



5201 Strawberry Lane
Sacramento, California 95820
Telephone 916.649-7850
Facsimile 916.277-7039
www.ps7.org

PS7 Enrollment Policy for the 2012-2013 School Year

The 2012-2013 School Year will begin in Late July or Early August, 2012

GENERAL INFORMATION

- The School Choice Program provides students with the opportunity to attend a school other than their school of residence.
- Completing and submitting an application for the admissions lottery does not guarantee enrollment in PS7.
- Enrollment is by grade level according to the spaces available.
- School bus transportation is not provided. It is the parent's responsibility to ensure transportation for their child to and from school.

ELIGIBILITY

All California students are eligible for enrollment:

- St. HOPE Public Schools has no admission requirements other than a completed admissions lottery application, enrollment packet and all required documents as listed on the enrollment packet
- St. HOPE Public Schools does not charge tuition
- St. HOPE Public Schools is non-sectarian
- St. HOPE Public Schools does not discriminate on the basis of race, color, religion, age, gender, sexual orientation, citizenship, disability, national or ethnic origin, or achievement levels in administration of its admissions policies or education programs

ADMISSIONS

Admissions Lottery Applications for PS7 are due on March 15, 2012 by 4:30 p.m. Applications must be submitted to one of the addresses on the back of this policy. **SUBMISSION OF AN ADMISSIONS LOTTERY APPLICATION DOES NOT GUARANTEE ENROLLMENT.**

ADMISSION PRIORITIES: In the event that the number of students wishing to attend PS7 exceeds the school's capacity in a grade level, admissions priority will be given in the following order:

1. Siblings (defined as sharing at least one biological parent) of current or accepted PS7 students.
2. Children of St. HOPE Public Schools employees and SHPS board members provided they do not exceed 10% of the total school enrollment.
3. Students placed on the PS7 wait list the previous year
4. Students who attended Triumph in the previous year, 2011-2012 (applies to kindergarten only)
5. Students who did not gain admission to Oak Park Prep through their lottery (applies to 7th grade only)
6. Students who reside within the boundaries of the Sacramento City Unified School District ("in-district students") are granted 3 to 1 weight factor in the lottery to differentiate them from students residing outside of Sacramento City Unified School District ("out-of-district students").
7. The general public

ADMISSIONS LOTTERY: If it is determined that there is space available for all applicants as of March 15, 2012 at 4:30 p.m. in all grades levels, no public random lottery will take place. However, if there are more applicants than available spaces in a grade level the priority list above will be used to determine admission.

Lotteries will be conducted for each grade in which there are fewer vacancies than students interested in attending. The lotteries will take place by priority group as listed above. All lotteries shall take place consecutively on the same day, March 22nd, 2012, in a single location. During the course of the lottery, if a card is drawn that indicates a sibling (of any grade) is also applying, the sibling will also be assigned the next available numerical ranking for the appropriate grade-level. If there is not a vacancy in the appropriate grade for the sibling, he/she will go to the top of the waitlist for that grade, after any other siblings of current students who are already on the waitlist.



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While the lotteries will be open to the public and families will be encouraged to attend, families are not required to be present at the time of the lottery to be eligible for admission. Results will be posted online and in hard copy in public locations. Results will also be mailed to all applicants and follow-up phone calls will be made within 24 hours of the lottery.

OFFERS OF ADMISSIONS: Admission to the school will be offered to students according to their numerical ranking until capacity is reached. All remaining names will be placed on a waitlist in order, according to their numerical rank from the lottery.

ENROLLMENT

ENROLLMENT PROCESS: Following the lottery, the families of all students will be notified if they will be offered admission or placed on the waitlist. For families offered admission, they will need to complete the enrollment process by submitting a full enrollment packet and all supporting documents to accept their spot.

Once families are offered admission they will have until April 12th at 4:30 p.m. (3 weeks after the lottery) to complete the enrollment packet and submit all paperwork. If selected families do not submit a completed enrollment packet and all the supporting paperwork by April 12th at 4:30 p.m. they will lose their spot to a student on the waitlist and go to the end of the waitlist in the order they were selected in the lottery.

FAMILIES ARE ENCOURAGED TO COMPLETE THEIR ENROLLMENT PACKETS AND SUBMIT ALL FORMS AS EARLY AS POSSIBLE, INCLUDING BEFORE THE LOTTERY.

Students who were placed on the waitlist at the lottery will first be notified of open spaces on April 13th. Once they are notified, these students will have until May 4th at 4:30 p.m. (3 weeks) to complete the enrollment packet and submit all paperwork. If selected families from the waitlist do not submit a completed enrollment packet and all the supporting paperwork by May 4th they will lose their spot to a student on the waitlist and go to the end of the waitlist in the order they were selected in the lottery.

The above process will continue until there are no remaining students who were put on the waitlist at the lottery.

ENROLLMENT AFTER MARCH 15, 2012: After 4:30 p.m. March 15th families must submit a completed enrollment packet and all required supporting documents to be eligible for enrollment. Completed enrollment packets with all supporting documents will be marked with the date and time of receipt and will be added after the last name on the waitlist on a first come, first served basis.

ENROLLMENT ON/AFTER THE FIRST DAY OF SCHOOL: The same enrollment requirements for families interested in enrollment after March 15, 2012 apply to families interested in enrollment on or after the first day of school. Enrollment may be limited to intersession or trimester start dates following the start of the 2012-2013 school year.

WAITLIST

Children of newly-hired St. HOPE Public Schools' employees or board members will be added to the waitlist after any siblings of current students, unless over 10% of the school's enrollment is comprised of children of St. HOPE Public Schools' employees or board members, in which case the children will be added at the end of the waitlist. The waitlist will be kept on file at the school and will be valid for the duration of the school year. If a seat becomes available during the school year, that seat will be offered to the next student on the waitlist.

NOTE: Families who are interested in enrolling in PS7 for 7th grade are strongly encouraged to apply to Oak Park Prep. Students who do not receive admission to Oak Park Prep in their lottery will be given priority in the lottery for PS7's 7th grade.

WHERE CAN I SUBMIT MY APPLICATION FOR PS7'S ADMISSIONS LOTTERY?

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| PS7 Elementary 5201 Strawberry Lane Sacramento, CA 95820 | Triumph 4104 Martin Luther King Jr. Ave. Sacramento, CA 95820 | Sac High 2315 34 th Street Sacramento, CA 95817 | PS7 Middle 2315 34 th Street Sacramento, CA 95817 |
| or contact: (916) 649-7850, email info@ps7.org (please note that this phone number and email may change) | | | |