

Lottery and Waitlist Policies (PESD 202)

Pacific Elementary School District maintains three educational programs:

- Pacific Preschool
- The Traditional Classroom Program (5-day)
- The Independent Study Program (IS), a hybrid classroom/home independent study program

The enrollment priorities for Pacific Preschool are addressed in the Preschool Admissions Priorities Policy (PESD 206).

This policy addresses enrollment priorities and procedures for transitional kindergarten through sixth grade students in both the 5-day and IS programs.

Program Changes

Parents/guardians who would like to change their student's enrollment between programs (5-day or IS) need to:

1. Communicate with the student's teacher the desire for the change and the desired date of the change.
2. Complete the program change form, available on the school website, stating the desire for the change and the desired date of the change.

For changes from IS to 5-day, the District will complete the requested change within five school days, or on the requested date of the change if that is later.

For changes from 5-day to IS, the District will complete an evaluation of whether IS is an appropriate educational placement for the student. If the student has an individualized educational program (IEP), the IEP will need to state that IS is an appropriate option for the student before the student can enter the IS program.

If the District believes IS is an appropriate placement, the parents/guardians will also need to:

3. Complete and sign an IS Master Agreement *before* the first date of IS enrollment.

Enrollment in the IS program is dependent on the student making satisfactory academic progress and the student and family meeting the terms of the agreement. Continued enrollment in the IS program is not guaranteed for any student, and the district may cancel or fail to renew an IS agreement if the district believes it is in the student's best interests. In this situation, the student will be offered the opportunity to change to the 5-day program.

Maximum Class Size Determination

The Superintendent will determine the maximum capacity of each grade level based on the following factors:

- The average class size for transitional kindergarten through third grade will be 24 or less.
- At no time will any class exceed 28 students.
- The Superintendent will determine whether other factors make it appropriate to cap classes at lower sizes.

Order of Priority and Lottery Procedures

Available spaces will be filled based on the following order of priority: within each grade level, students in priority group 1 will be accommodated first, followed by students in priority groups 2, 3, 4, 5, and 6 in that order.

If more students exist within priority groups 2, 3, or 4 for a single grade level than can be accommodated, a lottery will be held to determine the order in which available spaces are offered to students within the priority groups.

All necessary lotteries will be held at a public meeting of the Board of Directors to take place during the month of February each year. For each necessary lottery, the website www.random.org will be used to generate a randomly ordered list of the students. The resulting ordered list will be used to order the students on an overall waitlist for the grade.

Offering and Accepting Spaces

Students will be offered available spaces in order from the grade-level lists generated by the priority groups and lotteries. Families will have 3 business days to accept an offered space before it may be offered to the next family on the list. Families who live outside of the Pacific Elementary School District must submit an interdistrict transfer form (IDT), also called an “Interdistrict Attendance Request,” to their home district within 3 business days of accepting an offered space. Failure to submit an IDT within this timeframe may result in the offered space being revoked and offered to the next family on the list.

Exclusion from Priority Groups

Any interdistrict transfer student or family identified by the Superintendent as meeting any of the conditions specified in the Interdistrict Transfer Policy (SSDA 44) as reasons to deny or revoke an interdistrict transfer agreement may be excluded from all of the priority groups described below.

Priority Group 1 – Highest Priority (Families who Live or Work in District and Current Students)

In-district students include students whose primary residence is documented to be within the Pacific Elementary School District boundaries, in accordance with Education Code 48204. In split custody

families, residency is defined as the location where the student sleeps a majority of nights. Acceptable forms of documentation of residence are described in Education Code 48201.1 and include rental agreements and utility statements.

In-district students include, but are not limited to:

- New and returning students whose primary residence is within the district boundaries.
- New and returning students who have at least one custodial parent who regularly works 10 hours or more per week, Mondays through Fridays, within the district boundaries, who have been accepted by the District in accordance with Education Code section 48204(b).

All age-appropriate in-district students, as defined by Education Code 48204, will be accommodated in the 5-day program or, if determined to be educationally appropriate, the IS program.

Also included in priority group 1 are:

- Currently enrolled interdistrict transfer students whose families submit a complete IDT to the home district by February 1 for the following fall.

Priority Group 2 (Miscellaneous Categories Given Priority)

If spaces are available after students in priority group 1 have been accommodated, they shall be filled from students in the following categories in an order determined by random lottery (if necessary).

- Siblings of students renewing an interdistrict transfer who will be enrolled for the upcoming year and whose families meet both of the following requirements:
 - Submit a complete interest form for the new student by February 1
 - Submit a complete IDT to the home district for the returning student by February 1
- Interdistrict preschool students enrolled before February 1 advancing to transitional kindergarten or kindergarten, whose families meet all of the following requirements:
 - Have completed ALL enrollment paperwork and paid one or more tuition payments, if applicable, by February 1
 - Submit a complete IDT to the home district by February 1
 - Submit a complete interest form stating their desire to enroll in 5-day or IS transitional kindergarten or kindergarten by February 1
- Students of active-duty military personnel whose families submit a complete interest form by February 1

- Students who have been determined by staff of either the district of residence or district of proposed attendance to be a victim of an act of bullying as defined in Education Code 48900(r).

Priority Group 3 (Siblings of Incoming Students into Under-enrolled Programs)

If spaces are available after students in priority groups 1 and 2 have been accommodated, they shall be filled from students from the following category in an order determined by random lottery (if necessary).

- Siblings of students accepted into and expected to attend grade levels determined by the administration to be under-enrolled.

Priority Group 4 (General Lottery)

If spaces are available after students in priority groups 1-3 have been accommodated, they shall be filled from students from the following categories in an order determined by random lottery (if necessary).

- All students whose families submit a complete interest form by February 1 and who are not included in priority groups 1-3. (This includes preschool students who enrolled after February 1.)

Priority Group 5 (Waitlist by Date of Inquiry for Returning Students)

Students in group 5 will be added at the end of the ordered list generated by the groups 1-4. Students in group 5 will be ordered by the date of interest form and/or the IDT form. Priority group 5 could include:

- Currently enrolled interdistrict students (transitional kindergarten through grade 5) whose families did *not* submit an IDT to their home district by February 1
- Currently enrolled preschool students advancing to transitional kindergarten or kindergarten whose families:
 - did *not* submit a complete IDT to the home district by February 1 and/or
 - did *not* submit a complete interest form by February 1 and/or
 - did *not* complete all paperwork, pay tuition if applicable, and enroll in preschool before February 1

Priority Group 6 (Waitlist by Date of Inquiry for New Students)

Students in group 6 will be added at the end of the ordered list generated by groups 1-5. Students in group 6 will be ordered by the date of the completed interest form. Priority group 6 includes:

- All new families who complete an interest form after February 1

Authority to Meet Educational Needs

Notwithstanding the list generated from the above process, the Superintendent/Principal shall be authorized to move students between classes and programs if necessary to meet the educational needs of a student, the program, or the school.