



# High Desert Montessori Charter School (HDMS) K-8 Enrollment Procedures

Per Nevada Revised Statutes (NRS 388A.453 and NRS 388A.456), High Desert Montessori Charter School's enrollment procedures are as follows:

## **Section 1: Priority Enrollment**

Before a lottery takes place, priority enrollment is given to:

- (A) The sibling of a student who is currently enrolled in grades K-8 at HDMS.
- (B) A child who was enrolled, free of charge and on the basis of a lottery system, in the pre-K program at HDMS the immediately preceding school year.
- (C) The child of a person who is employed by HDMS.
- (D) The child of a person who is a member of the HDMS Board.
- (E) A student who is currently enrolled in a public school with an enrollment that is more than 25 percent over the public school's intended capacity. The schools on this list are provided to the HDMS Enrollment office yearly by the Washoe County School District.
- (F) A student who, at the time his or her application is submitted, is enrolled in a public school that received an annual rating established as one of the two lowest ratings possible indicating underperformance of a public school, as determined the Nevada Department of Education, pursuant to the statewide system of accountability for public schools for the immediately preceding school year. The schools on this list are provided to the HDMS Enrollment office yearly by the Washoe County School District.
- (G) A student who resides within 2 miles of HDMS.

## **Section 2: Lottery Enrollment for Washoe County Residents**

After "Section 1: Priority Enrollment" takes place, HDMS shall hold a lottery to determine either enrollment in the school or placement on the waiting list for any student who resides within the boundaries of our sponsoring agency, the Washoe County School District, but who did not qualify for "Section 1: Priority Enrollment".

- (A) Open Enrollment for returning families for the upcoming school year will run from January through February.
- (B) The lottery will be held the first Monday in March each school year.
- (C) Letters of Interest must be received by the day before the lottery is run to be included in the lottery for the upcoming school year.
- (D) A new Letter of Interest must be filled out each year to be eligible for the lottery. Those names entered in the lottery will be the Letters of Interest received since the date of the prior year's lottery.
- (E) The lottery is executed by entering all qualifying "Section 2" names in each grade into a third-party, online random sorting program. Three witnesses will be present at each lottery sort. The order in which the students are sorted will dictate the lottery number that child holds for the upcoming school year only. A new lottery sort will be done each year.

(F) For any remaining vacancies after the "Section (1): Priority Enrollment" spots are filled, students will be offered spots in the order of their number designation from the lottery sort. Any students who do not obtain a spot will be placed on the waiting list in the order of their designated lottery number.

(G) Enrollment Offers resulting from the lottery will be sent via email. Acceptance of an enrollment offer must be submitted, via email, to the enrollment office no later than seven days after notification is sent. If confirmation of acceptance is not received within seven days, the registrar will make a final notification phone call. At that point, the student's spot may be forfeited.

(H) The enrollment checklist and all required paperwork must be completed before the date assigned by the registrar or the lottery spot may again be forfeited.

(I) The only person authorized to issue a receipt of acceptance is the Enrollment Registrar. Verbal or written confirmation from any other staff member will not be accepted.

### **Section 3: Lottery Enrollment for Nevada Students who reside outside of Washoe County**

After "Section 1: Priority Enrollment" and "Section 2: Lottery Enrollment for Washoe County Residents" take place, HDMS shall hold a lottery to determine either enrollment in the school or placement on the waiting list for any student who resides outside the boundaries of our sponsoring agency, the Washoe County School District.

(A) The lottery will be held the first Monday in March each school year.

(B) Letters of Interest must be received by the day before the lottery is run to be included in the lottery for the upcoming school year.

(C) A new Letter of Interest must be filled out each year to be eligible for the lottery. Those names entered in the lottery will be the Letters of Interest received since the date of the prior year's lottery.

(D) The lottery is executed by entering all qualifying "Section 3" names in each grade into a third-party, online random sorting program. Three witnesses will be present at each lottery sort. The order in which the students are sorted will dictate the lottery number that child holds for the upcoming school year only. A new lottery sort will be done each year.

(E) For any remaining vacancies after the "Section 1: Priority Enrollment" spots and "Section 2: Lottery Enrollment for Washoe County Residents" spots are filled, students will be offered spots in the order of their number designation from the lottery sort. Any students who do not obtain a spot will be placed on the waiting list in the order of their designated lottery number.

(F) Enrollment Offers resulting from the lottery will be sent via email. Acceptance of an Enrollment Offer must be submitted, via email, to the enrollment office no later than seven days after notification is sent. If confirmation of acceptance is not received within seven days, the Enrollment Registrar will make a final notification phone call. At that point, the student's spot may be forfeited.

(F) The enrollment checklist and all required paperwork must be completed before the date assigned by the registrar or the lottery spot may again be forfeited.

(G) The only person authorized to issue a receipt of acceptance is the Enrollment Registrar. Verbal or written confirmation from any other staff member will not be accepted.

### **Section 4: Placement for Students whose Letters of Interest are received after the Lottery**

Letters of Interest submitted after the lottery takes place will be added to the bottom of the waiting list in the order they are received.