



## **Highpoint Virtual Academy Admissions Policy with Lottery**

The purpose of this policy is to explain the application and enrollment process at Highpoint Virtual Academy so that families will have information to make decisions regarding their children's school attendance.

### **Cap and Waitlist Procedure**

Highpoint Virtual Academy currently has a school-wide and grade-level based cap. Please see our Wait List Procedure for details regarding in-year enrollment when grade-level caps have been reached

### **Lottery Process**

If the number of new applications received by 5:00 PM (ET) on the date 2 weeks post re-registration open for current families exceeds the total number of seats available, we will conduct a lottery to determine initial seat offers. Families eligible for the lottery will be notified, if a lottery is required.

- A. Current students will have priority for re-registration. Deadlines for Spring Re-registration will be messaged via Email and Website. Students wishing to remain with Highpoint Virtual Academy must follow the process and given timeline to ensure their enrollment the following year.
- B. Priority for non-enrolled students will be as follows:
  - a. Siblings of currently enrolled students will be given first priority. If there are more sibling applicants than spots for a particular grade, the sibling applicants will be shuffled by lot each year and then offers of enrollment will be made in the order drawn.
    - i. A "sibling" is defined as a student applicant who is related to an enrolled student with the same father and/or mother either (1) genetically, or (2) through legal process, i.e., adoption, guardianship, or foster parent. Sibling preference does not apply until one of the siblings is actually enrolled.
  - b. Second priority will be given to children of school staff. If a staff member's employment is ended for any reason, the child moves to the end of the non-preferential waiting list.
  - c. Once all sibling applicants and children of school staff have been placed, other applicants will be offered enrollment in their order on the non-preferential applicant waiting list determined by lottery.
- C. If any student, whether enrolled or on the waiting list, cancels their application or withdraws from Highpoint Virtual Academy, they shall lose their place. If they later re-apply, they shall be treated as a new applicant.



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- D. All applicants still on a waiting list at the beginning of the next enrollment period must submit a new application for enrollment and will be subject to the enrollment process described above. The waiting lists do not carry over from year to year.