



## The Options Assignment Process. A Step by Step guide

- On Time Applications:
  - On Time applicants are accepted between 12/8/14 and 1/23/15
  - On Time applicants are processed and run through Options Lottery Tool. Lottery tool set based on board policy enrollment priorities:
    - Siblings of students who will attend at the school
    - Students that reside within neighborhood boundary
    - General Lottery of students who are non-sibs and non-neighbors
  - On Time applicants receive letter of assignment offering them one spot at one grade level for 2015-2016. Letter is mailed and received during the window of March 6<sup>th</sup> -16<sup>th</sup> .
  - On time applicants are asked to **confirm at assigned site** by April 1, 2015
  - On time applicants may submit an appeal. They do so before **Friday, March 20, 2015**.
    - All appeals submitted by on time applicants are randomized within their priority group:  
1) Siblings, 2) neighbors, 3) General Lottery.
  
- Late Applications:
  - Late applicants submit applications on or after 1/26/15 until early August 2015.
  - Late applicants are considered on a first-come first-serve basis.
  - Once parents of the **on time** applicant pool are notified, late application processing begins.
    - If space at site, students are assigned at available spaces, based on board policy prioritization:
      - 1.Siblings
      - 2.Neighbors
      - 3.General Lottery
  - Assignment Notifications for Late Applicants happen in batches. The first batch will be mailed by the first week of April. Subsequent batches will notify parents every 3-4 weeks, until the first week of August.
  - Late applicants will have their own confirmation date, printed on the letter.
  - Late applicants will have their own deadline to appeal by (although all late appeals are considered first come first serve).
    - Appeals for late applicants are considered on a first come first serve basis, after **on-time applicants**. They still have priority as per board policy:
      - 1.Siblings
      - 2.Neighbors
      - 3.General Lottery