**Application and Lottery Procedures**

**Goodwill Excel Center, Public Charter School**

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.

Rolling admissions, so applications are accepted at all times throughout the school year.

**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.

The information is always available on GEC’s website. Additionally, the school utilizies social media marketing strategies and it’s social media presence to promote the school’s application periods. GEC has a Facebook page, Instagram page, and LinkedIn page. All sites are utilized to announce the school’s application periods. Also, the school’s website posts updates and annoucements in regards to the application period. The school also utilizies radio advertisements during various times of the year to support social media campaigns.

**Lottery Date**

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

Consistent with GEC’s Charter Agreement, GEC does not conduct a lottery, it uses rolling admissions:

*On May 2, 2016, if there are more completed applications than open spaces for the August 2016 iExcel sessions, a lottery will be held to select the students who will be invited to the August 2016 iExcel sessions. All remaining students will be put on a wait list in the order in which their names are drawn in the lottery. The lottery will be held in a public location at a date and time that will be announced. Completed applications received after May 2, 2016 will be added to any wait list in the order in which the completed applications are received. As enrollment continues through the year on a rolling basis, students will be drawn from the waitlist in the order of a prospective student’s place on the waitlist, until such time as the waitlist is exhausted, in which case admission will be offered in the order received.*

**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 are notified by email that their application has been accepted and then informed about the next steps to submit DC residency documents. Upon receipt of approved DC residency documents, students receive communication to attend orientation.