



Cabrillo Point Academy

Admissions/ Public Random Drawing/Lottery Policy

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ADMISSIONS/PUBLIC RANDOM DRAWING/LOTTERY POLICY

Cabrillo Point Academy is committed to providing quality education to all students who wish to attend, within the school boundaries. Based on available resources, it may be necessary to limit admissions, and in that event a Public Random Drawing/Lottery will be held to determine admission. Cabrillo Point Academy ensures admission will not be based on any protected characteristics, including, but not limited to, disability, race, gender, national origin, and religion.

The purpose of the Cabrillo Point Academy Governing Board approving the Admissions/Public Random Drawing/Lottery Policy is to accomplish the following:

- Establish the procedures under which the Pacific Coast Academy (“School”) will enroll and admit its students.
- Establish the procedures under which the Cabrillo Point Academy (“School”) will conduct the School’s public random drawing/lottery in the event that applications for enrollment exceed the School’s capacity.

ENROLLMENT/ADMISSIONS

The School is a non-classroom based charter school that operates solely as an independent study program. Admission to the School is open to any student who resides within the boundaries of San Diego County or an adjacent county. The School will accept all students who wish to attend, so long as it has the capacity to serve them. The School’s Governing Board will annually determine the maximum enrollment for each school year based on, among other factors, the annual budget, staffing, and available resources prior to the start of the Open Enrollment Period. Limits may be established by county and or grade level served and/or for the school as a whole.

The Board will set an Open Enrollment Period each year. Applications will be accepted during the publicly advertised Open Enrollment Period each year for enrollment during the following school year. Following the close of the Open Enrollment Period, applications shall be counted to determine whether the School has received more applications than maximum enrollment capacity. If the number of pupils who wish to attend the School exceeds the School’s capacity overall or per county, enrollment will be determined by a Lottery conducted in accordance with the procedures set forth in this Policy and applicable law. Admission preferences will only be extended consistent with this Policy, the School’s charter, and applicable law.

During the open enrollment period each year, the School endeavors to adhere to the following admissions procedures, although the Executive Director shall have the authority to modify the procedures in his/her/their discretion based upon given circumstances in any year.

When the open enrollment window opens, families submit the Open Enrollment Interest form found on the school website.

- Families will receive an offer of intent to enroll by email to the email they used to submit the

Enrollment Interest form.

- Families have five calendar days to confirm (C1) by email or telephone. If the family fails to complete the process within the timeframe allotted, the spot may be offered to the next recipient on the waiting list.
- After confirming, families are emailed a registration link to the RegOnline platform. Families have seven calendar days to complete the online application, upload the required admissions documents, and digitally sign the required enrollment forms.
- The application for admissions shall include, but is not limited to, the following:
- The following documents will be required to complete the admissions registration.
 - Age verification document. This can be a birth certificate, passport, or government-issued identification.
 - Immunization Record, for record-keeping purposes. Vaccinations are NOT a requirement for enrollment in a non-classroom-based charter that has no classroom based instruction. All students must provide a copy of immunization records or fill out the [immunization card](#).
 - Proof of Residence. This can be a utility service statement (Examples: Gas, Water, Electric, Sewage, Home Internet, Trash, Cable), renter insurance bill, or correspondence from a government agency (Examples: CalWORKS, Social Security benefits, and Medi-Cal). Proof of Residence must be dated within 90 days of the submission date.
 - The School does not accept driver's licenses, DMV/registration notices, voter registration, health care documents, cell phone bills, disconnection notices, credit card statements, bank statements, Homeownership documents (mortgage, property tax, escrow papers), paystubs as proof of residence.
 - [Oral Health Assessment](#) or [Waiver](#) for grades TK-1st
 - Report of [Health Examination](#) or [Waiver](#) for grades KN-1st
 - Transcript for grades 10th-12th
- After verifying the application and documents, an HST is assigned, and the student is imported into the Student Information System. The Enrollment department will email the family and CC the assigned HST to inform them that their application was successfully processed.
- The HST emails the family to introduce themselves and generates the Master Agreement for signatures.
- Families have five business days to sign the Master Agreement. The official enrollment date is the last signature date on the Master Agreement.

Admission preferences will not be based on any protected characteristics, including, but not limited to, disability, race, gender, national origin, and religion. In addition, enrollment preferences will not limit enrollment access for pupils with disabilities, academically low-achieving pupils, English learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged, as determined by eligibility for any free or reduced-price meal program, foster youth, or pupils based on nationality, race, ethnicity, or sexual orientation.

During the admissions process, the School shall not inquire specifically about a student's citizenship or immigration status or the citizenship or immigration status of a student's parents or guardians; nor shall the School seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student's immigration status, such as a green card, voter registration, a passport or citizenship papers. Where any law contemplates submission of national origin related information to satisfy the requirements of a special program, the School shall solicit that documentation or information separately from the School enrollment process.

Pursuant to this policy and where permitted by law, the School shall enumerate alternative means to establish residency, age or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status, citizenship status or national origin, and that do not reveal information related to citizenship status or immigration status.

