



# MOSCOW CHARTER SCHOOL

Science • Technology • Engineering • Arts • Math

Determining admissions priority for the upcoming school year will be handled by a lottery that will be conducted on the last school day of March.

The procedure for the lottery is as follows:

1. Notice will be mailed to parents of current students by the first school day of March. The notice will inform parents that they must provide the following information to MCS in advance of the lottery:
  - a. Whether the student currently enrolled at MCS intends to enroll for the next school year.
  - b. Whether the currently-enrolled student has any siblings who are not currently enrolled who intend to apply for enrollment for the next year. (The names of those students will be included in the lottery.)
2. This written information on the lottery procedure will be provided to all persons who express an interest in enrolling their student in MCS.
3. Currently enrolled students who indicate their interest in enrolling in the school for the upcoming year will automatically be listed on the class lists for the following year and will not participate in the lottery.
4. The names of all other applicants shall be placed in a lottery drawing. Separate drawings will be conducted for each grade level. The lottery will be performed by a neutral person who is not employed by or affiliated in any way with the Moscow Charter School.
5. The names drawn in each class lottery will be assigned a number based on the order in which they are selected. Thereafter, the names drawn will be divided into the following categories:
  - a. Siblings of currently enrolled students;
  - b. Siblings of students accepted for enrollment in the coming year;
  - c. Children of founding members of the school;
  - d. Children who reside within the Moscow School District who are neither siblings nor children of founders;
  - e. Children who reside in the State of Idaho but outside the Moscow School District who are neither siblings nor children of founders.
  - f. Children who reside outside of the State of Idaho. (Note: out of State Tuition fees will be required, contact the office for more information.)

The names within each category will be ranked according to the order which they were drawn in the lottery.

6. In the event that there are openings in a class, those openings will be filled by drawing from the aforementioned categories, in order, based on the lottery ranking. All children from a category (such as siblings of currently enrolled students) will be exhausted before students from the next category will be accepted.
7. Once all spots in the class are filled, MCS will send a written notice to Parent inviting the new students to enroll in the school. Notice will be sent by the first school day in April; written response from Parents accepting the invitation must be hand-delivered or postmarked by April 20th (or the next business day).
8. In the event that additional class openings become available as a result of a failure to be informed in writing of their invitation by May 1st. They will have until May 15th to postmark their acceptance.
9. If openings in the classes arise after the two-stage notice period, at any time during the school year, students will be taken in order from the list compiled and will be informed in writing.
10. The list generated through the lottery process will be utilized throughout the school year to fill openings. The list will have no effect in any subsequent school year. Students who are placed on the wait list who do not gain admission must participate in a new lottery each year.

To be included in the lottery, please fill out the Lottery Application Form on the main page of our website. If you have any questions please contact [office@moscowcharterschool.org](mailto:office@moscowcharterschool.org) or call 208-883-3195.

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