



Book	Administrative Guidelines
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Title	PROCESSING INTRA-DISTRICT OPEN ENROLLMENT (LOTTERY)
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5113.01 - **PROCESSING INTRA-DISTRICT OPEN ENROLLMENT (LOTTERY)**

- A. All students residing in the District may apply to enroll in a school other than their school of residence to which they are assigned by the District ("Intra-District Open Enrollment"). Applications to enroll in another school within the District shall be available via the parent/guardian's Parent Portal account. The application shall describe the procedures and deadlines for submitting the applications and the conditions on which they are approved.
- B. Administrators are encouraged to use newsletters, public meetings, and other forums and communication techniques to make parents and the general public aware of the Intra-District Open Enrollment Program.
- C. The District shall specify annually the date by which applications must be submitted for Intra-District Open Enrollment. The District may choose multiple dates based upon grade level or other criteria consistent with Board Policy and with applicable state and federal law.
- D. The District shall determine the number of spaces available at each school and for each of that school's grade levels as follows:
 - 1. For Kindergarten students, the number of spaces shall not exceed 22 seats per classroom until the 1st full week of September. Thereafter, the number of spaces shall not exceed 24 seats per classroom.
 - 2. For students in Grades 1 through 5, the number of spaces shall be 24 minus the number of students promoted to the next grade level per classroom.
 - 3. For students in Grades 6 through 12, the number of spaces shall be based upon the number of core teachers assigned per grade level.
 - 4. This shall not apply to 100% Lottery Schools. 100% Lottery Schools will be filled to contractual limits.
- E. Once the application deadline(s) has/have passed, the District shall make assignments by school and by grade level. When necessary, the order for approval of Open Enrollment applications shall be determined via the District's School Choice Lottery ("the Lottery").
- F. The Lottery shall consist of a randomly generated list of students based upon the applications received by each school and each of that school's grade levels. Students shall be given a number based upon this list. For initial offers, students shall be taken in order until no further spaces remain at the applicable school's grade level. The remaining students after the last placement shall constitute the "Waitlist" for that school at that grade level.
- G. Selective admissions placements made pursuant to the Selective Admissions Process outlined below shall be made prior to the Lottery for those schools for which a selective admissions process has been approved. If a waitlist is generated from the selective admissions process, those students shall be made offers for these seats. There shall be no sibling priority for students placed via the selective admissions process.

H. Should any open spaces occur after the initial Lottery results, students on the Waitlist shall be made offers in the following manner:

1. For All Elementary Schools and Conventional Middle and High Schools: Once the original lottery responses are processed, any seats not accepted will be offered to siblings on the waitlist in the order the siblings were drawn in the lottery. Once all siblings on the waitlist have been placed, the non- sibling waitlist will resume.
2. For Total Alternative Middle and High Schools: Once the original lottery responses are processed, any seats not accepted will be offered to siblings on the waitlist in an alternating pattern with the non-sibling waitlist in the order they were drawn in the lottery. There shall be no sibling priority for students placed via the selective admissions process should one be adopted.

I. Applicants who apply after the deadline to be included in the initial Lottery shall be placed at the end of their respective waitlist in the order they are received. Applicants may continue to apply in this manner as follows:

1. For Students Currently Enrolled: The deadline shall be the Friday of the second full week of July.
2. For New Students: The deadline shall be 14 days from the enrollment start date through the week prior to winter break.

J. The following timelines shall apply when making offers via Intra District Open Enrollment:

1. Offers may be made up until the first full week of September.
2. After the first full week of September, no offers shall be made until midterm of the first grading period. Offers may be made the week immediately following the midterm of the first grading period. All offers must be accepted within 48 hours of notification.
3. No offers shall be made from one week after the conclusion of the midterm of the first grading period until the conclusion of the first grading period. Offers may be made the week immediately following the conclusion of the first grading period. All offers must be accepted within 48 hours of notification.
4. No offers shall be made from one week after the conclusion of the first grading period until the conclusion of the midterm of the second grading period. Offers may be made the week immediately following the conclusion of the midterm of the second grading period. All offers must be accepted within 48 hours of notification.
5. No offers shall be made from one week after the conclusion of the midterm of the second grading period until the week prior to winter break. Offers may be made the week prior to winter break. All offers must be accepted within 48 hours of notification.

K. Whenever any schools are closed pursuant to Board Policy 7105, those students attending a school via a placement from the Lottery shall receive preferential placement in the following manner:

1. Students may receive preferential placement only to the school which becomes the school of residence for those students living in the attendance zone affected by the closing. Preferential placement shall not be made to any other schools. Should the school being closed not have a defined attendance zone, students shall receive preferential placement for up to three schools via a special Preferred Placement Lottery application form.
2. Students who choose preferential placement must complete the Preferred Placement application as specified above. A student may also submit an application for Intra-District Open Enrollment concurrent with the Preferred Placement application. Assignments shall be made via a preferred placement lottery.
3. Should the number of applications for Preferred Placement exceed the number of available seats, a waitlist shall be created. No sibling priority shall be given for the preferred placement waitlist.
4. If an offer is accepted to a school via preferential placement, no other offers shall be made to the student.
5. If a student on the waitlist for Preferred Placement accepts an offer via the Lottery, that student's place on the waitlist shall be deemed null and void.
6. Any such preferential placement shall occur after a Selective Admissions Process, but prior to the Lottery as defined above.

