



# Du Bois Integrity Academy Adopted Lottery Policy

Amended July 31, 2019

## **INTRODUCTION**

Du Bois Integrity Academy (DIA) welcomes intent to enroll forms from all students who are residents of Clayton County, Georgia at the time of submission. DIA currently serves students in grades Kindergarten through Fifth grade. As of the 2019/2020 school year, DIA will serve students from all the aforementioned grades and every subsequent year, the school will determine the number of spaces available in each grade based on the capacity in that grade and the anticipated number of return students. The school will make lottery intent to enroll forms available via the school's website and at the admissions/enrollment office located at 6504 Church Street, Suite 1 & 2, Riverdale, Georgia 30274.

## **ENROLLMENT ELEGIBILITY CRITERIA**

Enrollment at DIA is non-discriminatory and open to students entering Kindergarten through the 5<sup>th</sup> grade who are residents of Clayton County, Georgia at the time of application. There are two criteria for students to be eligible for enrollment:

1. It is required that families provide proof of residency by providing one of the following documents at the time they submit an official application: a gas bill, an electricity bill, a cable bill, or a lease agreement/mortgage statement. Should a family fail to provide proof of residency or should it be determined that a family has provided false information of residency, the application will be void.
2. Prior to the first day of school, the year of enrollment, the student must have successfully completed the grade preceding the grade to which he or she seeks admission. Families who do not provide evidence of the student's successful completion of the previous grade will be notified at the phone number and mailing address as indicated on their original application and registration package and their offer of enrollment will be revoked.

Du Bois does not administer tests to potential applicants or predicate enrollment on results from any test of ability or achievement.

DIA does not discriminate on the basis of race, color, national origin, creed, sex, gender identity, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or prior academic achievement when recruiting or admitting students. All information requested in the registration package, such as language spoken at home or race/ethnicity is not intended and will not be used to discriminate.



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### **APPLICATION PROCESS**

The lottery selection event for Du Bois Integrity Academy (DIA) will be held at 6:30pm on the third Tuesday in March prior to the upcoming school calendar year. DIA will begin accepting enrollment letter of intent forms in January of the calendar year prior to the Lottery date. The deadlines for submission of the lottery letter of intent form will be advertised at least one month in advance of the lottery date. The school will accept applications up to 5pm on the Friday before the Lottery. In the event that the school receives applications for enrollment after the published deadlines, those applicants will be held at the school admissions office with a date received and time stamp. They will be placed on a waiting list for the prescribed calendar year and will be placed in the admission cycle on a first come first admitted basis based on space available. Enrollment will close on October 15 for each school year.

If fewer students have entered the lottery by the declared lottery date and there are spaces available, those students who were placed on the waiting list will be will be automatically offered a seat in the school based on availability. The school will then conduct additional enrollment processes for each grade, as necessary, until full enrollment in that grade is reached.

### **ENROLLMENT POLICY**

Each potential student will receive a enrollment/lottery number within 2 days of receipt of their intent to enroll form. The lottery will be conducted in an advertised public place. A disinterested third party draws the lottery. All applicants selected to Du Bois will be notified by mail or by phone. Parents/Guardians must accept enrollment in writing within 4 days of the notification date. The school will be in contact with families by phone between the date of notification and the acceptance deadline to remind families that an enrollment offer was sent to their home address. Failure to accept enrollment by the acceptance deadline will lead to the space being offered to the next applicant on the wait list. Reasonable proof of current residency is necessary at the time an offer of admission is made.



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### **WAIT LIST POLICY**

If the number of applicants for a particular grade, who satisfy eligibility criteria for that grade, exceeds the space available, such applicants will be placed on a grade level wait list in the sequence of their randomly generated lottery number (taking into account sibling and resident preferences).

If a student stops attending Du Bois or declines admission, the first student on the wait list for that grade will be offered the seat by telephone or in writing, as in the lottery process above. No student will be admitted ahead of other eligible students on the waiting list unless said student is either a sibling of a previously enrolled student or the child of employee or Board member of DIA. If the student declines or does not respond to an enrollment offer within the stated deadline, he or she will be removed permanently from the waiting list. The waiting list is not retained each year.

DIA will keep accurate records of the wait list containing the names, home addresses, telephone numbers and grade levels of students who entered the lottery but did not gain admission.

### **RETURNING STUDENTS**

Students who are already enrolled at Du Bois do not need to re-apply or re-register. Should an enrolled student fail to attend school policies and procedures pertaining to attendance will be applied.