



## **2022-2023 Admissions and Lottery Procedure**

For the 2022-2023 school year, International Charter School of Atlanta (ICSAtlanta) will accept new applications in Kindergarten through 4th grade. The Kindergarten and 1st grade lottery is open to all students, regardless of target language proficiency. Students wishing to apply for grades 2nd through 4th (please note that enrollment is full for 5th through 8th grades for the 2022-2023 school year) must meet language proficiency requirements (see below) in order to apply for admission. Language proficiency requirements are detailed below.

For the 2022-2023 school year, new students will not be accepted in 5th through 8th grades.

### **ELIGIBILITY REQUIREMENT**

All residents of the State of Georgia are eligible to enroll at ICSAtlanta.

### **AGE REQUIREMENTS**

Applicants for kindergarten must be 5 years old on or before September 1, 2022. Applicants for 1st grade must be 6 years old on or before September 1, 2022 (regardless of completing Kindergarten at a private school).

### **LANGUAGE PROFICIENCY REQUIREMENTS FOR 2ND THROUGH HIGHER GRADES**

In accordance with guidelines set forth by the Georgia Department of Education (SBOE Rule 160-4-9-.05), International Charter School of Atlanta (ICSAtlanta) may accept students for enrollment in 2nd through 8th grades who meet proficiency standards in French, German, Mandarin Chinese (simplified), or Spanish through the STAMP 4Se language assessment. Students who wish to apply to ICSAtlanta for grades higher than 1st grade must take ICSAtlanta's language proficiency assessment and meet the proficiency minimums outlined below before he or she will be allowed to apply. If the minimum required score is not met, the student will not be able to apply for admission.

There is no cost to take the assessment. All scores are final, and the assessment may not be retaken in the same school year.

Once ICSAtlanta receives the STAMP 4Se scores, parents of eligible students will be contacted and permitted to apply for admission. Any student who meets the proficiency qualifications as outlined below, and whose parent submits an application during the Initial Application Period, will be included in the lottery for that grade and language track. If the applicant meets the proficiency qualifications outlined below, and applies after the Initial Application Period ends (January 31, 2022), the applicant will be placed at the end of the waitlist generated by the lottery for that grade and language track.

## LANGUAGE PROFICIENCY REQUIREMENT CHART

| Entering Grade | STAMP Score Required (Listening, Speaking, Reading, Writing)  |
|----------------|---|
| 2nd Grade      | 3 or above in listening, and 2 or above in one other category for French, German, and Spanish 2 or above in at least two of the four categories for Mandarin (simplified) |
| 3rd Grade      | 3 or above in listening, and 3 or above in one other category for French, German, and Spanish 2 or above in three out of four categories for Mandarin (simplified)        |
| 4th Grade      | 4 or above in listening, and 3 or above in two other categories for French, German, and Spanish 3 or above in three out of four categories for Mandarin (simplified)      |
| 5th Grade      | 5 or above in listening, and 4 or above in two other categories for French, German, and Spanish 4 or above in three out of four categories for Mandarin (simplified)      |

**For 2022-2023, new students will not be accepted in 5th through 8th grades.**

## APPLICATION AND ADMISSIONS PROCESS

### General Information

The Initial Application and Re-enrollment Period will open on Monday, January 3, 2022 and close on Monday, January 31, 2022. Unless the number of timely applicants exceeds the capacity in the student's grade, all eligible students with complete and valid applications received between January 3, 2022 and January 31, 2022 will be permitted to enroll at ICSAtlanta for the 2021-2022 academic year. If the number of applicants exceeds the available spaces for a grade, a lottery will be conducted to determine students admitted.

To be considered for the lottery, a student's application must be received prior to the Initial Application Period deadline (11:59 PM on January 31, 2022). All applications received after January 31, 2022 will be added to the end of the appropriate grade waitlist in the order they are received. Applicants will be notified of their admissions status when and if it changes.

### Application System

ICSAtlanta utilizes Lotterease, a school application software, to accept and manage new student applications and the lottery for the 2022-2023 school year. Lotterease securely maintains data and ensures the integrity of the lottery and any waitlists.

When applying at ICSAtlanta, parents will create an account with Lotterease. Parents will have the ability to check the status of their application, determine waitlist position, and view application history at any time by logging in to their Lotterease account.