Selective Admissions Process

- A. For students who will be entering the Ninth Grade and who wish to attend Columbus Alternative High School (CAHS) or Eastmoor Academy, the following requirements shall apply:
1. Be a current 8th grade student on track for 9th grade entrance at high school for the upcoming school year; **AND**
 2. Be a resident of the Columbus City School District; **AND**
 3. Have had a grade point average of 3.0 or higher for all the 7th grade; **AND**
 4. Have one of the following:
 - a. Scored at the 90th percentile on both reading and math on the fall 8th grade MAP test **OR**
 - b. Be identified as Gifted and Talented in either Specific Academic or Superior Cognitive Ability
- B. For students who will be entering the Ninth, Tenth, or Eleventh Grade and who wish to attend Fort Hayes Arts and Academic High School, the following requirements shall apply:
1. Students shall be a resident of the Columbus City School District
 2. Students shall have been identified as Gifted and Talented in the Arts
 3. Students shall participate in an audition for the performing arts or provide a portfolio of work for the visual arts.
 4. Student performance shall be scored via a rubric developed for this process. This rubric shall be considered incorporated into these Guidelines.
 5. Students shall be selected based upon their score on the rubric
- C. For students who will be entering the Sixth Grade and who wish to attend Arts Impact Middle School, the following criteria shall apply:
1. Students shall be a resident of the Columbus City School District
 2. Students shall have been identified as Gifted and Talented in the Arts
 3. Students shall participate in an audition for the performing arts or provide a portfolio of work for the visual arts.
 4. Student performance shall be scored via a rubric developed for this process. This rubric shall be considered incorporated into these Guidelines.
 5. Students shall be selected based upon their score on the rubric
- D. For students who wish to be considered for admission to Duxberry Park Elementary School, the following criteria shall apply:
1. Students shall be a resident of the Columbus City School District
 2. Students shall be identified as gifted in the creative arts, and/or
 3. Students shall have demonstrated talent identified by private lessons through arts teachers in the community and/or
 4. Students may be selected based upon an interview with parents/guardians for those families who are salient advocates and artists in the community
- E. For student who will be entering sixth, seventh, eighth, or ninth grade and who wish to attend Africentric Early College, the following criteria shall apply:

1. Be a current fifth through eighth grade student on track for the following school year; AND
 2. Be a resident of the CCS District AND
 3. Have had a grade point average of 2.5 or higher for of the sixth, seventh and eighth grade; AND
 4. Have one of the following:
 - a. scored on grade level on both reading and math MAP test; OR
 - b. scored on grade level for both reading and math on an equivalent assessment
 5. Once applications are received a rubric will be utilized to score attendance, behavior, assessment scores, interview and 1st generation college status.
 6. Students will be selected based upon their score on the rubric
- F. Selective Admissions eligibility letters will be distributed beginning the second full week of January. Applications shall be submitted via the parent/guardian's Parent Portal account by the last day of January for which classes are held. Should a calamity day occur on the last day of January for which classes are to be held, the deadline shall be extended until the next day school is in session.
- G. Up to twenty percent (20%) of available seats for incoming students may be reserved for selective admissions purposes.
- H. Placements made pursuant to these Guidelines shall occur in the order specified in the Guidelines for Intra-District Open Enrollment (Lottery).
- I. If a parent or guardian accepts a Selective Admissions offer, all other School Choice applications shall be deemed null and void.

Guidelines for Processing Return to Home School of Residence

- A. All students enrolled in the Columbus City Schools may request to transfer to their school of residence (or "home school") as assigned by the District via the Request to Return to Home School application on the parent/guardian's Parent Portal account.
- B. The Request to Return to Home School applications shall be made available no earlier than January and shall apply only to the subsequent academic year. The applications shall be available via the parent/guardian's Parent Portal account. The applications shall describe the procedures and deadlines for submitting the applications and the conditions on which they may be approved.
- C. Request to Return to Home School applications shall be submitted by the date specified by the District. No applications shall be accepted after this date.
- D. The District shall verify the school of residence and process the applications accordingly.
 1. Should a student require special education or ESL services, the School Choice Office will forward the request to the appropriate department and a representative from Special Education or ESL shall contact the parent to discuss the request.
 2. If a student was transferred due to expulsion, transferred for another disciplinary reason, or transferred pursuant to a court order prohibiting the student from attending his/her school of residence, the student shall not be permitted to return to said school.
- E. Once the school has been determined and it has been verified that none of the exceptions contained above apply, the student will be considered for a transfer to their school of residence the following academic year. Such a transfer should be granted barring limitations based upon physical space or staffing ratios.
- F. Should a school reach capacity at a grade level, priority shall be given to students based upon District entry date followed by date of application.

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