Application and Lottery Procedures

Schools not participating in My School DC, please complete the form below to explain your school's application and lottery procedures for the upcoming school year.

Application Period

Please identify the application window during which prospective students may apply to your school for the upcoming school year. If you have more than one application period, please list them all.

April 1st – September 24th (Fall Semester)
December 5th – February 18th (Spring Semester)

Public Announcement

Please explain how you plan to publicly announce your school's application period for the upcoming school year, including all platforms you plan to use to communicate your application period.

We communicate through our school website, social media platforms such as Facebook, Instagram, and Twitter. We also use our text alert system to notify all applicants via text message and email.

Lottery Date

Please provide your school's lottery date(s) for the upcoming school year.

September 9th and February 11th

Waitlist

Please indicate the format in which your school's waitlist is arranged:

☐ *Lottery*: Upon reaching capacity, the lottery continues to develop the waitlist. The names of students who apply after the application deadline are added to the end of the waitlist in the order in which applications are received.

☒ *First come, first served*: Upon reaching capacity, the names of applicants are placed on the waitlist in the order the in which the applications are received.

☐ *Pooling*: The names of all students not admitted through the initial lottery, including those who apply after the application deadline, are placed in an unranked pool and are drawn through a random selection process each time a seat becomes available.

Notification of Placement

Please explain how your school will notify students of lottery results.

Students on the waitlist will be notified via phone and email upon space availability. Upon receipt of notification, students will have five (5) business days to claim their enrollment slot. If not, The Next Step PCS will move to the next student on the list until all available slots are filled.