Admissions Policy

Corvian Community School (CCS) is a tuition-free public charter school that is committed to preparing students for college while caring for the whole child. Any child who is qualified under the laws of North Carolina for admission to a public school is qualified for admission to a charter school.

To qualify to attend a NC public school, a student must be a resident of North Carolina. County boundaries or school attendance areas do not affect charter school enrollment. Applicants who wish to apply for kindergarten enrollment must be five (5) years of age by August 31 of the attending school year, **no exceptions.**

CCS does not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion or ancestry.

Lottery Registration Period

The Lottery Registration period will begin each year in November and end in January. During the registration period, the School will accept lottery applications from any student who meets eligibility requirements and submits a registration within this period. A lottery will be held to fill vacant seats for the next school year. After seats are filled, the drawing will continue to determine the order of the waitlist. *CCS will continue to enroll students as space is available during the first two months of school.*

Corvian Community School will accept 2027-2028 lottery applications for new students on the following schedule:

November 1, 2026 - January 31, 2027 **(2:00 PM)**

Applications submitted outside of the registration period (using the application date/time stamp verification) will be excluded from the live lottery drawing.

Once enrolled, students **are not** required to re-enroll in subsequent enrollment periods. In order to properly plan, the School will routinely inquire of parents in early spring through letters of intent to ascertain if students will return to CCS the following year.

Lottery Draw

Lottery procedures will comply with the NC Open Meetings Laws provided in G.S.143-218.10 (a). CCS will publicize the date, time, and location of the meeting.

The 2027-2028 Lottery will tentatively be held at the CCS High School Campus on February 23, 2027 at 4:00 PM.

The Corvian Community School Board of Directors will determine the number of openings at each grade level prior to the lottery. Availability is determined based on criteria such as the number of returning students.

Enrollment Priority

The School may give enrollment priority in certain instances as stated in G.S. 115C-218.45. CCS will offer the following enrollment priorities and will implement them in the manner described below:

1) **Siblings of currently enrolled CCS students who were admitted to the School in a previous year will take enrollment precedence over general admission applicants.** For the purposes of this subsection, the term "siblings" includes any of the following who reside in the same household: half-siblings, step siblings, and children residing in a family foster home.

- IMPORTANT -

Former CCS Students. Priority will not be granted to a former CCS student, regardless of their sibling status. Effective June 1, 2019, a student permanently forfeits his or her slot awarded via the enrollment selection process upon withdrawal from CCS. After withdrawal, a former student who desires to re-enroll at CCS will not receive any advantages (i.e. preference or priority) and will be required to follow the same application procedures as all other general applicants for the next available lottery selection process.

2) **Any child of a current CCS staff member.** Children of staff members are eligible for priority enrollment and will take enrollment precedence over sibling and board member priority applicants. If an individual is hired in a full-time capacity, their child will be enrolled at the start of the next school year in the appropriate grade if there are available openings in that grade. If there is not an opening at that grade, their child will be placed at the top of the waitlist in the order of application until/if a spot becomes available.

3) **Any child of a governing board member.** If an individual is currently serving on the CCS Board, their child will take enrollment precedence over general admission applicants but will be treated equally to sibling priority applicants. Staff members' children will take precedence for order of enrollment if there are limited openings within the desired grade.

Application

If any information on a lottery registration is falsified, even if the false information is found during any school year after the student has started classes at CCS, the applicant's name will be taken out of the CCS lottery, or removed from the waitlist, or the student will be denied acceptance and will not be permitted to attend or continue to attend CCS at the time the information is found to be inaccurate. Examples of inaccurate or false information, include but are not limited to, a student's priority eligibility, student's current grade level, and/or student's date of birth.

Openings will vary across grade levels and there are only so many seats available per grade. **It is critical that you select the *most appropriate* grade level for your child's application at the time of registration. Being selected for entry in a grade level that is *different from* the grade level the student is ready for does not guarantee automatic enrollment in the appropriate grade.** CCS will not over-admit a grade level to accommodate applications that have been selected for the inappropriate/wrong grade.

