlist positions do not carry over.

13) Affiliated Charter Schools & Automatic Matriculation (if applicable)

- ALA opens as a free-standing charter (no CMO/affiliated feeder at launch).
- If ALA later operates an affiliated charter school with an immediate prior grade under the same charter holder, students in that prior grade would receive **automatic matriculation** to ALA's next grade consistent with CSP guidance. This would be documented in both schools' enrollment materials and verified during spring rollover.

14) Private Preschool Feeder Clarification (CSP E-8)

- ALA will not exempt or automatically admit students from any tuition-based private preschool; all kindergarten applicants are subject to the same process, including lottery if oversubscribed.
- If ALA ever elects an early lottery approach consistent with CSP E-8, it will provide clear notice that admission does not require preschool enrollment, and it will maintain later opportunities (e.g., a subsequent lottery) for families new to the area.

15) Transparency, Records, and Compliance

- This Lottery, Recruitment, and Admissions Plan will be posted on ALA's website and available in the school office.
- ALA will maintain an audit trail (applications, randomization outputs, waitlists, notification logs) and follow FERPA and State records-retention rules.
- Enrollment staff receive annual training on nondiscrimination, accessibility, confidentiality, and lottery execution.

16) Summary of Required Website Elements

ALA will post and maintain the following enrollment elements on its public website:

- Application window and deadlines
- Application materials and assistance contacts (including language/access supports)
- Lottery date/time/location and public viewing information
- This full Lottery Plan and a simplified "How It Works" explainer
- Results notification timelines and seat acceptance deadlines
- Annual report/summary of admissions (aggregate, without personally identifiable information)