

## **Oak Park Unified School District**

### **District of Choice Lottery Procedures for 2014-15**

**Attendance at the lottery is not required. The assigned lottery number for all applicants will be posted on the OPUSD website by January 22, 2014.**

If the number of children requesting to enroll in the Oak Park Unified School District exceeds the number of available spaces, students will be selected for admission by a random lottery process at a regularly scheduled board meeting as provided by law. The lottery will be conducted on Tuesday, January 21, 2014 at 5:30 p.m. at Oak Park High School, Room G-9, located at 899 Kanan Road, Oak Park, California. The process is described below.

#### **What will happen prior to the Board Meeting on January 21, 2014?**

Parents/Guardians will be able to submit an on-line District of Choice Application prior to January 1, 2014 **for each child** they wish to be considered for the lottery. Each family unit will receive only one lottery number regardless of the number of students that have applied for admission. Once the December 31, 2013 deadline has passed two lists will be created by district staff to be used in the lottery. The first list will record the family name of those student(s) who currently have a sibling attending school in the Oak Park Unified School District. By law these students have preference for placement in a grade level within the district. The second list will record the family name of student(s) who currently do not have a sibling attending the Oak Park Unified School District. The two lists will be alphabetized prior to the random lottery to facilitate the process for checking that all applicants have been included in the lottery. Applications received after December 31, 2013 will not be eligible to be included in the lottery.

#### **What will happen at the Board Meeting?**

The lottery will be conducted by the Oak Park Unified School District administrative staff using a random number generator program through *random.org*. The program that runs the number generator will be displayed on an overhead screen so that the public will be able to see the process as the numbers are randomly generated.

The program will assign a number to each family name on the alphabetized list and generate a new list beginning with number 1. This procedure will first be done for the list of names who have siblings currently attending Oak Park Unified and then for the list of names who do not have siblings attending the Oak Park Unified School District.

During the public meeting each of the two lists will be completed with the random numbers assigned to the names to finalize the relative standing of each family. Due to a number of variables (enrollment of new district resident students, current District of Choice students not returning, enrollment of siblings of current District of Choice, etc), parents will not be informed of whether or not a student has been accepted into the district at this board meeting. However, parents will know their lottery number and

relative standing within the lottery. **Parents do not need to attend the board meeting to learn their lottery number as it will be posted on the district website no later than the day following the lottery.** Notification to parents regarding acceptance for enrollment will take place no later than Friday, February 7, 2014. Information related to any wait lists that will be established will also be communicated by February 7, 2014.

### **What happens after the lottery has been completed?**

The lists with the random numbers assigned will be used to place applicants into the grade level openings identified by district staff and approved by the governing board of education. Starting with family number 1, spaces will be offered to student(s) who currently have siblings attending Oak Park Schools if there is space available in the grade levels for that/those child(ren). If there are no available spaces at a grade level for one or more family members, these students will be placed on a **Sibling Wait List** based on their lottery number.

For students who do not have siblings currently attending the Oak Park Unified School District the procedure will be similar to that described in the above paragraph. Starting with family number 1 spaces will be offered to those students in the family where there are grade level vacancies. If there is space for one child, but not the others, the remaining child(ren) will be placed on the Sibling Wait List **after** the students who have been placed there from the Sibling lottery described in the section “What Will Happen at the Board Meeting”.

Once all vacancies have been filled, a **Non-Sibling Wait List** will be developed at each grade level. Parents will be notified by February 7, 2014 as to acceptance into OPUSD and will have a defined period of time to accept the admission and to complete the paperwork and pre-enrollment forms. **If all paperwork is not completed within the defined period of time the spot will be relinquished and offered to the next student on the waiting lists.** Since the district is required to notify parents/students as to their final acceptance/denial prior to May 15 each year, the enrollment process in late February and early March will be strictly followed to ensure opportunities for those students on the wait lists.

### **How many spaces are there at each grade level for new DOC students?**

This is difficult to answer in that there are a number of variables that come into play. As a general rule there will be more openings at grade levels K, 6 and 9. This is due to the fact that it is much easier to plan programs, staffing and scheduling around these transition grade levels. All other grade levels are filled in as needed to fully maximize our space and staffing. In addition, the Oak Park Unified School District board of education has established a district capacity and an approved projected enrollment that will be followed. These constraints have to be considered as we accept new students for the next school year. We always accept a percentage above our projections to account for attrition and change of plans on the part of students and parents.