

## Lottery Procedures

1. Open enrollment applications which have been submitted in a timely manner will be honored except in the following cases:
  - a. The school's enrollment cap has been reached. (However, student openings below the enrollment cap may be held for enrolling students new to the attendance area.)
  - b. The classrooms at the student's instruction level are full.
2. When honoring all of the open enrollment applications would cause the school to exceed its enrollment cap or would cause an elementary school to exceed its class size limit, we will determine which students will be enrolled using the following process:
  - a. First to be enrolled will be siblings of a student already enrolled at the school that have open enrollments in good standing approved from previous years.
  - b. Second to be enrolled will be students who previously resided in the school boundary and were enrolled in the school but who have moved to the attendance area of another district school.
  - c. Third to be enrolled will be all other local district students.
  - d. Fourth to be enrolled will be students from outside the district (interdistrict transfer students)