

Erie Elementary Charter School 2022-2023 Admission, Lottery and Enrollment Process

Compliance Plan Timeline

- **Copy of the 2022-2023 School Year Application Form** (please see attached)
- **Description of how parents obtain and submit the application form**
The Applications are available at the school, 1405 N. Washtenaw, all year round. The Applications can be downloaded from the school website: www.eriecharterschool.org. The applications are dropped off at local preschools in the area. Completed applications may be scanned and submitted via email, via fax or dropped off at the school. The application window for the 2022-2023 SY is October 1, 2021 to February 28, 2022 by 5:00pm. All applications received during the application window will participate in the lottery on March 1, 2022. All applications received after the lottery and through September 30, 2022, will be added to the waiting list results of the lottery in the order in which they are received.
- **Plan for holding the lottery (if required), including time, date, location, and method**
The computerized lottery for the 2022-2023 SY will take place at 1:30pm, Tuesday, March 1, 2021, at the school, 1405 N. Washtenaw. Those present are the Executive Director, the Principal, the Registrar and Enrollment Specialist Manager, and the independent third party auditor.

Order of Priority in Admission

1. Currently enrolled students
2. Siblings of currently enrolled students
3. All other children

The names on the tickets are verified with the applications by the Registrar and Enrollment Specialist Manager before the lottery and are given a random number through excel. The names for each participant are first called out by grade by the Principal. The Principal then sorts the names by their given number and are announced in the order of the lottery results, beginning with Kindergarten. The Registrar and Enrollment Specialist Manager keeps track of all the siblings from other grades and places them in priority of their grade level. Siblings of accepted K-8 students will be accepted if slots are available.

- **Description of how your school's application process and lottery provides each student "an equal chance at admission."**
The only requirement to apply for the school is that students live in Chicago. The application only asks for the student's name, gender, dob, current grade and parent contact information. All names are counted against the application list.

- **Timeline to submit lottery materials to I&I according to the deadline set forth in the charter school agreement or the ILCS.**

Lottery materials, such as the Lottery Summary, the Compliance Application spreadsheet and a copy of the Videotape with a stamped time and date will be submitted electronically on or before March 15, 2022 (within the required 10 business days of the lottery), to the school's Google Folder.
- **Plan to notify students of their selection after the lottery.**

Applicants who are drawn in the lottery will be notified by mail of their acceptance, and must accept or decline enrollment by the date provided in the notification letter. Applicants who are placed on the waitlist will be notified by mail of their waitlist number. Applicants may also call the school to inquire of their status a day after the lottery, in which they will also be given the result by phone. Accepted or Waitlist Notifications for the 2022-2023 SY will be sent out March 4, 2022. For those accepted, the deadline to submit the response is March 31, 2022. If we do not receive a reply by the date set, we will contact the next applicant on the waitlist. As openings become available, the first person on the waitlist will be contacted by phone. From the date applicants are called, five days will be given to receive a call back. If by then, the school has not been contacted, the next applicant on the waitlist will be contacted.
- **Plan to conduct intake activities and monitor intake activities across school to school.**

N/A
- **Acknowledgement of the requirement to submit an updated waitlist to the authorizer on a quarterly basis. The first submission of an updated waitlist for SY 2022-2023 will be due April 27, 2022.**

Erie Elementary Charter School acknowledges the requirement to submit an updated waitlist to the authorizer on a quarterly basis, and will submit an updated waitlist for SY 2022-2023 on April 27, 2022. We continue to accept applications for the 2021-2022 SY for grades we have openings for.
- **Method for maintaining an updated waitlist throughout the school year.**

As openings occur throughout the summer and up until September 30, for any particular grade, the first person on the waitlist will be contacted by phone and via email (all contact numbers and emails on the application submitted will be called and emailed). From the date applicants are first called and emailed, five days will be given to receive a reply back. If by then, the school has not been contacted, the applicant will be removed from the waitlist. We will then proceed to contact the next person on the waitlist.