

TRINITY ACADEMY FOR THE PERFORMING ARTS LOTTERY POLICY

1. Applications for enrollment for grades 7-12 will be available November of each year for the upcoming school year. Interested families may visit the school, school website or attend an open house event to obtain and complete an application for enrollment. Applications for enrollment are due the last week of February of each year for the upcoming school year. Student selection for enrollment will be made through a random lottery.
2. TAPA is a Providence charter. Only applications for students residing in the city of Providence will be considered valid and entered into the admissions lottery. Applications listing an address outside of the city of Providence are considered invalid and cannot be entered into the lottery.
3. TAPA serves students in grades 7-12. Only applications for students entering 7-12 grade will be considered valid and entered into the admissions lottery. Applications requesting admission for grades other than those served by the school are considered invalid and cannot be entered into the lottery.
4. When fewer students apply than there are seats available, all eligible applicants shall be offered enrollment into the school.
5. When more students apply than there are seats available, the school shall conduct a random lottery to determine enrollment.
6. The Lottery will be held on March 1st of the school year immediately before the year in which students are to enroll. If the 1st of March falls on a weekend, the lottery shall be held on the first weekday of the month of March.
 - a. All students in the lottery pool at the time of the lottery shall be eligible for the lottery drawing
 - 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.
7. 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
8. Children of teachers and children of founders shall comprise no more than 10% of the school’s total enrollment.
9. 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.
10. 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 fifteen (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 complete an enrollment packet and to provide specific information and documentation about the student, including prior school academic records and special education records (IEP/504 plans).
11. 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. Additional steps may be required in the process when filling vacancies in the 11th and 12th grade.
- d. Enrollment 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.