



CHOICE SCHOOLS AND PROGRAMS ENROLLMENT PROCESS

The following administrative procedure guides the District's policy for unified enrollment and the controlled choice framework according to Policy FDB(LOCAL).

Choice schools and programs include, but are not limited to, in-District charters, magnets, and early college high schools. The Superintendent or designee shall develop regulations, procedures, guidelines, and time lines for enrollment into all choice schools and choice programs and shall ensure families have timely access to this information.

Choice schools are open-enrollment schools that offer schoolwide programmatic models and pedagogical philosophies that are aligned with national best practices. Different from choice programs, at choice schools all students participate in the model in its entirety. Examples of these models include, but are not limited to, the Montessori method, single-gender, STEM, and performing and visual arts. Some choice schools do not have attendance boundaries and are open to students living within and outside of the District.

Choice programs are offered at traditional neighborhood campuses whose implementation of specific themes and pedagogical philosophies align with national best practices. Unlike choice schools, choice programs are not schoolwide but are limited to a designated number of students per cohort. Examples of choice programs include magnet programs at comprehensive high schools offering engineering, International Baccalaureate, health and law professions and dual language programs at elementary schools. Typically, choice programs give priority to students residing within the established attendance boundary and may be open to students living outside of it.

I. DEFINITION OF CHOICE SCHOOLS AND PROGRAMS

Choice Schools are open enrollment schools that offer schoolwide programmatic models and pedagogical philosophies that are aligned with national best practices. Different from Choice Programs, at Choice Schools all students participate in the model in its entirety. Examples of these models include, but are not limited to, the Montessori method, single-gender, STEM, and performing and visual arts. Some Choice Schools do not have attendance boundaries and are open to students living within and outside of San Antonio Independent School District (SAISD). Choice Programs are offered at traditional neighborhood campuses whose implementation of specific themes and pedagogical philosophies align with national best practices. Unlike Choice

Schools, Choice Programs are not schoolwide but are limited to a designated number of students per cohort. Examples of Choice Programs include magnet programs at comprehensive high schools offering engineering, International Baccalaureate, health and law professions and dual language programs at elementary schools. Choice Programs give priority to students residing within the established attendance boundary and may be open to students living outside of it.

II. ENTRY INTO CHOICE SCHOOLS AND PROGRAMS

Entry into Choice Schools and Programs occurs through an annual application and selection process that is centrally managed by the District through the OAES. The OAES uses two methods for selection. Campuses without academic entry requirements will utilize a blind, computerized lottery process. Campuses with academic entry requirements will utilize a holistic, rubric-based selection process.

The OAES will publicize selection criteria for all Choice Schools and Programs participating in the lottery or holistic, rubric-based selection process prior to the opening of the selection and application window. In select instances, entry into Choice Schools may occur through a district generated placement process, including the in-district transfer process (see *Transfers into Choice Schools with Attendance Boundaries*) or the bilingual education cluster procedure (see *Bilingual Education Students*). A student accepted and enrolled in a Choice School or Program may stay at the school for the duration of the grade levels offered for which the student qualifies without having to reapply.

Parents and Students can apply at:

Online

www.Saisd.net/cyberptech click "Apply"

By Phone:

(210)978-7900

By Appointment:

4635 E. Houston St. San Antonio, TX 78220

*Information provided via San Antonio Independent School District Administrative Procedures F51.



HOW THE LOTTERY WORKS

PREPARING FOR THE APPLICATION WINDOW AND LOTTERIES

Prior to the opening of the application window, the Office of Access and Enrollment Services (OAES) meets with the administration of all Choice Schools and Programs to determine which grades will host a lottery and the number of seats available for the upcoming school year based on capacity.

