

Admissions Procedure

Application Process

1. Parents/guardians of students on the current year's wait list are notified in February of important dates for next year's enrollment lottery.
2. Currently enrolled families will receive an Intent to Re-enroll form by February 1st and it is due before March 1st.
3. Notices publicizing the schools enrollment process are placed in public places such as the library and community bulletin boards.
4. The school participates in community sponsored events.
5. The school maintains a website at www.crmontessori.org which is an ongoing source of information about the school.
6. Any parents or guardians interested in the school can call 503-874-4107 and receive information regarding the school.

Lottery Process

1. Prior to enrolling, families will have the opportunity to meet with the director and observe in the classroom. This will allow the family to acquaint themselves with the school and its mission.
2. If interested in the school, parents or guardians are required to complete an application form.
3. If a student is withdrawn from school or is expelled they must go through a new enrollment process.
4. The application forms are due in the school's office by the new student enrollment application deadline (which will fall on or before March 31). Only those applications received by mail, email or in person by the end of the school day on the date determined on or before March 31 at 3:30 p.m. will be considered received as of the new enrollment application deadline. If the number of applications exceeds the capacity of the school, class, grade level or building, applicants will be evaluated according to the following criteria. Priority for enrollment shall be given to founder's children, currently enrolled students and then siblings of students currently enrolled are granted automatic acceptance on a space available basis. Next, priority will be given to all other students who will be selected for placement on the waiting list by an equitable lottery process. The lottery is overseen by the Community Roots School's Board of Directors. The lottery will continue until all applicants have either been granted admission or assigned a placement number on the waiting list. The lottery will include only those students with completed applications received by the school by

the new enrollment application deadline. The lottery will be held at the school on or before April 15th and is open to the public.

5. Students applying after the first new enrollment application deadline, will be placed on the waiting list after all of the first phase lottery participants, in the order the applications are received. A second phase of the lottery enrollment deadline will be established by August 15, for the second phase of the lottery to happen before the new school year begins. This second phase will follow all above rules. Students will be taken from the waiting list, in order, for immediately available places in the School, or if accepted applicants or current students refuse admission or leave the School during that given year.
6. Students currently attending the school are considered continuing students and are admitted for all subsequent years that the child is at the school. Intent to Re-enroll forms are due from such students in the school's office before March 1st.
7. Separate lottery drawings will be conducted for district residents and students who reside outside the district. All district residents in the lottery will get places on the waiting list ahead of students from outside the district, as required by school's Charter with the Silver Falls School District.
8. The lottery is held by grade level. Those students will be drawn from this waiting list, in order, by grade if accepted applicants or current students refuse admission or leave the school prior to or during the given school year.
9. Parents of siblings in the same grade, who want both children to participate in the lottery, have two options. First, parents may submit a separate application for each child. The children would receive placement numbers in the order they are selected. If one or more but not all the children are selected, the other child may be considered for placement in the school the following year. Second, parents may submit one joint application. Each name would receive consecutive numbers. If one sibling is selected, then both twins are selected. The waiting list does not supersede sibling priority.
10. The lottery will be conducted in a public forum and a third-party, no relation to students, faculty or founders, will be selected to be a part of the process.
11. Those students accepted in to the school will receive an acceptance packet, including enrollment forms. The forms will be handed out at the lottery or sent by certified mail. The completed forms must be returned to the school office no later than 10 business days after the lottery in order to hold the spot for the student.
12. For students that have not gone through a lottery, waiting lists are maintained for one year. A lottery will be held each year for students that have not already participated in previous lotteries, unless withdrawn or expelled. A new waiting list will be created each year. Students on the waitlist that have not gone through a lottery process are required to reapply for the next school year.
13. Out-of-area families who apply will be subject to the same regulations as local applicants. All will be considered out-of-district unless they can supply a local address that will be their residence. Any variation of this regulation must be approved by the school director.