

STUDENTS

ADMISSION AND ATTENDANCE

LOTTERY PROCESS

Parents/guardians of each school age child who is a district resident may request any special program offered within Corona-Norco Unified School District (CNUSD) schools, except that the district retains the authority to maintain appropriate racial and ethnic balances between schools at the district's discretion, or to comply with any applicable discrimination plans. Special programs that may require the use of an enrollment lottery include, but are not limited to, Gifted and Talented Education (GATE), Dual Language Immersion, International Baccalaureate, Science, Technology, Engineering and Math (STEM), Middle College, and Fundamental Education. For non-lottery special programs transfers please refer to procedures outlined in Board policy 5122.

Special Program acceptance priorities shall be as follows:

- A. The first priority for enrollment at each special program shall be given to students who reside within the boundaries of CNUSD. No pupil who currently resides in the attendance area of CNUSD shall be displaced by pupils transferring from outside the CNUSD attendance area (Inter-District Transfers).
- B. Acceptance into a special program are considered voluntary transfers, transportation for all special programs, shall be the responsibility of the parent.
- C. Once approved, such a transfer shall remain in effect until the student matriculates, the student no longer meets residency requirements, the parent chooses to enroll the student in a different school within the district boundaries, or for programmatic reasons such as, IEP requirements or behavioral adjustment.
- D. Parents of students in grades 9-12 shall assume full responsibility for the effect any transfer has upon California Interscholastic Federation eligibility, and it is the responsibility of the parent to address this issue prior to any special program transfer request.
- E. Schools hosting special programs shall give priority for attendance to siblings of children already in attendance in that school. As used in this section, "siblings" is defined as brother(s) or sister(s) (living in the same household) of a student already in attendance at the requested school, who will be in attendance for the school year for which the transfer is requested. For schools that host multiple programs, sibling priority does not extend to the special program.

- F. Special program transfers may be revoked with the student returned to their neighborhood school of residence, when school staff document and follow procedures outlined in Board policy 5122, section M.

When the number of requests received during the recruitment period exceeds the district projected space available for each special program and grade level, requests shall be granted through a lottery that is random and unbiased.

The procedure for such lottery shall be as follows:

1. Parent or guardian shall complete and submit application by special program deadline.
2. Special program administrator shall verify order of priority for each application as described above.
3. Families with children from multiple births (twins, triplets, etc.) shall be assigned one drawing number or card per special program lottery.
4. Special program administrator shall advertise lottery date.
5. Special program administrator shall conduct the lottery in a public manner. Parents or guardians are not required to attend.
6. During the lottery, all applicant numbers or cards shall be drawn for the purpose of creating a list of admittance in the order drawn.
7. Special program administrator shall create a waiting list for students who did not make the acceptance list in the order drawn for that academic year.
8. Special program administrator shall notify parents of the lottery outcome via email and/or United States Postal Service (USPS).

Applications for special programs shall not discriminate on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, immigration status, race or ethnicity, religion, sex, sexual orientation, pregnancy, parental/marital or family status, primary language, social class, geographical location, or association with a person or group with one or more of these actual or perceived characteristics. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the protected characteristics named above.

Parent/guardian may protest the outcome of a lottery process by notifying the special program administrator in writing. Protests may only be considered for procedural or clerical errors. Parent/guardian may appeal the special program's administrative decision to the superintendent's designee in Student Services, this decision shall be final.

Legal References: Education Codes 35160, 35160.5, 41375, 41376, 46600, 48204, 48980  
Administrative Regulation Dated: May 31, 2019