

# POLICY AND PROCEDURE: ENROLLMENT & LOTTERY

J PAUL TAYLOR ACADEMY

[www.jpaultayloracademy.org](http://www.jpaultayloracademy.org)

Amended Approval Date: September 15, 2021

J Paul Taylor Academy (JPTA or "School") is a New Mexico public charter school and provides all prospective students, grades Kindergarten through 8<sup>th</sup>, the opportunity to attend our school free of charge, regardless of race, color, national or ethnic origin, religion, gender, social, economic status, special needs or any other national or state identified protected class.

JPTA will enroll students in compliance with state standards. The school will enroll no more than 200 students at any time within each school year as per the School's contract with the Public Education Commission.

JPTA admits students on a first come first served basis **when seats are available and there is no wait list for the applicable grade**. When the number of interested students exceeds the total number of seats available, the school will place applicants on a waiting list by utilizing a lottery and, after the annual lottery, on a first come, first served basis as outlined below.

All applicants **MUST FILL OUT AN ENROLLMENT LOTTERY APPLICATION FORM**. It is highly recommended that applications are submitted to the School in person. **The parent or guardian is responsible for ensuring that their application is received by the school**. As a secondary confirmation to you, the school will email or call each applicant within two business days of receipt. Please call the school if you don't hear from us within this timeframe.

## **Returning Students**

Parents of currently enrolled students who wish to continue their child's education at JPTA in the new school year must complete a **Commitment to Attend** form. Notification with a commitment form will be sent out no less than 30 days prior to the lottery and the forms must be returned to the school by the specified deadline. Families will have at least 10 business days between the postmark on the letter/email and the return deadline date of the **Commitment to Attend** form. All current students will be assigned a space in the next school year. If the **Commitment to Attend** is not returned by the deadline, that student will most likely forfeit his/her guaranteed enrollment for the new school year.

## **New Applicants – Applicants who do not have a sibling or parent staffer at JPTA**

If space is available for all **New Applicants** within a specific grade after the **Commitment to Attend** for returning deadline has passed and **Applicants with Priority** (see below) have been placed for that grade, the student(s) will be placed. If there are more applicants than spaces available, J. Paul Taylor Academy will hold its annual student lottery for **New Applicants**. Typically, the lottery for **Applicants with Priority** and **New Applicants** occurs on the same day.

## **Applicants with Priority – Siblings of Current Students and Children of Current Staff**

Siblings of current students and children of currently employed JPTA staff can “qualify” for priority in the enrollment process. If space is available for all qualified siblings and children of staff members within a specific grade AND after all currently enrolled students have been placed for that grade, the student(s) will be placed. If the number of interested siblings and children of staff is greater than the number of available slots in any grade, an **Applicant with Priority** lottery will be enacted. See **Lottery Drawing Procedures** below.

1. Qualifying a siblings with priority: The parent of a currently enrolled student who wishes for his or her child to attend J. Paul Taylor Academy in the new school year **must fill out an enrollment application** form by the date specified by the School.
2. Qualifying a child of a JPTA staff member with priority: Any currently employed JPTA staffer who wishes his or her child to attend J. Paul Taylor Academy in the new school year **must fill out an enrollment application** form by the date specified by the School.

## **Applicants of Military Families**

Military families relocating to military installations in New Mexico pursuant to official military orders may submit their student's name for the lottery and, if selected, enroll their student in School, prior to actual physical presence in the state. The School shall accept electronic enrollment applications from military families relocating to New Mexico pursuant to official military orders, and shall provide such families requesting information with information regarding the JPTA's program, materials regarding academic courses, electives, sports and other relevant information regarding the School. A student's parent:

- (1) shall provide proof of residence in the state within forty-five days after the published arrival date provided on official military documentation; and
- (2) may use any of the following addresses related to the family's military move:
  - (a) a temporary on-base billeting facility;

- (b) off-base military housing; or
- (c) a purchased or leased residence.

### **Applicants – Post Lottery**

Any applications submitted following the deadline will be placed in classroom positions on the wait list, in the order of the receipt of their application. Parents will be notified if a space is available for their child for the New School Year. Parents or guardians must complete an intent to enroll their child in the school within two weeks of the drawing and complete all registration requirements within two weeks of the drawing to maintain their student's seat. Failure to submit a letter of intent and subsequent registration requirements will result in withdrawing that student's name for enrollment and the seat will be assigned to the next student on the waiting list.

### **Filling Vacancies during a school year**

- If a vacancy in a class/grade opens, the next family on the waiting list for the grade will be notified. If the Parent/Guardian does not enroll the sibling within 3 days of notice of the vacancy, the slot will be offered to the next applicant and the first applicant's name will be removed from the wait list.
- Ranking on the waiting list will not be changed once the lottery is held each year.
- If two siblings are on the waiting list and one gets a seat at JPTA during the school year, his/her sibling remains in the same place on the waiting list for that school year. The sibling on the waiting list is eligible as an **Applicant with Priority** the following school year and must follow the process described in the section **Applicants with Priority**.

### **The Lottery Drawing Procedures**

The lottery drawing process will be conducted when there are more applicants than available spaces for any applicable grade.

The following process will be practiced when The Lottery Drawing Process is enacted.

1. Each prospective student applicant will be associated to a bingo ball.
2. A Governing Council members or member of the public who does not have an applicant for enrollment will draw numbers from the cage until all numbers are drawn,
  - a. Each bingo ball drawn will be recorded sequentially
  - b. Bingo ball numbers will be publicly announced.
3. If an applicant is drawn for a grade with an opening, that individual will fill the opening.

4. If the number of prospective student applicants exceeds the number of available slots at that grade level, applicants will be placed on the wait list sequentially in the order that his or her associated bingo ball is drawn from the bingo cage.
3. At no time will any classroom exceed the below indicated as maximum load for any classroom or teacher. If there are openings in the School, the school will follow the below procedures in order:
  - a. fill each classroom within one student of the "ideal count" beginning in kindergarten and proceeding toward 8<sup>th</sup> grade.
  - b. If each classroom is within one of the "ideal count" with the exception of classrooms with no more wait listed students, additional students will be added to classrooms at the School's discretion and will not exceed the "maximum" for any grade.

Grade	Ideal Class Load	Maximum*
K	20	21 With an EA
1 <sup>st</sup>	20	21
2 <sup>nd</sup>	22	23
3 <sup>rd</sup>	23	
4 <sup>th</sup>	23	24
5 <sup>th</sup>	23	
6 <sup>th</sup>	23	
7 <sup>th</sup>	23	
8 <sup>th</sup>	23	
Ttl.	200	Total shall never exceed 200

\*This table is subject to change according to the Collective Bargaining Agreement

\*\*Proof of immunization nor student records will not be required to be involved in the lottery but is required to complete registration.

References: NM 22 8B-4.1 NMSA 1978, 22-10A-20 NMSA 1978, § 22-8E-5 NMSA 1979 and §22-1-4 NMSA 1978



## Commitment to Attend for School Year 20XX-20XX

### Commitment to Attend J. Paul Taylor Academy

\_\_\_\_\_  
Child's Name – Please Print

\_\_\_\_\_  
Grade (New Year)

My Child \_\_\_\_\_ will be attending J. Paul Taylor Academy for the 20XX – 20XX school year.

\_\_\_\_\_ I understand students will be required to follow our school uniform policy.  
(initial)

\_\_\_\_\_ My child will be in attendance on JPTA's first day of school July X, 20XX.  
(initial)

\_\_\_\_\_  
Parent/Guardian Name –Please Print

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date