



## Enrollment & Lottery Policy

Atlas will be nonsectarian in its programs, admission policies, and all other operations, and will not charge tuition nor discriminate, for admission or otherwise, on the basis of race, ethnicity, religion, national origin, sexual orientation, disability, gender, income level, or proficiency in the English language. Atlas may limit admission to students within a given age group or grade level, but will not have specific requirements for admission (e.g. minimum grade point average, test scores, discipline records, etc.)

Atlas aims to be an institutional asset to the neighborhoods closest to our school, so our lottery policy gives preference to students in our target zip codes. Seats remaining after the lotteries are open to students in St. Louis City on a first-come, first-serve basis. Pursuant to [RSMo 160.410](#), the enrollment process at Atlas Public Schools will be open to:

- all students who reside within the boundaries of the St. Louis Public School District
- non-resident students who transfer from an unaccredited district
- those eligible under the terms of judicial settlements or through urban voluntary transfer programs as defined by [RSMo 160.410](#)
- children of military personnel per section [160.200, RSMo](#)

Families must submit a complete application for their child prior to the application deadline. Atlas will accept applicants through the Missouri Charter Public School Association's Central Application, on which families can sign up to receive updates via cell phone or computer. Parents can also access this application portal through MCPSA's website, Atlas' website, the school's front office, or their computers & phones. Upon receiving an application, a team member from Atlas will follow up to explain our enrollment process and timeline. Atlas' initial application will meet all the requirements of the McKinney-Vento Act.

If the number of applications exceeds capacity, a lottery will be held.

Atlas will hold three lotteries to enroll students. The first lottery will be held on the third Thursday in November (11/19/20). The second on the third Thursday in January (1/21/21) and the third and final lottery will be held on the second Thursday in March (3/11/21).

**First Enrollment Period:** October 20th - November 19th @8pm

Application Deadline: Thursday, November 19th @8pm

First lottery: Monday, November 23rd @5pm

Families will be notified within 2 business days of the lottery (Wednesday, Nov. 25th)

**Second Enrollment Period:** November 20th - January 21st @8pm

Application Deadline: Thursday, January 21st @8pm

Second lottery: Monday, January 25th @5pm

Families will be notified within 2 business days of the lottery (Jan. 27th)

Families have 10 business days to accept or decline - Feb. 10

**Third Enrollment Period:** January 22nd - March 11 @8pm

Application Deadline: Thursday, March 11 @8pm

Third lottery: Monday, March 15 @5pm

Families will be notified within 2 business days of the lottery (March 17th)

Families have 5 business days to accept or decline - March 24

If the number of applicants for either lottery exceeds capacity, Atlas will enroll students randomly, with preference for eligible new students given in the following order:

1. Children of Atlas faculty & staff who reside within the boundaries of the St. Louis Public School District
2. Siblings of students currently enrolled as of the lottery date<sup>1</sup>
3. Students who reside in the 63108 or 63110 zip codes<sup>2</sup>
4. Students who qualify for free and reduced lunch, and
5. Other student applicants

Should a lottery be held, all completed and accepted applications submitted during the enrollment period will be publicly drawn in random order until capacity is reached. Lotteries will be randomized by computer and certified by a third-party public official or outside firm to attest to the lottery's fairness.

Additional applicants after the lottery will be added to a "waiting list," which will rank applications that were submitted during the enrollment period. Applications received after the enrollment period will be added to the bottom of the waiting list. These applicants will be identified by number and by grade.

Additional seat capacity after the third lottery will be offered on a first-come, first-serve basis to eligible students.

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<sup>1</sup> For the purposes of this policy, the term "sibling" is defined as a child who has at least one biological or adoptive parent in common with the admitted student, or who has been legally adopted by or placed under the legal guardianship of at least one biological or adoptive parent of the admitted student. Step-siblings and cousins are only considered siblings if they reside at the same address as the sibling who is a current Atlas student.

<sup>2</sup> In the event that Atlas is unable to secure a facility in either the 63108 or 63110 zip code, students living in the zip code of our temporary facility will also be included in Atlas' lottery preference.

To begin planning for our special education needs immediately, Atlas will request information about special education services on the enrollment form (not on the application). Within two business days of enrollment, Atlas will request academic, special needs, and discipline records (as required by [RSMO 160.261](#)) from all schools the student has attended in the last twelve months. To determine the number of at-risk students in each enrolling class, Atlas will download direct certification forms and distribute applications for free-or-reduced-priced lunch. Enrolled families are invited to a school orientation event, which will include opportunities to learn more about Atlas, meet staff, and begin coordinating transportation (carpooling, walking groups, etc.). Atlas faculty will visit each admitted student's home to get to know the student and family, review our school model, and sign the Atlas Compact, a parent-student-teacher commitment form.

If students refuse their admission, families on the waitlist will be notified and the above process repeated. It is the responsibility of the families on the waitlist to maintain updated contact information and emergency contacts. However, contact will be attempted by phone and, if available, email; if it is not possible to reach a waitlist family directly, a message will be left on the phone and/or email. In an attempt to be as equitable as possible in our admissions process, an Atlas team member will also attempt a home visit to families who are on the waitlist when a seat becomes available for their child. Families offered a spot off the waitlist will have 72 hours to complete the enrollment process before the opening is offered to the next student on the waitlist.