

# CBE Lottery Process

## Definitions:

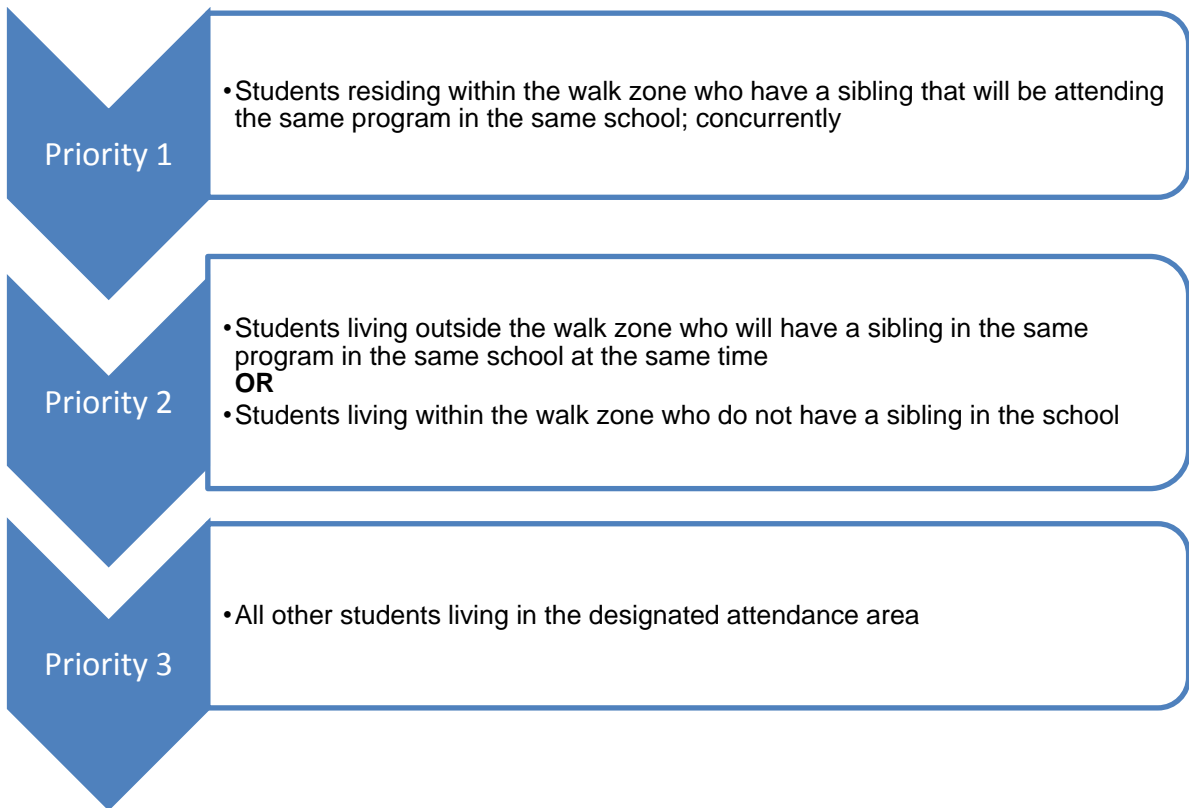
**Sibling** – is a brother/sister (half or step, not cousins) designated to, and who will be attending the same school at the same time; concurrently.

**Concurrent** – occurring or existing simultaneously

**Community** - is best defined as the area from which the school would have drawn the regular program.

**Note:** Where this is unclear, the Area Director and Principal shall inform applicants what constitutes community, based upon agreements previously made. This applies to: Willow Park School. Glamorgan: Glamorgan residential community.

- *These priorities only apply to students residing in designated communities (no out of area considerations)*



## Additional Information

- Lottery is drawn by noon on the Wednesday before Teachers' Convention as advertised to the public.
- The school will communicate initial acceptance into the school or program using one of the following options as indicated on the Parent Acknowledgement of Understanding Letter: Email, Canada Post or a written notice sent home with a sibling. Schools will follow up with a letter of offer no later than 10 business days from the draw, by the same delivery method.
- Acknowledgement of acceptance must be received by the school within 10 business days of offer. Acceptances can be received by email, as well as telephone calls providing a clear notation is made.
- A signed copy of the Parent Acknowledgement of Understanding Letter must be received by the school within 10 business days.
- If a student is accepted in September prior to the Staffing Date, in the interest of time, the notification and offer of acceptance should be made by telephone. An email from the parents acknowledging the acceptance is required to secure the placement and the signed letter is to be received within 10 business days.
- If a student is accepted into an alternative program and has siblings in the lottery who were not offered a space, the siblings will be placed at the top of the Priority 2 callback list for the appropriate grade.
- If an acceptance or call back is refused, the student is removed from the list. However, if the refusal is based on the inability to accept all siblings, the student can be called again when there is space for all siblings.
- If a student is not drawn in the lottery, they are notified through the communication method as indicated on the Parent Acknowledgement of Understanding Letter and placed on the call back list and can be called back before the close of staffing in the fall if they:
  - are in a CBE school
  - are in kindergarten/grade one for a language based alternative program
  - are in all grades for non-language based alternative programs
- The call back list for the school year for all alternative programs will be dissolved on **September 30**. Families wishing to attend the alternative program for the following school year must re-register for the lottery with all associated documents between January and the Tuesday before Teachers' Convention.
- Student requests for transfer received after the lottery draw date will be placed at the bottom of the call back list in the appropriate priority level.
- Alternative Program students who transfer mid-year from a CBE school due to a move of residence are to be accepted in the same program in the new designated school.
- Principals of schools at capacity are to contact the Area Director before declining registration to new Priority 1 or 2 students.
- Priority 2 and 3 students who register after the lottery are added to the bottom of the call back list.