



**Foothills Education Charter High School Enrollment Process
2018-2019**

1. May 2018 Determine how many of the available seats will be used by the current Foothills students in 2018-2019 (student survey/interview).
2. May 2018 Determine the number of seats available at Foothills broken down by sites.
3. May 2018 Advertise to the public the enrollment process and how many seats will be available at Foothills in 2018-2019 (on website, in newspaper, and parent/student newsletter). Be aware that seat availability may vary at each site. All applicants will have a fair and equal enrollment opportunity.
4. May 30-June 7 Advertise to the public the enrollment period for Foothills will be May 30-June 7. Note: Foothills sites are open Monday – Thursday, 1 pm – 8 pm. The Foothills website is available 24-hours a day.

Students may apply on the website or in person at each site during the enrollment period.
5. June 7 After the close of the enrollment period any additional applications will go on a waiting list.
6. June 30 Should there be more eligible applicants* than seats available then a lottery will take place at the Danielsville, GA Foothills Central Office at 4:00 pm. Students who do not secure a seat in the lottery will be put on a waiting list. Names will be listed in the order drawn in the lottery.

Any student who does not receive the Foothills site location of their choice may choose any one of the other sites if a seat is available or they may remain on the waiting list until the desired seat is available. Student will list their site of preference on the enrollment form.



FOOTHILLS ENROLLMENT CAPACITY

Foothills Site	Computer Capacity	Attendance Variable	Total Capacity	Returning Students	TOTALS AFTER LOTTERY
Arrendale	45	n/a	45		
Baldwin	210	1.7	357		
Barrow	326	1.7	554		
Burruss	60	n/a	60		
Clarke	200	1.7	340		
Jackson	115	1.7	196		
Madison	83	1.7	141		
Morgan	120	1.7	204		
Phillips	60	n/a	60		
Oglethorpe	60	1.7	106		
Walton	200	1.7	340		
	1479		2403		



Enrollment Lottery for 2018-2019

Because we are a charter school, we must have an enrollment period which equalizes access to Foothills. The period for Foothills Lottery Enrollment will be May 30th – June 7th. Any student who visits your site asking to enroll BEFORE or AFTER that date must be considered for enrollment and allowed to start school just as we have always done all year.

If a student comes in between now and May 29th, enroll them if they meet enrollment qualifications. These students will be taking some of the eligible seats which will modify the number of seats available at each site during the May 30th – June 7th enrollment period. Karen Patman will recalculate the number of seats available at each site May 30th.

If a student enrolls online between May 30th and June 7th, their names will go on a wait list (all enrollment must be online). After June 7th, at Central Office, we will determine who is enrolled. This will be communicated to the registrars. If there is not enough seats at a particular site, we will have to have a lottery and draw names on June 30th. If there are enough seats at the selected site, then the student can enroll and start immediately. If there are NOT enough seats at the selected site, the student can remain on the wait list OR ask for a seat at another site.

We do not have an option as to whether or not we have the lottery. The reality is, we predict, once the enrollment period is over, all students will have the opportunity to enroll and begin at the site they select. We may not have to initiate the lottery, but we must have the lottery procedures in place, just in case.

Please do not hesitate to ask questions if anything is not 100% clear. It is important that we give consistent and correct information. These required procedures are a little different and can be confusing.

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