



## Voluntary Random Selection Agreement 2023-24 School Year

Agreement on the Random Selection Process for Admission into the Milwaukee Parental Choice Program and/or the Racine Parental Choice Program.

Pursuant to Wis. Stat. §§ 118.60 (3)(a) and/or 119.23(3)(a), the undersigned school agrees to conduct its random selection process for admission to the choice program as follows:

### Applications

- Prior to each open application period, the school shall determine the number of seats available for the choice program at each grade level.
- All applicants, regardless of their choice status in the prior school year, must apply for the program every year and must meet program residency requirements at the time of the application.
- A student application to participate in the choice program will be considered complete only if all of the following are received by the school during an open application period:
  1. a completed choice program student application in the Online Parent Application;
  2. proof of income eligibility, if required, (based on the Department of Revenue income determination or submitted alternative income documentation as required by the Department of Public Instruction);
  3. proof of residency; and
  4. a completed "Annotation of Birth Certificate" form and/or immunization record for 4-year-old kindergarten, 5-year-old kindergarten and first grade students (if required by the school).
- The school, upon receipt of a complete application with the required supporting documentation, shall notify the applicant of the information below. Notice of this information may be provided by sending a letter or email to each applicant or by prominently posting the information on the school's website, office or hallway bulletin board.
  1. the number of seats available at the grade level of the applicant;
  2. the dates of the open application period;
  3. the date and location of a random drawing for acceptance if more applications are submitted than there are seats available;
  4. that the applicant is not required to be present at the random drawing; and
  5. that the applicant will be notified after the drawing (but no later than 60 days after the end of the application period during which an application is received) of their acceptance or non-acceptance into the choice program at the school.

### Random Selection

- After the close of the open application period, if the number of eligible choice student applications for any grade level exceeds the number of seats available at that grade level, the school will hold a random drawing to determine which applicants are accepted and the waiting list order.
- The random drawing, if required, shall be held prior to the next application period, within 60 days after the end of the application period, or prior to the next count date, whichever occurs first.
- At the random drawing, all applications submitted during the open application period shall have an equal chance of being drawn. However, the private school may give preference to the following students when accepting applications, in order of preference listed:
  1. students who attended the private school under any choice program during the previous year;
  2. siblings of students under number 1;
  3. students who attended any other private school under any choice program during the previous year
  4. siblings of students under number 3; and,
  5. siblings of students who have been randomly accepted to attend the private school under the choice program who did not attend a private school under any choice program in the previous year.

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- The random drawing shall continue until all available seats are filled and a waiting list order is determined for use in the event a previously filled spot becomes available or the school opens additional seats at a later date.
- Schools with multiple locations: The school may keep an applicant who declines a seat at one of the school's locations and who wants to attend another of the school's locations on the waiting list with the original waiting list number.
- Schools offering virtual and in-person instruction: The school may keep an applicant who declines a virtual or in-person seat and who wants to attend the school with the other type of seat on the waiting list with the original waiting list number.
- Schools with a waiting list that have additional application periods must conduct a random drawing to determine the waiting list order for students that apply in these application periods (both new and continuing students) and place the students at the end of the current waiting list for the grade.
- Schools may determine if a seat left vacant from a student withdrawal will be filled with a student from the waiting list, if applicable.
- All applicants shall be notified of their status within 60 days of the end of the application period during which an application is received. The school shall notify all applicants of their acceptance or their number on the waiting list following the random drawing via letter or email. If a student is placed on the waiting list, a notice of non-acceptance must be sent to the parent and indicate the student's place on the waiting list. If the school rejects a student application, the notice of non-acceptance must include the reason why the student was not accepted. A choice application may only be denied if the student does not meet the residency, income (if applicable), and age requirements (for grades K4, K5 and 1) or there is no space available at the school (there were more applications than seats available therefore the student would be placed on the waiting list). Generally, for the Racine Parental Choice Program, students must also be applying to certain grades or meet a prior year attendance requirement.
- Applicants accepted into the choice program shall have a reasonable period of time to confirm enrollment. The schools may maintain a school policy to determine the reasonable period to confirm enrollment and the method of confirmation (i.e. email, phone call, letter, signed school form, etc.). The school may include on the notice of acceptance or non-acceptance that the seat will be considered to be declined by the parent if the parent does not respond in the timeframe provided on the notice. The school may maintain a policy that applicants are responsible for having current contact information on file at the school for the school to notify the applicant of their status.
- Applicants placed on the waiting list will not be carried over to a waiting list applicable to the next school year.