

## ADMISSIONS AND ENROLLMENT PROCEDURES - California

### I. Setting Application, Lottery, and Enrollment Dates

Selection of lottery and enrollment dates (Application Opening, Application Closing, Lottery, Lottery Results Made Public, Lottery Enrollment Deadline) takes place in September. These dates are posted on the Rocketship website and communicated broadly via social media throughout the application and enrollment season.

### II. Student application submission (*Pre-Lottery*)

Applications to be part of the Rocketship lottery can be submitted via a paper application, over the phone with a Rocketship staff member, or online through the Rocketship website. In order to submit an application, applicants must present the student's name and date of birth, the parent's name and phone number, a home address, and the Rocketship school(s) the student is seeking to enroll in. Information that is optional to submit in a student application include the student's current school and how the family learned about Rocketship. When submitting an application, the applicant is also able to mark whether they should have sibling or employee-child preference at the lottery. If the family qualifies for in-district priority, it is determined by the enrollment software using their address and submitted with the application. Additionally, the application will notify parents and guardians of the applicant that parent involvement is not a requirement or consideration for acceptance to or continued enrollment in a Rocketship school.

### II. Lottery Process

- a. **Preparing for the lottery:** When the student application closes (typically at the beginning of March), Rocketship staff have several days before the lottery to "clean up" application data (verify sibling applicants, verify employee child applicants, and delete duplicate applications). Several days before the lottery is conducted, all applicants receive notification (via the preferred method of contact indicated on their application) that the lottery is about to take place. This message shares information about the location of the lottery and notifies them that, though they may be present if they choose, attending the lottery does not impact their child's chances of receiving an offer.
- b. **Conducting the lottery:** The Rocketship lottery takes place in a publicly available location and is run by Rocketship staff. With the enrollment management computer program Rocketship uses, Rocketship staff run individual lotteries for each grade and school. When conducting each lottery, the enrollment management software prioritizes applicants with a lottery preference, in the appropriate order for each school, placing all students in the highest priority group for the grade and school before drawing the names in the lower priority groups, and following this process in order of priority group until all names have been drawn. Then, once each California school's lottery has been run, the program runs an "Offer Optimizer," which ensures that applicants receive a single offer to their highest ranked available school. For students who apply to multiple Rocketship schools, the Offer Optimizer cancels applications to all schools ranked lower than the school the student

received an offer to. If a student receives an offer to a lower-ranked school, they remain on the waitlist for the school(s) that they ranked higher. Students applying to TK who are born after the official cutoff are placed on the waitlist to prioritize enrollment for students born within the legally specified range, pursuant to AB 104, EC 48000(c)(3)(B)(i).

- c. **Publicizing Lottery Results:** Families are notified of lottery results the Monday after the lottery takes place. If they receive an offer from a school, they receive a personal phone call from a school employee. All applicants (both those who receive an offer and those who are placed on the waitlist) also receive notification of their status via the preferred method of contact indicated on their application. Families are guaranteed up to 3 weeks to accept their offer and begin the enrollment process. After the 3 week period, schools may assume that unresponsive families have declined their offer in order to make an offer to a student on their waitlist.

### **III. Enrollment Process**

Upon receiving an offer, the family is able to complete the registration process, which includes the following: Proof of Immunization, Home Language Survey, Completion of Emergency Medical Information Form, Proof of minimum age requirements (i.e. birth certificate), and Proof of residency in the State of California (i.e. driver's license, copy of a lease, utility bill showing address of residence). All parents/guardians are also asked to sign a commitment letter indicating that they understand Rocketship philosophy, program, and volunteer policies. Students will not be denied admission or dis-enrolled for a parent/guardian's failure to sign this commitment letter. Through the process of submitting this paperwork, school Office Managers partner closely with families to ensure all paperwork is submitted and filed correctly.

### **IV. Student application submission (Post-Lottery)**

The process of submitting an application to Rocketship after the lottery occurs follows the same process as submitting an application before the lottery. However, after the application is submitted, the student is placed on the school's wait list. Admissions preferences continue to be honored after the lottery; a student's preferences determine where on the waitlist they are placed. This means that a family's location on the waitlist may change if a student with higher enrollment preference (i.e. a sibling of a new student or child of a new employee) applies. However, students who apply before the lottery and are placed on the waitlist maintain their waitlist status above students who apply after the lottery (so, if a student with an enrollment preference applies after the lottery, they are placed at the top of the portion of the waitlist containing post-lottery applicants, but still below waitlisted students who applied before the lottery). Schools make offers from their waitlist at their own discretion based upon the seats still available in each particular grade.