

CCCS Enrollment Information and Lottery Procedures



Enrollment Process –General Information

Each year in the winter we identify which current students intend to stay with us for the upcoming school year. Once identified, we begin the Open Enrollment process. We are a public charter school and any student interested in attending our Kindergarten through Eighth-grade program is eligible. Children selected for enrollment must be at least 5 years old by September 1 of the school year they will be enrolled.

At the conclusion of the Open Enrollment period, if there are more applicants than space available at a particular grade level, the charter school will hold an equitable lottery for applicants for that grade level. The lottery will include only those students with completed applications received by the deadline.

At the beginning of the lottery process, applicants are divided into priority groups for the drawing. The lottery will continue until all applicants have either been given an offer of enrollment or assigned a placement number on the waiting list.

Lottery results will not be posted, in an effort to maintain student privacy. Offers of enrollment are given via phone with 24 hours to respond. Students on the waitlist receive a postcard in the mail with the current number. These are typically sent within the week. Those students that are offered enrollment into the school must return the registration packets by the deadline in order to hold their spot.

Students applying after the lottery application deadline will be placed on the waiting list after all lottery applicants, in the order the applications are received.

Explanation of lottery priority waiver

In 2011 CCCS was granted a waiver by ODE (Oregon Department of Education) to create a priority group for our enrollment lottery. This waiver allows CCCS to grant priority placement for students who reside within the former Coburg Elementary attendance boundary (as was last recognized in 2010). This priority is only in effect when the total number of students at CCCS who reside within the former Coburg attendance boundary is under fifty percent of total enrollment. Addressees for all priority group applicants are individually confirmed.

Definition of Priority Groups

- **Siblings:** Siblings of current students who have re-enrolled for the next year receive the highest priority. Siblings are identified by being in the same immediate family and must have shared custodial parent(s) with the same primary residence. Proof of sibling status may be requested. *Note: Siblings are placed in the sibling priority group after a student in their immediate family has attended CCCS (prior to the Re-enrollment due date) and completed a re-enrollment form, which includes sibling information, for the following year.*
- **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.
- **Out-of-district:** Students who reside in areas outside the 4j school district.
- ***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.

Pre-lottery procedures

Data from the re-enrollment forms will be used to determine how many student spaces will be open for each grade. Re-enrollment data will also be used to determine the percentage of students currently committed to CCCS who reside within the Coburg attendance boundary.

All new enrollment forms collected will be coded as “Coburg” if they reside within the Coburg attendance boundary, “4j” if they reside in 4j and out of the Coburg boundary, or “Out of District” if they reside in a district other than 4j.

Once re-enrollment, sibling enrollment, and percentage of Coburg area students has been determined, numbers of openings per grade level and overall numbers of Coburg area students that can be given priority placement will be established.

Pre-lottery info events

CCCS will hold a minimum of one informational event for potential CCCS families. These events will impart the significance of the mission and vision of CCCS, as well as a brief history of the school so that potential families have an understanding of the guiding principles of the school and can make a more informed decision. Information regarding curriculum, parent/community involvement, special programs, and facilities tour should be included.

Lottery process

If there are more requests for enrollment than are spaces available, then offers of enrollment and wait lists will be determined by a lottery process.

Siblings: Priority Group 1

1. Establish the list of siblings per grade level. Siblings must re-apply each year to be placed on this list.
2. The listing from the sibling priority group from the previous year will be carried over to the start of the new year's list, maintaining the same order. This carryover applies only to the sibling priority group.
3. Create a list of all new siblings who are requesting enrollment at CCCS at each grade level. All new sibling applicants will be entered by grade level and selected at random until each name is ranked in numerical order by grade level. These names will be added in this order to the sibling priority group after the sibling applicants carryovers from the previous year, if there are any.
4. Students will be placed into openings according to their lottery ranking. If openings occur after the lottery, students will be placed in the order that their names appear on the ranked list.

Coburg Boundary and 4j Students: Priority Groups 2 / 3

1. All previously identified and coded names of students who reside within 4j (Coburg & non-Coburg 4j) will be placed in a common lottery grouping at each grade level.
2. Names will be pulled at random from the lottery pool and ranked in numerical order until all students are ranked.
3. When placing students during the lottery process, the school will begin with the highest-ranked Coburg student, and place that student if there is an opening available at the appropriate grade level. If not, the student retains his/her ranking on the list. Repeat the process by attempting to place Coburg students as described above, according to their rank order, until the poverty threshold is reached. The process is then repeated for Coburg students who do not qualify for F/R lunch until the fifty percent ODE waiver threshold is reached.
4. When the fifty percent ODE waiver threshold is reached or when there are no more Coburg students to be placed for the openings available, the top-ranked student from the mixed Coburg/4j list will

be selected, if an appropriate opening exists. Once there are no more students.

5. This process of placing students will continue until all openings are filled.
6. If an opening occurs during the school year (prior to Memorial Day), and the fifty percent ODE waiver threshold is not met, the highest-ranked Coburg student on the Coburg/4j list at the appropriate grade level will be placed. If the fifty percent ODE waiver threshold has been reached, the highest-ranked student on the Coburg/4j list at the appropriate grade level will be placed.
7. The rankings of the Coburg/4j list will not be rolled over nor maintained from year to year. Families of students on the wait list that are not placed during the school year will need to reapply during the next open enrollment period and go through the lottery process each year.

Out of District:

1. Names of students who reside outside of District 4j will be entered in a separate lottery selection by grade level. Names will be organized and selected at random and ranked in numerical order by grade level. Students will be placed, in order of their ranking, in openings appropriate to their grade level if such an opening is available after attempting to place students from all other priority groups.
2. If an opening occurs during the school year (prior to Memorial Day), students will be placed according to their rank on the list after any Coburg and /or 4j student has been placed in the manner described in this document.
3. The ranked list of Out of District students will not be rolled over nor maintained from year to year.

**Families of students on the wait list that are not placed during the school year will need to reapply during the next open enrollment period and go through the lottery process each year.

Offers of enrollment

Offers of enrollment will be made within 24 hours of the lottery and in a timely fashion during the school year. Offers of enrollment need to be accepted within 24 hours (unless otherwise specified) or the offer will be extended to the next student on the list. In order to be officially enrolled as a student of CCCS a complete enrollment packet, including proof of address* will need to be completed and approved by CCCS. Offers of enrollment made during the school year need to be accepted within 24 hours, and the student must begin attending CCCS within 2 to 10 school days of accepting the offer of enrollment.

After the open enrollment deadline

Electronic enrollment forms received after the open enrollment deadline are marked with the time and date received. The names of these students will be placed on the appropriate grade level waitlist in the order they are received.

CCCS works to align its enrollment and lottery timeline with that of its sponsoring district, Eugene 4j, with regard to informational meetings, deadlines, and lottery date, etc.

* All students will be required to supply proof of residency as part of the enrollment packet process. Falsification of residency information on enrollment forms will result in a revocation of any enrollment offers and render the enrollment form invalid. Families may reapply the following year with accurate residency information.

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.

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