



## **CIVICA CAREER AND COLLEGIATE ACADEMY Administrative Procedures**

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### LOTTERY ADMISSIONS POLICY AND PROCEDURE

In accordance with federal and state anti-discrimination laws and in accordance with the Iowa Administrative Code 281.19.11(5) the school will not discriminate on the basis of race, ethnicity, national origin, gender, or disability against a student in its school admission process. An open admissions policy will be implemented, wherein the school will be open to any student. Any eligible student, as described in Iowa Administrative Code 281.19.11 who submits an application (prior to the posted deadline) shall be considered, unless the number of applications exceeds the capacity of the program, class, grade level, or building. In such case, all applicants shall have an equal chance of being admitted through a random selection/lottery process. If the number of applicants exceeds the capacity, students not selected in the initial lottery will be placed on a wait list. The same enrollment preferences will apply if space becomes available for a student on the waitlist. If the number of applications falls short of the established capacity, supplemental registration periods may be held for the purpose of reaching student capacity.

Enrollment Preferences- In accordance with Iowa Administrative Code 281.19.11(5), the school will give enrollment preference to the following student populations:

Students who are siblings of a student enrolled in the charter school.

Children of founders and staff

Students returning to the school

The school leader will establish a timeline for registration and enrollment, which will be posted on the school's website and sent to families who have been selected.