



Enrollment Lottery Priority Grouping Supporting Documentation Requirements

End of School Year Waitlist Process

The waitlist created through the spring enrollment lottery immediately eliminates the previous school year's waitlist. Hence, waitlists run from approximately mid-March to mid-March.

Once the lottery has taken place families will be notified of their position on the waitlist for the following school year. If a position is available or opens up during the remainder of the current school year, families will be notified in order on the waitlist and offered the position with the standard 24 hours to respond. Enrollment is effectively frozen immediately after the lottery drawing until all families are contacted in order on the newly created waitlist.

Families declining an opening in the current year will retain their waitlist position for the following year.

Enrollment will be frozen effective June 1 of each year. Openings still available on June 1st will be offered to families, and an opening held, for the following school year according to the waitlist.

Priority Grouping Process

Siblings:

Siblings of current students who have re-enrolled for the next year receive the highest priority. To qualify as siblings students must have shared custodial parent(s) with the same primary residence. Proof of sibling status may be requested.

Coburg Attendance Boundary:

Students who reside in the former Coburg Attendance Boundary receive the second highest priority. Families will indicate on the application if they reside in the former Coburg Attendance Boundary. Residence within the CAB can be determined, and will be substantiated, through the examination of the RLID database, Lane County Tax Records and identification of city and/or fire districts. Full time permanent residency is required for this priority group; temporary placement and non-primary residence of the student do not qualify for this priority.

CCCS will attempt to screen applications indicating this priority grouping prior to the lottery. Incomplete addresses or addresses not qualifying for CAB will be removed from this priority grouping, but remain in the lottery with the adjusted priority grouping(s) as they apply..

Applicants are encouraged to contact the school to confirm their CAB priority grouping.

In order to qualify for CAB priority grouping families must provide proof of address prior to the lottery or within 1 week of placement being offered. Proof of address requirements will align the Eugene 4J enrollment guidelines:

At the time of registration, you must present ONE current document from EACH of the TWO CATEGORIES below. The school office will make copies of your original documents and return the originals to you.

Please bring:

1. ONE of the following COMPLETE DOCUMENTS with the ENROLLING parent/guardian's name and address:

- Current mortgage statement or deed with parent/guardian's name and property address.
- Current rental or lease agreement with parent/guardian's name, property address, as well as manager or owner's signature, name and phone number.

— *and* —

2. ONE of the following COMPLETE DOCUMENTS with the ENROLLING parent/guardian's name and address. Must be dated within 60 days of placement offering and from ONE the following sources:

- Federal government agency, such as Social Security Administration or Department of Health and Human Services
- Oregon government agency, such as Oregon Health Plan or Oregon health Authority
- Utility companies, such as EWEB, cable or internet service provider, cellphone service provider
- Insurance provider, such as homeowners' or rental, car, healthcare

All documents submitted must be acceptable to Coburg Community Charter School. The Executive Director has discretion to require additional evidence to verify residence.

Eugene 4J Resident Students:

Students who reside in the Eugene 4J School District receive the third highest priority. Families will indicate on the application if they reside in the Eugene 4J School District. Residence within the Eugene 4J School District can be determined, and will be substantiated, through the examination of the RLID database, Lane County Tax Records and identification of city or fire district. Full time permanent residency is required for this priority group; temporary placement and non-primary residence of the student do not qualify for this priority.

Economically Disadvantaged:

Students that qualify for free/reduced lunch will receive additional, exceptional, priority within the Coburg Boundary and 4J Resident priority groups. In order to qualify a student must have already completed and qualified per the [Oregon Family Income Survey](#), or complete the paperwork within 1 week of being offered a placement at CCCS. Families that have identified as economically disadvantaged and do not qualify or do not complete the paperwork per the timeline will lose their placement, if offered, and be placed at the end of the enrollment waitlist.