



Lottery Procedure

In early February, following the close of the on-time enrollment season on January 31st for the school year, Nova Classical Academy will hold an electronic lottery to place timely applicants on randomized waiting lists for the following school year by grade. Offers for enrollment for available spots in classrooms are made to applicants in mid-February based on the resulting grade-level waiting list order, first to siblings of currently enrolled Nova students, then to children of current Nova staff, and finally to general applicants.

On-time Enrollment Season

Applications received between November 1 and January 31 at 4.00pm will be included in the electronic grade-level lotteries that will take place in early-February. These lotteries will produce grade-level waiting lists. Applications received after the deadline at 4.00pm on January 31 will be placed at the bottom of the appropriate grade-level waiting list.

Grade-level Lotteries

Application to Nova Classical Academy is considered confidential and therefore lotteries are not open to the public. There is, however, at least one witness present in addition to the facilitating Nova staff member as the electronic lotteries are conducted. The lottery process and the randomized waiting list results are digitally video-recorded. The video-recorded footage is posted to a secure location on Nova Classical Academy's internal server.

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Nova will hold up to three lotteries per grade, K–12, beginning with Grade Twelve based on timely applications* received:

1. Nova sibling-applicant lottery;
2. Nova staff-child lottery;
3. General applicant lottery.

Lotteries will be held for a given grade only if there is more than one applicant applying for a given grade.

Nova's lotteries will be conducted using an electronic randomizing process in the school's SchoolAdmin admissions software (or, if necessary, using a randomizing formula in Microsoft Excel) for each of the grade-levels containing on-time applications. The electronically randomized lists will become the waiting list for each grade, with the randomized list of siblings for a given grade being placed in the first places on the waiting lists, the randomized list of staff-children being placed immediately following the sibling applicants, and the randomized list of general applicants being placed immediately following the staff-children applicants.

A charter school shall give enrollment preference to a sibling of an enrolled pupil and to a foster child of that pupil's parents and may give preference for enrolling children of the school's staff before accepting other pupils by lot. — Charter Schools, Minn. Stat. § 124D.10 (2012)



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Waiting Lists and Offers of Enrollment

Waiting list applicants are moved to an enrollment offer list based on the number of available places in any given grade, starting with the applicant in the first place on the waiting list. Offers of enrollment will be made first to Nova sibling applicants, if any, according to available places in classrooms; second to staff-children applicants, if any, according to available places in classrooms if all sibling applicants on the waiting list have been exhausted; and third to general applicants, if any, according to available places in classrooms if all sibling and staff-children applicants on the waiting list have been exhausted.

Once all lotteries have taken place, all waiting lists have been generated, and enrollment offer indication/databases have been populated for each grade based on places available in classrooms, lottery emails and/or letters will be generated. Notification will be sent to all applicant families in mid- February indicating the applicant's place on the grade-level waiting list for the grade to which they have applied, or indicating that they have been offered a place in a classroom at Nova Classical Academy for the following school year. The lottery results sent to families are generated from the randomized waiting lists using SchoolAdmin admissions software (or, if necessary, Microsoft Office Suite Mail Merge). The time period a family has to accept or decline an offer of enrollment is based on when the offer of enrollment is made; please see the attached list for enrollment acceptance timelines. *Note that a failure to respond to an enrollment offer within the set response time constitutes a declination of the offer.*

Nova's waiting lists do not carry over from year to year. If a child does not receive a place at Nova for the school year to which they are applying and they remain interested in the school, s/he will need to submit a new application during the next on-time enrollment season to be included in the grade-level waiting list lotteries for the following or another subsequent school year.

Mid-Year Placement

Nova Classical Academy will fill places that become available in classrooms before or during the school year.

**Applications are considered on-time/timely during the Enrollment Season it does not matter when in that time period the application was received.*