



Application and Lottery Procedures

Directions: 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.

1. 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.

The application acceptance deadline is the last Friday in June at 3 PM. In the event that a lottery will take place, details of the lottery will be posted on the website at least 48 hours in advance.

2. 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.

School's open application period for the upcoming school year will be announced on our website and on the school's social media platforms.

3. Lottery Date

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

The last Monday in July at 3pm.

4. 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.

5. Notification of Placement

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

Following the lottery, students will be notified by e-mail or telephone within one week and will have 2 weeks to claim their spots before they are open to other students on the waiting list. Only students who can complete all necessary enrollment paperwork (proof of residency, etc.) will be fully admitted and enrolled.