



International Community School Enrollment and Lottery Policy

Eligibility

Any student eligible for admission to a DeKalb County Public School in grades kindergarten through fifth is eligible for admission to ICS. Pursuant to O.C.G.A. § 20-2-2066 (1)(A) ICS is open to any student residing in the DCSD attendance zone (including students with disabilities and EL students) who is eligible for grades K-5 and submits a timely, completed application following the school's application process.

ICS employs the following enrollment preferences:

- (i) A sibling of a student enrolled in ICS;
- (ii) A student whose parent or guardian is a member of the governing board of ICS or is a full-time (works more than 50% and is eligible for benefits) employee at ICS

Although ICS has consistently maintained a diverse student population via its partnership and recruitment through refugee and immigrant service organizations, ICS will leverage the weighted lottery option provided through HB747 to maintain an enrollment that is $\geq 50\%$ students who qualify as Limited English Proficient or for whom English is not their home language starting in the 2019-20 school year (in the new charter term). ICS will use the DCSD Weighted Lottery Worksheet annually to determine the appropriate weight for LEP and non-native English speakers in the lottery.

Re-Enrollment

Starting in January of each school year, families will be asked to communicate their intention to re-enroll their ICS student and/or enroll eligible siblings (who receives first enrollment preference) for the subsequent school year, and all enrollment paperwork for the returning student and/or siblings must be completed by March 1.

Once pre-enrollment has concluded, the registrar will announce the number of available seats that remain in each grade level. If the number of applications exceeds the number of available seats, applicants will be admitted through a random lottery process, which will be administered through a third-party, non-partial vendor (currently Lotterease).



The DCSD weighted lottery worksheet will be used to determine the appropriate number of vacant seats that will be filled by those applicants who qualify for the weighted lottery. The lottery vendor will select from the weighted applicants to first fill weighted seats and then those applicants who do not qualify for the weighted lottery to fill the remaining seats. All applications received by the April lottery date (to be determined by the school leader annually and communicated on the applications for that year) will receive a number to note where they will be placed on the waiting list. As accepted students deny their seats or seats become available, students will be notified in the order they were selected by the lottery. All families who submit applications by the lottery date will receive the number they were selected and will be immediately notified when and if they move up the list to an available seat. ICS will continue to admit students from the waiting list throughout the school year to fill any vacancies that may arise.

Admissions and Enrollment of New Students

All interested families may complete a paper or online application. Once families have been notified they are eligible to re-enroll or enroll, they will be required to complete and submit all enrollment paperwork by the stated enrollment deadline or within ten working days for those students who are admitted after the enrollment period. The registrar and school staff are available on-site to support parents with the completion of enrollment paperwork and translators can be secured to translate enrollment paperwork as needed.

Admissions paperwork for ICS includes all paperwork required for DCSD schools with additional media release, transportation, and code of conduct forms specific to ICS.