## Accuracy of Application

Parents are responsible for ensuring that the information provided to ICSAtlanta through Lotterease is accurate. If inaccurate information is provided regarding grade, date of birth, sibling status, or preferences, it is the parent's responsibility to correct the application in their Lotterease account PRIOR to the close of the Initial Application Period (January 31, 2022). If the error is discovered after the close of the Initial Application Period but before the lottery drawing, it is the responsibility of the parent to contact Admissions to make sure the correction is made prior to the lottery. If the error is discovered at any point after the lottery drawing, regardless of the applicant's admission status or position on the waitlist, the applicant will be moved to the end of the waitlist. If the student has already enrolled at ICSAtlanta and the error is discovered or sibling status changes, the applicant may be withdrawn and returned to the end of the waitlist.

## Application Expiration

Applications are only valid for one academic year. A new application must be submitted for each academic year for new students. The waitlist is purged annually after the enrollment period has ended and does not carry over from year to year.

## LOTTERY

The lottery for any grades with more applicants than available spaces will take place on February 1, 2022 at 7:00 PM. The lottery event is open to the public, and all qualifying applicants will be notified of the date, time, and place of the lottery via email and web posting. ICSAtlanta utilizes Lotterease to conduct an automated lottery. If conditions are considered to be unsafe (e.g. COVID-19 numbers), the lottery will take place via Zoom (or other similar video meeting platform).

It is not necessary for an applicant's parent/guardian to be present at the lottery for an applicant to participate in the lottery or to be admitted to ICSAtlanta. Parents/guardians of students in the lottery will be notified via email and by text of their admission or waitlist status. Parents can also check their applicant's status by logging into their Lotterease account for real-time status.

During the lottery event, the Admissions and Lottery Procedures will be explained to the audience, including the following:

- Preferences and the number of applicants with each preference;
- Waitlist process;
- Notification process; and
- Confirmation of attendance and enrollment process.

Questions will be answered prior to the beginning of the lottery drawing.

## Lottery Preferences

In accordance with O.C.G.A. § 20-2-2066(a)(1)(A) and SCSC Rule 691-2-.05, ICSAtlanta will give an enrollment preference to the following categories of applicants and in the following order of priority, while the lottery is running:

1. **Child of ICSAtlanta Board or Staff Member:** A student whose parent or guardian is a member of the ICSAtlanta Governing Board or is a full-time, ICSAtlanta staff member.
2. **Enrolled Sibling:** A sibling of a student enrolled in ICSAtlanta. If applicable, all qualified applicants for grades that do not require a lottery (number of applicants does not exceed the number of available spaces) will be placed on

the school roster. Any siblings\* of these students enrolled without a lottery will be placed into the available spaces in their respective grades.

3. **Applicant Sibling:** Applicant who has a sibling that is also applying to a pending or active lottery at the school.

The preferences will also exist within each preference category. So, a student who qualifies under more than one preference category will have a higher priority than someone falling into only one preference category.

A student may qualify as a sibling if the student meets one of the following definitions:

1. Sibling residing within the same household (half-sibling is included);
2. Step-sibling residing in the same household; or
3. Foster child residing within the same household.

Other sibling notes:

- Step-siblings living in different households are not considered for a sibling preference.
- If sibling status cannot be verified at enrollment, anyone enrolled through Sibling Preference will lose their spot in their grade and move to the bottom of any waitlist for their grade.
- Sibling Preference is only applicable for students who are eligible to enroll based on age.
- An alumnus of the school *does not* qualify as a sibling for entrance preference.

### Spaces Available for Each Class

Class size is at the discretion of the Executive Director as long as the size is within legal limits. The number of spaces available during the lottery will be based on the approved class size and available spaces.

### Notification of Admission

When a student is admitted to ICSEAtlanta, parents will receive an “Applicant Selected” email. Parents must follow the instructions in the email to Confirm Attendance within a two (2) full calendar day period if the student is admitted prior to July 20. If the student is admitted after July 20, parents must follow the instructions in the email to Confirm Attendance within 24 hours.

If Attendance Confirmation is not completed within the two (2) day period (or 24 hours after July 20), the applicant will automatically move to the end of the waitlist, and the spot will be given to the next applicant on the waitlist.

Upon Confirming Attendance, the parent will receive enrollment instructions and an enrollment link to Infinite Campus. There will be separate time frames in which the enrollment form must be submitted (this includes a completed enrollment form and successful upload of enrollment documents) as indicated in enrollment email.

