

## **Random Draw Procedures**

Purpose: To define Pomerene School's random selection process to determine how open enrollment slots are filled after priorities and preferences defined in policy **JFB**.

### **Policy JFB.**

If the Governing Board has determined that there is excess capacity to enroll additional pupils, such pupils shall be selected on the basis of designated priority categories from the pool of pupils:

- A. Who have properly completed and submitted applications; and
- B. Who meet admission standards.

Enrollment priorities and procedures for selection shall be in the order and in accordance with the following:

Enrollment preference shall be given to nonresident pupils who were enrolled in the school the previous year and any sibling who would be enrolled concurrently with such pupils, as well as, eligible children, including grandchildren, of persons who are employed by the District.

- A. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the Superintendent.
- B. Enrollment preference shall be given to nonresident pupils who were not enrolled in the school the previous year. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the Superintendent.
- C. Enrollment preference may be given to children who are in foster care.

In the event a random draw is required, eligible applicants will be notified of the time and location of said random draw no later than 72 hours prior to the draw. Notifications of the time and place of a required random draw will be placed on the School's Website. A phone call and email, if provided, will also go out in efforts to communicate this information. A minimum of two attempts will be made by phone.

## **The Draw**

Each eligible applicant in the draw will be assigned a number. Each number will be placed in an obscure container. A person designated by the superintendent will draw each number out of said container until all numbers are drawn. The order drawn will represent the order applicants fill available enrollment slots. After capacity is met, the remaining applicants will be placed on a waiting list in the order drawn. Out of district applicants applying after the draw will go on the waiting list in the order they have applied, for the remainder of the school year.

In the event in district students coming in throughout the year take the school's total enrollment to 125 or higher, out of district students will lose their enrollment at a ratio necessary to keep our school's "small school status" and the critical funding that comes with it. In this case, it will be the last enrolled to be the first to leave until the enrollment is stable at 125. In efforts to avoid this situation, Pomerene School will set its school cap at 120 allowing for a 5 student buffer to lessen the likeliness of a student being denied enrollment in this unlikely scenario.