



Choice Schools & Programs – Administrative Procedure F51 Summary

Since Fall of 2017, SAISD has been operating under a unified enrollment system overseen by the Office of Access & Enrollment Services. Administrative Procedure F51 was developed to guide the enrollment of students into Choice Schools and Programs.

At the start of each year, the OAES determines schools/programs that will participate in the annual application and selection process (i.e. lottery). As a campus that participates in school choice, it is your responsibility to ensure that your staff is informed on the process.

Lottery & Waitlists

Students enter a Choice School or Program through a blind, computerized lottery conducted at the district level. Lottery grades have been determined by the campus principal and the OAES depending on availability. If availability exists at other grade levels, then the backfilling process will be used.

All students must apply during the application window to be considered for the lottery. Applications received after the window will be placed on the appropriate waitlist. Waitlists roll over each year until a.) the applicant receives an offer, or b.) the waitlist reaches a lottery grade.

Backfilling

Backfilling is used as a way to maintain enrollment in non-lottery grades. Offers are made to students through the waitlist for that grade depending on seat availability.

Accepting a seat

Once an applicant receives an offer, that student must accept their seat to confirm their spot via the online platform, email, or text message within the timeframe established. If no action is taken, the seat will be forfeited to a student on the waitlist.

Siblings

Siblings of current students must submit an application. 25% of available lottery seats are typically reserved for siblings. If there are more sibling applicants than available sibling seats, a sibling lottery will be held. Siblings that are not admitted through the sibling lottery are placed in the general lottery.

Exiting

Students accepted through the application and selection process become part of the school community at their respective campuses and have the same expectations as neighborhood students. They are not considered transfer students and should not be evaluated according to the district transfer procedure. Students that enter a Choice School through the in-district transfer process follow withdrawal/exit procedures according to **SAISD Admin. Procedure F5**.

Transfers

A student may not transfer into a Choice School without attendance boundaries. A student may transfer into a Choice School with attendance boundaries upon the following conditions: (1) the school did not participate in the lottery process and would like to fill available seats, or (2) a student requests a crisis transfer through the Office of Access & Enrollment Services.

SAISD Employee Benefits

SAISD employees have the benefit of being considered in-district when applying regardless of their homes address. Employees of a Choice School or Program have the opportunity to enroll their child at the principal's discretion.