We understand there are situations where a student will need to repeat a grade, yet that need is not evident at the time of lottery registration. If a student applies for a grade level on his/her registration, but it is found that he/she no longer qualifies for that grade at the time he/she is offered a seat, the student will be evaluated for grade-level readiness by CCS. The student's grade-level placement will be determined at the sole discretion of CCS administration after completing a formal academic assessment.

If grade-level placement is different from the grade level in which the application was selected, it will be necessary for the application to be moved to and then re-selected in the appropriate grade to gain formal admission.

Acceptance

An applicant's family will be contacted using the information provided within the Lotterease platform. It is the responsibility of the parent/guardian to ensure the contact information is correct and able to receive messages (email, phone, text). Lotterease will generate automated notifications after the lottery is run with results that include offers for enrollment or waitlist position numbers.

From the time of contact, the family will have 5 calendar days (including weekends and holidays due to 24/7 waitlist movement) to **1)** confirm or decline enrollment in Lotterase and; **2)** if enrollment is confirmed, complete the enrollment packet in Enrollease.

Step 1: Confirming Enrollment in Lotterease (5 calendar days)

You may select "CONFIRM" or "DECLINE" attendance if your child's application is selected for enrollment. Lotterease will send automated reminders by email and/or text regarding your application's status over the 5-day window. Unless a response is given, it will automatically decline an enrollment offer after it expires.

NOTE: It is the responsibility of the parent/guardian to maintain awareness of their child's application status. Because we cannot guarantee that you will receive the email and/or text, these methods should not be regarded as the *only* methods of communication. You may access your lottery application's status 24/7 by logging in to your Lotterease account. From your account, you may also confirm or decline enrollment if you do not receive the email and/or text notification.

Step 2: Completing the Enrollment Packet in Enrollease

Following the confirmation of enrollment, the applicant has 5 additional calendar days to complete their enrollment packet in its entirety. A link to the enrollment packet will be provided by email, but you may also navigate to the packet by logging into your Lotterease account.

Enrollment packets are completed using the *Enrollease* platform. You can navigate through Lotterease to Enrollease. You will be required to answer all fields and upload certain documents to complete the enrollment packet. Once you have answered all fields, you can verify your packet's status (*pending staff review, completed,* etc). Email lottery@corvian.org with any questions.

***Step 3:* Orientation**

Attend a Cardinal Family Connection Session (dates and additional information will be sent to accepted families via email).

***Step 4:* Submit Transcripts**

Submit official copies of final transcripts/report cards by deadline.
2027-2028 Academic Year deadline: June 16, 2027.

Note: All newly admitted students must meet Corvian promotion requirements to finalize their enrollment into the grade to which they were admitted. Students who do not meet these requirements will not be enrolled in their originally assigned grade, but will instead be placed at the bottom of the waitlist for the appropriate grade level.

Securing Enrollment

We will make every effort to contact you when needed. **Failure to confirm enrollment, attend orientation, complete required paperwork, and/or respond to inquiries from the school by the given deadlines will result in the applicant being removed from enrollment consideration.** Completing your child's enrollment packet is not sufficient enough to remain on the admission list. It is imperative that you remain diligent in responding to communications from the school. There will be important updates and admission requirements (ex. Cardinal Family Orientation Session, Kindergarten new student screenings) that will occur after you have completed the enrollment packet. Failure to respond to inquiries, register and attend an orientation session and screening (if applicable), or provide educational records are examples that may result in being removed from the admissions process.

Time frames may be extended by CCS, at the sole discretion of CCS, under extenuating circumstances.

CCS also enforces a strict **attendance policy** that goes into effect on the student's initial enrollment date and during the first 10 days of school (*Student/Parent Handbook*). Parents/guardians should be aware of this policy and follow protocol if attendance will be an issue during these time periods. Failure to attend school may forfeit the student's admission privilege to CCS.

An applicant that has been removed from the waitlist or admission list may request to be added back to the waiting list, however, the applicant will be placed at the bottom of the list.

Enrollment Period

CCS will enroll students, when there is availability, through the 20th day of school ("Enrollment Period"). When the Enrollment Period expires, all waitlists will be dissolved and considered void. A child who is not selected via the lottery process must reapply during the applicable registration period if interested in enrollment for the following school year.