The OAES determines the percentage of seats allotted for each lottery. Individualized lotteries for the campus are created based on the following considerations:

- Best practice of the programmatic model (i.e., Montessori, dual language, etc.)
- Prioritizing students living within campus attendance zones (if applicable) or priority area (if applicable)
- Ensuring equity and access for all students, regardless of academic abilities and where they live
- Prioritizing student demographics (i.e., socioeconomic status, at-risk status, English Language Learner status, etc.)
- Prioritizing siblings of students currently enrolled at the campus

EXAMPLES

Advanced Learning Academy has four different lotteries:

- Priority Area
- In District | Economically Disadvantaged
- In District | Non Economically Disadvantaged
- Out of District

Bonham Academy enrolls all students living within their attendance zone, but has four different lotteries for students outside their attendance zone:

- In District | English
- In District | Spanish
- Out of District | English
- Out of District | Spanish

Jefferson High school has two different lotteries:

- Attendance Zone
- Outside of Attendance Zone (in district and out of district)

DURING THE APPLICATION WINDOW

1. Families complete an application on paper or online for their desired Choice School or Program(s).
2. The application asks a series of questions to determine a student's demographic information.
3. Each application is tagged with flags depending on the information entered. The flags include the following:

- SAISD EMPLOYEE - Parent/guardian works for SAISD
- IN DISTRICT - Address is zoned to SAISD boundaries
- OUT OF DISTRICT - Address is zoned to outside of SAISD boundaries
- ATTENDANCE ZONE - Address is zoned to the campus' attendance zone
- PRIORITY AREA - Address is zoned to an area within a circle radius close to the campus

- SIBLING ATTENDING - Applying student has a sibling currently attending the campus
- SPANISH - Student answers "Spanish" to language questions
- ENGLISH - Student answers "English" to both language questions
- ECONOMICALLY DISADVANTAGED - Family qualifies for free and reduced price lunch per federal guidelines
- NON ECONOMICALLY DISADVANTAGED - Family does not qualify for free and reduced price lunch per federal guidelines

4. Applications entered during application window are considered for the lottery. It is not a first-come, first-served system for filling seats. Applications submitted on the first day of the window will have equal consideration in the lottery as applications submitted on the last day of the window.



HOW THE LOTTERY WORKS CONT.

CONDUCTING THE LOTTERY

1. After the application window closes, applications are reviewed for errors and duplicates prior to running the lotteries.
2. Students are sorted into the appropriate lotteries by the flags associated with their submission (see description of flags in "During the Application Window" section).
3. The OAES reviews the number of applications that were sorted into each lottery.

APPS < SEATS

If there are LESS applications than available seats, then no lottery is conducted and all students are accepted (i.e., 20 applications for 30 available seats).

APPS > SEATS

If there are MORE applications than available seats, then a lottery is conducted (i.e., 50 applications for 30 available seats).

- The system randomly assigns all applications in each lottery a number.
- The system then sorts the applications in numerical order from lowest to highest.
- Students at the top receive the initial offer. The rest of the students are placed on a waitlist based on the order they were assigned by the system.

For example, the Priority Area Lottery for Advanced Learning Academy has 50 students for 30 available seats. All 50 students are randomly assigned a number from 1 to 50, then are sorted in numerical order. Students 1 through 30 receive the initial offers. Students 31-50 become the first students on the waitlist, numbered 1 through 20.

- If students are assigned the SAISD employee flag, their application is considered In District regardless of their address as an employee benefit.
- If students are assigned the Priority flag, their application is first considered in the Priority Area Lottery. If they were not accepted through the Priority Area Lottery, then their application is placed into the In District Lottery and given another opportunity to be considered for acceptance.
- If students are assigned the Sibling Attending flag, their application is first placed in the Sibling Lottery. 25% of all available seats at a Choice School or Program are set aside for siblings of students currently attending the campus and will still be attending for the following year. If they were not accepted through the Sibling Lottery, then their application is placed in the appropriate lottery according to the flags associated with their application.

CREATING WAITLISTS

1. For students who submitted an application during the application window, waitlists are initially generated by the system when the lottery is conducted. After students are sorted according to their randomized number, the students at the top receive offers, and the rest of the students are placed on the waitlist according to the order generated by the system.
2. For students who entered an application after the application window closed, they are added to the end of the lottery-generated waitlist according to the date and time stamp of their submission.