

SANTA ANA UNIFIED SCHOOL DISTRICT

AR 5116.2(a)

Students

Student Selection by Lottery

Lottery Registration/Enrollment Guidelines

A school, upon receiving Governing Board approval to utilize a lottery for registration/enrollment, shall develop open registration/enrollment procedures for conducting the lottery which incorporates the following guidelines:

Notification

1. Schools utilizing the lottery for registration shall schedule parent/guardian informational meetings at different intervals to explain the lottery, the school philosophy and program.
2. Notice will be made available to interested parents/guardians utilizing various media and communications forums.

Enrollment/Registration

1. A pre-determined number of openings shall be determined each year to create the new classes at each Board-approved school.
2. Openings will be filled by lottery from students whose parents/guardians have completed and properly submitted a lottery registration form.

Lottery Registration Procedures

1. To participate in the lottery for the ensuing school year, parents/guardians must come to the school office to complete preprinted, numbered lottery registration forms.
2. Only a parent/guardian living or working within the boundaries of the SAUSD will be permitted to submit lottery registration forms.
3. All registration materials must be completed and returned by the designated deadline date. Incomplete and/or improperly completed packets will not be processed and will be returned to the parent/guardian. Students who do not meet registration guidelines and/or deadlines shall be placed on the "Wait List."
4. School office staff shall create a database of all the students' names as indicated by the lottery registration number.
5. At a designated time and date, the lottery numbers for each school will be randomly selected at the District Computer Center.
6. The "Lottery List" for each individual school will be posted at each school site. Each school shall determine the number of openings and how many registration/enrollment packets will be distributed.

7. Parents/guardians of the lottery numbers selected shall have ten (10) business days to pick up the enrollment packet from the school. They shall also receive directions and the deadline date for return of the completed packet.

Lottery Wait List

1. Students who are put on the "Lottery Wait List" may communicate with the school office to check on the status of their number.
2. Those who missed the deadlines and/or registration requirements for the lottery may contact the school to add their student's name to the "Wait List." As openings occur, the "Wait List" will be used to call in additional students.