

# Enrollment Process

## **In house enrollment runs from 2-1-12 through 2-16-12**

Intention forms are sent out to our current students asking if they will be attending Landmark in the fall of 2012. Responses are recorded on the 2011-2012 class lists as a Yes (Y) or No (N). Current students who are planning to return are given priority placement for the coming school-year. Students under consideration for being retained are temporarily assigned a seat in their current grade and a seat is also reserved in the grade ahead until the final determination is made.

## **Open enrollment runs 2-21-12 through 3-7-12**

The open enrollment period is intended to fill seats that are available after returning students, siblings, and students of Landmark staff have been placed. This opportunity is advertised in the local newspaper and on the Landmark website noting that Landmark is accepting applications during this time. The Hospitality team date-stamps each application when it is received and routes them to the appropriate building. Applications received after the open enrollment period are dated and placed in a file in order of receipt. These students will be placed in available seats or on the waiting list (first come first served) after the lottery has taken place.

## **The placement lottery is held at 4:00PM on 3-16-12**

If there are more open enrollment applicants than there are seats available in a given grade, then the lottery is used to determine placement in each of those grades. Information (name, grade, siblings, and sibling grades) is recorded on cards from applications received during the open period. The cards are placed in a drawing by grade.

Beginning with the highest grade, names are drawn from a "hat" in succession until all names have been selected for that grade. First, all open seats in the class are assigned. Once those have been filled, the names drawn afterward will be placed in succession on the waiting list for that grade.

When a student is selected for a seat, their sibling(s) is/are automatically placed in the first available seat for their respective grade(s). If a seat is not available for a sibling, then the sibling is placed at the top of the waiting list for that grade. The lottery process continues for each grade until all applicants have either been assigned an available seat or they have been placed on a waiting list. Waiting lists for the 2012-2013 school year are maintained and updated through January 31, 2013.