

Youth Connection Charter School **Lottery Process**

Enrollment, Application, and Lottery Process

Applicants (16-21 years of age and Chicago residents) may apply at any of the 19 YCCS campuses, online via our website at www.applytoyccs.com or at the Charter School office. Students wishing to enroll in YCCS must indicate their campus preference(s) in rank order on the application for enrollment. In the event that an applicant meets the pre-enrollment criteria for their selected campus, and there is no available space, the applicant will be placed on the YCCS lottery/waiting list. Applicants who do not meet the admissions criteria of the campus are referred to the Charter office. The Charter office will then refer the applicant to other campus locations. YCCS campuses shall not request information in the application process about a student's academic aptitude/grades, special education needs, living situation or English Proficiency. YCCS prohibits any discrimination based on the basis of disability, race, creed, color, gender, national origin, religion, ancestry, marital status or need for special education services.

Application Process

In the application process, the applicants are informed of the following:

- The availability of space
- A description of the campus program that includes, at a minimum, the classes offered and the number of credits needed to graduate
- A determination of whether the applicant meets YCCS admission criteria
- YCCS shall not request information in the application process about a student's academic aptitude, special education needs, or English Language proficiency.

Lottery Process

Youth Connection Charter School operates at all times in accordance with the Charter Schools Law and all other applicable Federal and State laws.

Students applying for enrollment at any YCCS campus must complete the waiting/lottery application on our web-based lottery program at www.applytoyccs.com. Lotteries are conducted via a computer/randomized selection on a quarterly basis following the Quarterly Enrollment schedule set by the Accountability Department.

Students who are exempt from the lottery are the following:

- **Students returning from the previous academic school year:** Students who were enrolled on IMPACT in June and are returning in September for the following school year DO NOT have to go through the lottery.
- **Siblings:** Siblings of students currently enrolled in YCCS don't have to be selected via the lottery. These include natural, step, foster and adopted siblings.
- **Homeless Students:** Students who state they are homeless should be immediately enrolled and do not have to be selected via the lottery.

- **Students transferring from one YCCS campus into another YCCS campus within the school year do not have to go through the lottery.**

During the course of the school year, campuses maintain a "Waiting/Lottery List" of eligible applicants. This list represents YCCS' official lottery list. If at any time there are more eligible applicants for enrollment than available space, eligible applicants are selected by lottery.

The YCCS central office (located at 10 W. 35th St., Chicago, IL. 60616) draws from that lottery pool to enroll students for the new school year, and then campuses request quarterly lotteries as needed to fill available seats when openings become available. All names are drawn from the waiting/lottery list, the number of open slots are offered immediate enrollment and the others remain in the waiting list ranked in order they were selected and will be offered enrollment as openings become available. Phone calls are made to the student's home regarding the enrollment process/orientation and a letter of acceptance will be mailed to the student's home or emailed with a deadline to respond. Students who do not respond by set deadline will lose their enrollment spot at their selected campus and will need to reapply. Campuses will enroll all students that were drawn from the lottery unless students are not interested anymore or were unable to be reached. The applicant will remain in the waiting list until he/she is removed due to enrollment at another school or the student has moved with no forwarding address and/or has no working phone number, is no longer interested in attending YCCS, or is no longer eligible for enrollment. Also, the lottery application is valid for only one academic school year. Students not selected would have to reapply for the following school year.

If by June 15th of each year there are more eligible applicants than space available for the upcoming year, eligible applicants shall be selected by lottery. On or before June 15th of each year, each campus submits a pre-enrollment roster (list of returning students) and their lottery list to the Charter office. The Waiting/Lottery List is a list of eligible students who have made application to YCCS but were not accepted due to lack of available space. The Board of Directors or its appointees at the YCCS administrative office between June 15th and August 1 of each year conduct the YCCS annual lottery. Lotteries are open to the public for whoever wishes to attend.

All lotteries are conducted via our randomized web-based lottery program and are witnessed by a third party or videotaped with a time and date stamp. In the event of a lottery, it will be uploaded and sent to CPS during the quarterly enrollment submissions.