**Thd Family Place Public Charter School**

**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.

TFPPCS will follow the timeline for enrollment and acceptance established by its Board of Trustees. TFPPCS may enroll students year-round as space becomes available, though in general, new student enrollments will happen July through August and January through February of each school year. For the July through August enrollment, TFPPCS will invite all new applicants to participate in an in-person registration and will provide prospective students with information regarding our school lottery. If we receive more applications than spaces available for any given class, the school will conduct a lottery as outlined below during the second week of August 2022. If we do not need a lottery, TFPPCS will place applicants in a class or program based on their time preferences and assessments.

**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.

Specific enrollment and registration dates will be published on our website and school social media as well as printed flyers.

**Lottery Date**

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

If needed, the enrollment lottery will be held on Monday, August 10, 2022, at 11:00 am Eastern Time.

**Waitlist**

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

x *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.

For classes where there are more applicants than spaces available, TFPPCS will hold a lottery so that all new applicants have the same chance to enroll in one of those classes. The lottery will be open, and applicants do not need to be present to win. The school will post the results of the lottery at the front desk and attempt to contact all winners the same week the lottery is held.

Applicants can call the school at (202) 265-0149 or check the results at the front desk to see whether they have a space in a class or a place on a waiting list. Lottery winners must complete any pending documentation to secure their place in the class. If a student wins the lottery but misses registration, the student will forfeit the space in the class. The school will place the student’s name on a waiting list and the student will be eligible to re-register later.

Applicants who do not win the lottery will be placed on a waiting list for the class session and time they chose. If space becomes available to that applicant, Registration will contact the applicant about the start of classes. The applicant must respond and register on a timely basis (within one week) to keep their place in the class.

All prospective applicants are responsible for notifying the school immediately if their contact information changes.