ATTACHMENT A

CITYWIDE LOTTERY REQUIREMENTS AND ENROLLMENT GUIDELINES FOR CHICAGO CONTRACT SCHOOLS

This document is designed to guide the lottery and enrollment process for all Chicago Public Schools (CPS) contract schools with citywide boundaries. The only CPS contract schools exempt from the guidelines within this document are schools that are given a specific, attendance boundary by the CPS Office of School Demographics and Planning (and subsequently approved by the Chicago Board of Education), and those who have been explicitly permitted to conduct a specialized enrollment process (such as an audition based enrollment) by approval of the Chicago Public Schools.

If you are unclear as to whether your school falls into any of these exception categories, please refer to the authority granted to you within your approval board report, and follow up with your school coordinator and the Office of New Schools (ONS) if you have any further questions.

Once you have confirmed that you are a contract school with a citywide lottery requirement, please proceed through the rest of your document to guide you in your student enrollment process.

Excerpt of Renaissance 2010 Policy (Board Report 07-0627-PO4)

x. Student Assignment

With the exception of any magnet and selective enrollment schools, Renaissance schools shall not exercise selective testing or erect other barriers to admission. All student assignment practices at Renaissance Schools shall support the policy’s goal to increase educational options available to Chicago students and families. It shall be the preference of this policy when establishing each Renaissance School, to define a community area around the school, to grant an enrollment preference to students who reside in that community, and to allow students that reside outside that community to enroll if space exists and to be chosen by a random lottery. Additionally, students who attend a school that is designated as a Renaissance Facility or that is selected to be reopened as a Renaissance School shall be guaranteed the right to return. However, a student’s right to return shall not require that a school opened pursuant to this Policy offer the same program or serve the same grades as the school that previously occupied the facility. The right of return must be exercised prior to the time the new Renaissance School opens. Further, the Board is committed to offer a right to return to the fullest extent permissible under the Charter Schools Law, Illinois School Code, 105 ILCS 5/27A. The Board reserves the discretion to establish other student assignment processes, including but not limited to, establishing a school without attendance boundaries and providing for open, city-wide enrollment either by lottery or other criteria.

Description of Contract School Citywide Lottery and Enrollment Process

- Renaissance 2010 schools are expected to heavily recruit students from the community they are located in, as outlined in your approval board report and/or proposal.
- The school’s application process and materials should reflect two dates: the application deadline, and the lottery date. These dates should be set well in advance and be well-publicized throughout the recruitment process.

- Your school shall not request information in the application or lottery process about a student’s academic aptitude, special education needs or English language proficiency, proof of residency or social security number.

- The application can ask for the student’s name, address, birth date, and grade level applying for, but should not ask for any other information. Additional information that your school may desire to complete a student’s file may be requested after the lottery is completed and after the student is accepted to the school.

- Each year, if on the date of the school’s application deadline(s), there are more eligible applicants for enrollment than there are spaces available for a particular grade level, the school is required to hold a public lottery on the date publicized in their application material.

- All applicants are entered into the public lottery process, which must be witnessed by an independent third party or videotaped.

- At the lottery, the school utilizes a randomized and blind process to fill the available seats in every grade level for which there are more applicants than seats available. The only students that may be given preference in this enrollment process are outlined in the “Enrollment Preferences” section below.

- At the lottery, the school is required to establish a waiting list of students who shall be offered the opportunity to enroll at the school if additional space later becomes available.

- For a visual representation of the lottery process, please follow the step-by-step diagram outlined below:

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1. Set and publicize citywide lottery application  
   If oversubscribed  
   If undersubscribed  
   2. Lottery for all students citywide
   2. All students who applied get spots
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**Enrollment Preferences**

- Students who were enrolled in the contract school during the previous school year can be automatically re-enrolled at the school without entering the lottery.

- Any student who has completed their expulsion term must be considered a returning student and re-enrolled at the school if the student wishes to attend once their expulsion term is complete.
If you are operating in a closed CPS school building, you are required to preference “Right to Return” students in your enrollment process. For more details on how “Right to Return” enrollment works, please see the ONS Document entitled “Right to Return Recruitment for New Schools”.

If a contract school is designated as a “school of origin” for a homeless student, the student should be automatically re-enrolled at the school. “School of origin” is defined as the school the child attended when last permanently housed or when last enrolled. Please note that new schools housed in closed CPS schools are required to accept a homeless student whose designated school of origin is the now-closed CPS school.

Given the above requirement, ONS advises all schools to exclude a small number of their seats from their lottery to ensure that they have the capacity to manage such situations.

Schools using “Attachment A: Citywide Lottery Enrollment for Chicago Contract Schools” to guide their enrollment procedures have not been granted attendance boundaries by the Chicago Board of Education. Therefore, these schools are not allowed to give specific preference to neighborhood students in the lottery. To ensure that your school is serving the students in the local community, please focus recruiting efforts on the surrounding community, as outlined in your approval board report and/or proposal.

**Lottery Reporting Requirements**

- Your school's lottery date must be submitted to the Office of New Schools prior to the lottery. Once the lottery date is scheduled, please forward this information to your school coordinator;

- Within 10 days of your lottery, you must provide to ONS a written summary of your school's lottery process and how it has been audited by an independent third party. This document must include:
  
  - date that the lottery was held
  - time that the lottery was held
  - location of the lottery
  - a description of key steps in your lottery process
  - a statement of adherence to the ILSC and CPS guidelines
  - be signed and dated by a representative of the school
  - be signed and dated by the independent third party auditor

Please also attach a copy of the lottery results, including the waitlist and any other documentation that may be helpful. *Timely and accurate submission of these documents is now a part of the ONS compliance requirements. ONS will provide you with a template for this communication.*

**Additional Resources**

1. Chicago Public Schools-John Quane, Academic Enhancement  773.553.2619
   Although references to the Charter School Law are not applicable to contract schools, this handbook does provide helpful information on how to reach out to the community during the recruitment and enrollment process.