ICSEAtlanta and Lotterease are not responsible for missed deadlines resulting from notification emails going into Spam or Junk folders, or undeliverable emails. It is the responsibility of the parent or guardian to enter a correct and valid email address when creating a Lotterease account, designate the sender (Lotterease or ICSEAtlanta Admissions) appropriately, and/or monitor their Lotterease account and stay informed of their child’s position on the waitlist.

Applications received after the Initial Application Period (ending January 31, 2022) will be placed at the end of the waitlist that is generated by the lottery, in the order in which they were

received. (If a grade is not at capacity at the end of the lottery, additional students may be admitted as qualified applications are received, in the order they are received.)

If additional spaces become available after the lottery, they will be filled by the applicants from the waitlist, in order based on the system-generated ranking, or date and time the application was received (if the application is received after the lottery).

## ENROLLMENT PROCESS

Upon admission and Attendance Confirmation, applicants will be required to submit the online enrollment form, along with required enrollment documents within the timeframe stated on the enrollment email, or the student will give up his or her space and move to the end of the waitlist for his/her grade. Required enrollment documents must be submitted through ICSAtlanta's online enrollment portal (Infinite Campus) following the directions in the enrollment email. Documents should not be brought or mailed to the school unless directed by the Admissions Specialist or other members of ICSAtlanta administration. All information provided in the enrollment process must be accurate, and documents must be correct, current, and unaltered. If parents knowingly provide false information or omit information, their student will be unenrolled.

**Required Enrollment Documents** (certain documents will not be required until after initial enrollment – see Enrollment email for details)

1. Online enrollment form (submitted by the enrollment deadline)
2. Birth certificate (we are not able to accept passports in place of a birth certificate)
3. Parent/guardian government issued photo identification
  - a. Parent identification must be consistent with the parent on the birth certificate.
  - b. Proof of custody or guardianship will be required if the enrolling parent is not listed on the birth certificate.
4. Social Security card of the student (A parent or guardian who objects to the incorporation of the social security number into the school records of a child may have the requirement waived by signing a statement objecting to the requirement)
5. Signed *Authorization to Release Records form* (if applicable)
6. *Certificate of Immunization - Georgia Form 3231* completed by the GA Health Department or a GA licensed physician
7. *Certificate of Vision, Hearing, Dental and Nutritional Screening - Georgia Form 3300* (please be sure all four sections are complete)
8. Two (2) Proofs of Georgia Residency\*
  - a. A lease, deed, or mortgage statement AND
  - b. Other address verification showing the same parent name and address
    - i. A current utility statement, such as electric, water, gas, or cable OR
    - ii. Valid Georgia driver's license
9. If applicable, student's most recent IEP, 504, gifted, or EIP documentation

\*Residency Notes:

- Ownership of property/land with stated intent to build and use as primary residence is insufficient to establish Proof of Residency.
- Parents or guardians who live in a residence but do not own or lease the residence will be required to complete a notarized Affidavit of Residence. The parent/guardian and the adult owner/lessee of the residence will both be required to complete the form, attesting that the person does indeed reside there. The parent/guardian will also need to provide evidence that they do live at the specified residence, as detailed on the affidavit.

**The Language Acknowledgment Form** is the final stage of the enrollment process. The Language Acknowledgment Form is sent by email once the student's language track has been assigned. This must be submitted within the specified timeframe (**before July 20<sup>th</sup>: 5 days (120 hours; on or after July 20<sup>th</sup>: 2 days (48 hours))**) or the student will forfeit his/her space and move to the end of the grade-level waitlist.

On the Language Acknowledgment Form, a parent must choose one of the following:

1. Accept the assigned language track.
2. Decline the assigned language track, and request for their student to be placed at the end of the waitlist for his/her grade.
3. Decline the assigned language track, and withdraw their application to ICSAtlanta.

If/when a spot becomes available after all languages have been assigned, the spot (and its corresponding language track assignment) will be offered to the next applicant on the waitlist, and a Language Acknowledgement Form will be sent to the parent. This process continues until all spots have been filled, or the close of enrollment.

***ICSAtlanta enrollment is considered complete only when the enrollment form, all required enrollment documents (and if applicable, valid, special education documents), and the Language Acknowledgement Form are received.***