

**BEEHIVE SCIENCE & TECHNOLOGY ACADEMY
LOTTERY PROCEDURE**

In the event that the number of Open Enrollment Applicants exceeds the number of seats available for any grade, a lottery will be held to determine which applicants will be enrolled in that grade. In order to be included in the lottery, a written or online (electronic) application must be received prior to open enrollment deadline. Open enrollment usually goes from December through beginning of February every year.

Lottery Preparation:

1. The lottery will consist of the names of parents who wish to enroll their student(s) to BSTA. The school secretary or any other person assigned by the principal will have an alphabetically ordered list of every family name included in the lottery. Next to the family name is included the children for whom enrollment is sought and their respective grades.
2. The lottery will be conducted by drawing the family names affixed to folded papers (same size and same color) in the lottery drum at the front of the lottery room. The papers have been pre-marked with each family name and folded in such a way that marked names are not visible. Only the family name –not the name of the students- has been marked on the folded papers. Each family name is recorded on one folded paper only, regardless of the number of children in the family applying for enrollment.
3. At the front of the lottery room are large posters labeled grades K-12 respectively. Each grade level will reflect the number of available spaces. Students not subject to the lottery (currently enrolled students, founder’s children, and siblings of currently enrolled students) are already listed in the appropriate grade level. The number of vacant spaces remaining indicates the total number of students that will be selected from the lottery.

Lottery Process:

1. Folded papers will be drawn from the drum.
2. The staff will cross reference the drawn name against the master list and will physically record the names of all students for whom that family has sought enrollment on the appropriate grade level posters in order which the family name was drawn.
3. The process will continue until every name is drawn from the lottery drum.
4. At any point in which a grade name is full, names will continue to be recorded in order they are picked under the waiting list for that grade.

5. Once a grade is full, no more students will be enrolled in that grade. It is possible, therefore, that family name will be drawn under the circumstances that vacancy is available in one grade but not in another. In that case, the Academy will enroll only those students in the family for which slots are available, and the remaining students in the family will be placed on the waiting list for their respective grades. The parents will be contacted following the lottery and asked whether or not they still want the filled slot for the students who were selected. If the parents understandably decide not to separate their children, the next name on the waiting list for the vacant position will be contacted.

After the Lottery:

1. All the parents of the students selected in the lottery will be contacted following the lottery and will be provided additional information. The parents of a child selected for the enrollment must accept the position by returning the completed registration forms and fees by a due date determined every year by the school administration. If the registration forms are not timely received, the enrollment will be terminated and the next student on the waiting list will be considered for enrollment on that slot.
2. Newly enrolled middle school students are required to take a math placement test. This test is usually scheduled during the summer prior to the school year. Parents of these students need to call the front office to make an appointment for their kids to take the test.