



CANIFF LIBERTY ACADEMY

Enrollment and Student Admission Lottery Procedure  
For the 2018-2019 Academic Year

**POLICIES**

**1. Class Size**

The openings available in the Academy are as follows:

Kindergarten	60		
First Grade	57	Seventh Grade	57
Second Grade	55	Eighth Grade	54
Third Grade	62		
Fourth Grade	55		
Fifth Grade	54		
Sixth Grade	54		
		Total enrollment:	508

**Legal notice of open enrollment will be posted in the Hamtramck Review, in alignment with Oakland University requirements.**

**Re-enrollment will begin March 1<sup>st</sup>, 2018.**

**2. Re-enrollment of current students/sibling preference.**

Students currently enrolled in the Academy will be automatically admitted for the 2018-2019 school year as long as they have applied for re-enrollment by the deadline date of **March 15, 2018**.

**3. Enrollment for new students- Sibling Preference.**

Students not currently enrolled in the Academy who would like to apply for admission and have a sibling currently attending the school may apply for enrollment beginning **Thursday, March 1, 2018 and ending Thursday, March 15, 2018**. These students will be given first priority when filling vacant seats and in the lottery if a lottery is necessary. Parents will be given receipts documenting the submission of enrollment forms. They will receive a separate receipt for all new students they enroll. This does NOT guarantee a seat for the 2018-2019 school year. Parents must retain this receipt for proof of submission



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### **4. Enrollment for new students- Non-Sibling Preference (Open Enrollment)**

Students not currently enrolled in the Academy who would like to apply for admission and do NOT have a sibling currently attending the school may apply for enrollment beginning **Monday, March 19, 2018 and ending Thursday, March 29, 2018**. Parents will be given receipts documenting the submission of enrollment forms. They will receive a separate receipt for all new students they enroll. This does NOT guarantee a seat for the 2018-2019 school year. Parents must retain this receipt for proof of submission.

**NOTE:** Currently enrolled students and new students who are siblings, who missed the March 15, 2018 deadline window may still enroll during this period but will NOT be afforded re-enrollment or sibling preference status when filling vacant seats or in the lottery process.

### **5. Enrollment for under-subscribed grades**

- a. All students will automatically be enrolled in grades that are not over-enrolled.
- b. Siblings of students enrolled in grades not at maximum enrollment will be enrolled next.
- c. If the siblings of enrolled students fill a grade, that grade will have a sibling lottery.
- d. The Academy will continue to receive applications for that grade level as long as necessary, to complete full enrollment. Such applications received after the deadline will be enrolled in order received.

### **6. Random selection lottery for over-subscribed grades**

Students will be selected for admission by random lottery for each grade that exceeds the maximum number of students per grade if their applications were received by the deadline date of **Thursday, March 29, 2018**. Applications received after the deadline date for each grade that has reached full enrollment, will be placed on the official waiting list after those chosen in the lottery in the order in which they were received.



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### **7. Lottery Date**

The Academy will hold the random selection lottery on the evening of **Tuesday, April 10, 2018** beginning at 4:00 p.m. at the Academy located at 2650 Caniff Street, Hamtramck, Michigan 48212.

### **8. Record of enrolled students**

As the numbers which represent the students are selected, lottery officials will call their name and document the place-holder they are chosen for, on the lottery form.

## **PROCEDURES**

Admission of applicants for over-subscribed grades

### **Step 1: Pre-Lottery Set-up**

All student groups (re-enrolled students, siblings and non-siblings) will be sorted alphabetically within their grouping. All students who reenroll will be assigned a number. New students who are siblings will be given the next sequential numbers for each grade, followed by the non-sibling applicants. (For example, if 50 1st grade students reenroll for 2nd grade, they will be assigned numbers 1-50. The 5 sibling applicants for 2nd grade will be sorted alphabetically and assigned numbers 51-55, and the 1 non-sibling applicant will be sorted alphabetically and assigned number 56). An index card will be created for each new student applicant, complete with the student's status (sibling or non-sibling), student's name and enrollment number detailed on it. An Excel spreadsheet form will also be populated with the same information and utilized during the lottery procedure.

### **Step 2: Admission of applicants for all grades- Lottery**

At the open meeting for the lottery, The Academy will begin with the lowest grade and work to the highest grade, starting with the siblings and concluding with the non-siblings for each grade. It will be announced at the start of each grade, if in fact a lottery is necessary. If it is necessary, the index cards with the student's names will be folded and placed in a receptacle (hat if you will) and drawn randomly. The cards will be drawn by one individual and recorded by the other conducting the lottery. The cards will be noted with the place they take on the list.

### **Step 3: Formal Enrollment Notification**

At the conclusion of the lottery and within a reasonable amount of time following the lottery, the results will be documented by the management company and



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delivered to the school. The administrative assistants will then send out confirmations to the parents of:

1. All re-enrolled students;
2. To all new students who received a seat for the upcoming school year and;
3. To those students who were placed on the waiting list.

Students who enrolled after the enrollment windows closed will be added to the waiting list in the order in which they turned in the necessary application and documents. Once the enrollment window closed, all enrollment is treated on a first-come first-served basis.

Along with enrollment information for the upcoming year, parents will also be provided notification of the first day of school for the upcoming year and the rules by which they have to comply in order to keep their student's seat for that year. Specifically, all students must be present by the first Friday of the first week of school or provide formal notification as to why their child is not in session. The excuse must be reasonable for the principal to agree to leave that seat occupied by that student. If the student is not in session they will be withdrawn from the school and the first student on the waiting list will be contacted. If after three attempts that student cannot be contacted, the school will proceed to the next student and so forth until all seats are filled.

### **NOTE ON SIBLING PREFERENCE:**

If a student is selected for a grade level that still has openings available, but the student has a sibling applying for a grade that no longer has openings available, the student will be placed in the accepted student grade level file, and the sibling will be placed on top of the waiting list, but not before other siblings. Therefore, while a "sibling preference" applies to the lottery process, siblings are not guaranteed admission to the Academy.

### **APPEALS PROCESS**

Any parent or guardian who wishes to contest or appeal any aspect of the lottery selection process may do so by writing to the Board President.

- Ms. Mahera Rahman, Caniff Liberty Academy, Board President

Following receipt of the written appeal, a representative of the Board of Directors will contact you to discuss the nature of your concern or objection. Final decisions regarding appeals or complaints about lottery procedures will be made by vote of the Board of Directors in an open meeting.



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## **RESOLUTION OF BOARD OF DIRECTORS**

WHEREAS, The Academy Board of Directors will begin the enrollment process for the 2018-2019 academic year and desires to provide parents and students with clear guidelines for the process;

NOW, THEREFORE BE IT RESOLVED, that the Academy Board adopts the attached Student Admission Lottery Procedures for the 2018-2019 academic year and the Admission Policies and criteria to govern the selection process.

I certify that the foregoing resolution was duly adopted by the Academy Board at a duly noticed open meeting held on \_\_\_\_\_, 2018, at which a quorum was present.

By: \_\_\_\_\_  
Mr. Ali Al-Zaquq

Its: Board Secretary