The Director of Compliance has the responsibility to oversee the enrollment and admissions processes.

LOTTERY PROCEDURES

In the event that there are more students who wish to attend the School than there are spots available upon closure of the Open Enrollment Period, the School will conduct a Lottery during the Spring semester prior to the academic year for which enrollment is sought.

All pupils, except those who are guaranteed admission as provided in this Policy and the School's charter, who wish to enroll in the School must participate in the Lottery subject to the following:

- Students who reside within the boundaries of the Dehesa Elementary School District ("District") will have their unique identifiers placed in the Lottery pool twice.
- Students who reside outside the boundaries of the District will have their unique identifiers placed in the Lottery once.

The following students are exempt from the Lottery and are guaranteed enrollment in the School: (1) students currently enrolled in the School at the close of the Open Enrollment period; and (2) siblings of currently enrolled students. "Sibling" is defined as a pupil who has at least one biological or adoptive parent in common with the admitted pupil, or who has been legally adopted by or placed under the legal guardianship of at least one biological or adoptive parent of the admitted pupil. Step-siblings are only considered siblings if they reside at the same address as the sibling who is admitted into the School. In the event that the overall or county-specific capacity has been met and there are more siblings interested in attending than there are spaces available, the siblings will be placed in a "Sibling Lottery." The Sibling Lottery wait list will be exhausted before the School draws from the general Lottery. The School shall provide all legally required notices to siblings before holding the Sibling Lottery.

Public notice of the Open Enrollment Period and date of the general Lottery will be posted on the School's website and the notice will provide the date, time, and location of the Lottery at least 10 days prior to the commencement of the Open Enrollment Period, including providing a copy of the CDE's notice regarding

the School's disenrollment and transfer practices pursuant to Education Code section 47605(e)(4)(D). Public notice and the date of the general lottery will also be included in application forms. The Lottery will be conducted by the county served by the Executive Director or his/her designee using a random method of selection. Unique identifiers will be assigned to each applicant. The conduct of the Lottery will be open to the public and families are encouraged, but not required, to attend. After the public lottery is finalized, the unique identifiers along with the newly assigned lottery number will be posted on the School's website. Students will be listed according to the newly assigned lottery number and informed of enrollment availability via email.

If a student is extended an offer of admission due to one of the preferences noted in this Policy or the School's charter, the School may request supporting documentation as part of the admission process. The School will conduct a verification of such documentation prior to finalizing the student's unconditional admission and may disenroll an applicant submitting materially false information.

After the Lottery process, families will receive an offer of intent to enroll by email. Families will be given five (5) calendar days to confirm via email or telephone response. If a family fails to complete the process within the timeframe allotted, the spot may be offered to the next recipient on the waiting list. Once an offer has been accepted by the family, additional information may be requested as part of the registration process. Following acceptance through the Lottery, students who are offered admission at the School at the time of the Lottery will have seven (7) calendar days to complete the registration process. If a student fails to timely complete the process, the spot may be filled from the waiting list.

Enrollment offers are valid only for the academic year for which the Lottery is conducted. There is no option to defer an offer of enrollment. Students accepting enrollment must generally complete required independent study agreements within five (5) days of the beginning of the school year, unless otherwise advised by the School.

WAITLIST

If a slot becomes available for student enrollment in the School, the School may notify families on the applicable waitlist in the order they appear on the waitlist. In the School's sole discretion, and in light of capacity, budgetary considerations, and other factors, for the general lottery the School may also extend an enrollment invitation to a student's sibling(s) who is/are also on the waitlist, irrespective of their placement on the waitlist, to provide these siblings with the sibling preference.

Any student(s) drawn from the waitlist shall have five (5) calendar days to accept the enrollment slot (via telephone or email to the School) and proceed with the registration process. Applicants must complete a registration packet with all required documentation within (7) calendar days and by the deadline given by the School to confirm unconditional admission. If a family fails to complete the registration within the timeframe provided, the spot may be filled by a family on the waitlist.

- Families who do not respond will be withdrawn from the waitlist. Families who respond and are not ready to commit, will be placed at the bottom of the waitlist.

Students who are not offered a spot for the academic school year for which the Lottery was held may

remain on the waitlist for that academic year unless the parent or guardian requests that the student be removed from the waitlist earlier. The waitlist shall not carry over from one year to the next.

Students who have not been admitted will be required to submit a new enrollment application for the next school year and are required to participate in the Lottery if space is limited.

CURRENT FAMILIES REQUIRED TO CONFIRM INTENT TO RETURN

Families with currently enrolled students must submit a form/application to confirm their intent to return to the school next year by the date set by the Executive Director or designee to remain enrolled in the School for the following school year. If an enrolled student fails to provide this form/application, they will not have guaranteed admission for the following school year as a currently enrolled student. This means the student loses their spot and will have to submit another application if they are interested in enrolling in the School for the following school year. Failure to re-enroll and sign Master Agreement by the date set forth by the Senior Director will result in a voluntary disenrollment.