



OAK PARK UNIFIED SCHOOL DISTRICT

District of Choice Lottery Procedures

Attendance at the lottery is not required as the family lottery number will be posted on the OPUSD website the day following the lottery.

If the number of students requesting to enroll in the Oak Park Unified School District exceeds the number of available spaces, students will be selected through a random lottery process at a regularly scheduled board meeting. The lottery will be conducted on **Tuesday, January 17, 2017 at 5:45 p.m.** on the campus of Oak Park High School, Room G-9 located at 899 Kanan Road in Oak Park.

What will happen prior to the Board Meeting/Lottery on January 17, 2017?

Parents/Guardians will have the opportunity to fill out a District of Choice (DOC) application online from November 10 until December 31, 2016. **Each student must have their own individual application.** After the December 31 deadline passes, two lists will be created.

The first list is for new applicants that have siblings currently enrolled in our district. (The Sibling List Has Priority). By law, these students have preference for placement in our district as long as there is availability in the grade that is requested. The second list is for applicants who do not have a sibling currently enrolled. The two lists will then be alphabetized prior to running the lottery. By alphabetizing both lists we facilitate the process of confirming that all applications are included. **Applications received after December 31 are not 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 number generator program through random.org. The process of running the generator program will be displayed live on a large screen visible to the public. The program will assign a number to each family on the two alphabetized lists (sibling list and non-sibling list).

During the public meeting each of the two lists will be completed to finalize the relative standing of each applicant. Applicants will not be informed of whether or not a student has been accepted

into the district at this board meeting. Attendance at the lottery is not required as the results will be posted on the OPUSD website on the day following the lottery.

All applicants will be notified by email to all applicants regarding acceptance/wait lists no later than Thursday, February 16, 2017. Lists of admitted/waitlisted students will be posted on our website at that time.

What happens after the lottery has been completed?

The two lottery lists will be used to place applicants into the grade level openings identified by district staff and approved by the governing Board of Education. Families who have siblings currently enrolled in OPUSD will have priority and will be placed first. If no space is available at a grade level for one or more family members, these students will be placed on a Sibling Wait List based on their family 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. After the Sibling list applicants are placed, the Non-Sibling List applicants will be placed where there are grade level vacancies. If there are remaining applicants who were not placed due to all grades being filled, then they will be placed on a Non-Sibling Wait List based on their lottery number. Once all vacancies have been filled, the two wait lists will be finalized based on lottery number order, with the Sibling List having priority, and will be monitored throughout the spring to fill any vacancies that may occur.

Applicants will be notified by email no later than **February 16, 2017** as to acceptance into OPUSD and will have a defined period of time to accept the admission and complete all paperwork and pre-enrollment forms.

Families of newly admitted students who do not follow through with enrollment or other mandatory appointments on the designated dates will forfeit their space.

Since the district is required to notify applicants as to their final acceptance/denial prior to May 15 each year, the pre-enrollment process in late February and early March will be strictly followed to ensure opportunities for all applicants on the wait lists.

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

The Oak Park Unified School District Board of Education will establish a district capacity for the 2017-18 school year and an approved projected enrollment that will be followed. In addition, depending upon new resident enrollment there could be fewer vacancies in any given year. These constraints must be considered as we accept new students for the following 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.

For 2017-18 there will be limited space in certain grade levels. At the elementary level grades K and 4 will have the most openings. All other elementary grades will have limited space, but depending upon the number of applications the board may open up additional classes as space allows. For middle school Grades 7 and 8 applications are limited to siblings of current OPUSD students only while Grade 6 will have the most vacancies. Grade 9 will have the most openings at the high school while grades 10-11 will have limited space for new students.