



TIMES² STEM Academy

50 Fillmore Street | Providence, RI 02908 | P: 401.272.5094 | F: 401.272.0555 |
www.TIMES2.org

TIMES² STEM ACADEMY LOTTERY AND ENROLLMENT POLICY

1. Applications for Enrollment: Due 2 weeks before the lottery date for the upcoming school year.
2. When fewer students apply than there are seats available, all eligible applicants shall be offered enrollment into the school.
3. When more students apply than there are seats available, the school shall conduct a random lottery to determine enrollment.
4. The Lottery will be held by or on March 1st in the school year immediately before the year in which students are to enroll.
 - a. All students who have submitted timely enrollment applications prior to the lottery shall be eligible for the lottery drawing and included in the lottery pool
 - b. Once all available seats have been filled by lottery, the remaining applicants in the pool shall be drawn and placed on a waiting list ranked in the order that they were drawn.
 - c. The lottery for grades K-12th grade is a live, public lottery that is videotaped. It is generated randomly using an Excel spreadsheet formula, random number generation. It populates the waitlist of students to create a random make up of spots.
 - d. There are 2 ways that parents can apply to our school. They can come into the school and complete a paper application, the can also apply online on our website
5. Exemptions from the lottery
 - a. Siblings of students enrolled in the school at the time of the lottery
 - i. For purposes of this policy “sibling” means “one of two or more individuals having one common parent.” If two children share a common guardian, and the guardian was appointed for a substantial reason other than school enrollment, then we would also interpret “siblings” to include children who share a common legal guardian. We do not interpret “siblings” to include members of a student’s extended family-such as cousins, step-siblings and others who, because of various circumstances, have become part of the family unit and live in the same household.
 - ii. To establish sibling status, families of students must provide:
 1. Photo identification for parent or guardian AND one of the following:
 2. Student birth certificate identifying same parent; or Court document(s) reflecting appointment of a common legal guardian
 - b. Children of teachers
 - i. For the purposes of this policy “teacher” means “every person for whose position a certificate issued by the department of elementary and secondary education is required by law.” See R.I.G.L. §16-13-1.
 - c. Founders of the School
 - i. For the purposes of this policy “founder” means a person serving on the original, founding Board or any teacher or administrator that participated in the founding of the school



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- d. Children of Staff
 - i. For the purposes of this policy “staff” means a person that is working for the school or corporation in a part - time or full - time capacity.
6. Children of teachers, staff, and children of founders shall comprise no more than 10% of the school’s total enrollment.
7. 25% of our sibling seats are comprised through our lottery process. In addition, should there be more siblings, children of teachers, and children of founders applying for a grade than there are openings, a lottery of siblings, children of teachers, and children of founders will be conducted before any other applicants will be admitted provided, however, that children of teachers and children of founders shall comprise no more than 10% of the school’s total enrollment. Students from this group not selected by this lottery will be placed on a waiting list before other applicants.
8. Notification. –
 - a. Families will be notified in writing whether or not the student was selected from the lottery for enrollment into the school.
 - b. Upon notification, the family shall confirm their intent to accept the enrollment by submitting a standard confirmation form to the school.
 - c. Families have 15 days from the mailing of notification to confirm their child’s enrollment. The school will make a reasonable effort within this period to make contact with the family. If the family fails to confirm enrollment by the established deadline, the school will offer enrollment to another family in first position on the waiting list.
 - d. After a family has confirmed enrollment, the school will ask the family to provide specific information and documentation about the student, including prior school academic records and special education records (IEP/504 plans).
9. Waiting Lists. –
 - a. Any student who has applied to the school but was not selected through the lottery shall be placed on a waiting list in the order that they were drawn within the design of the lottery. This shall constitute the school’s official waiting list.
 - b. Families that have expressed an interest in the school, either by contacting the school directly, attending an open house, or by any other contact, but have not submitted an enrollment application form will not be considered for the waiting list.
 - c. When filling vacancies that occur during the school year, the school will offer enrollment to the student ranked in the first position on the waiting list as determined by the lottery. Should the family decline the enrollment offer, the school shall offer enrollment to the next ranked student until the enrollment seat is accepted.
 - d. Enrollment application forms received after the lottery shall not be considered on the official waiting list. Such applications shall only be considered for enrollment once the waiting list established through the lottery has been exhausted.