



### **Lottery Procedure**

May 12, 2003

6:00 pm

3 Village Circle, Education Center Rooms A and B  
Westlake, Texas

Welcome to the Westlake Academy Student Selection Lottery. This lottery is being conducted to affirm enrollment for students who will be entering grades 1-6 in the upcoming fall semester of 2003 and who have timely completed and returned applications seeking enrollment.

In order to be included in the lottery, the application must have been received in the Town Hall prior to 5 pm, May 1, 2003.

Neither parents nor students are required to be present the night of the lottery in order for a student to be selected in the lottery. Parents, students and friends are welcome to attend the lottery, which is a public meeting to be held at 6 pm in the Education Center Rooms A & B, 3 Village Circle, located in the Solana complex in Westlake. Rooms A and B are across the hall from the Westlake Town Hall offices, Suite 207, on the second floor of 3 Village Circle.

#### **Lottery Preparation:**

1. At the front of the room is a master listing in alphabetical order of every family name included in the lottery. Beside the family name is shown the children for whom enrollment is sought and their respective grades.
2. The lottery will be conducted by drawing names affixed to ping pong balls in the lottery drum at the front of the room. The ping-pong balls have been pre-

marked with each family name. Only the family name—not the names of the students—has been marked on the ping-pong balls. Each family name is recorded on one ball only, regardless of the number of children in the family.

3. Also at the front of the room are six large posters labeled grades 1-6 respectively. Each grade level reflects spaces for 32 students, 16 students per class. Students not subject to the lottery who have already been admitted are already listed in the appropriate grade level. The number of vacant spaces remaining indicates the total number of students that will be selected from the lottery. Below the space provided for the sixteen names in each grade is space for that grade's waiting list.
4. Westlake Municipal Judge Brad Bradley will draw the names from the lottery drum.

#### Lottery Process:

1. The lottery drum will be spun and Judge Bradley will draw the first ball from the drum. Mayor Scott Bradley (no relation to Judge Bradley) will read aloud the selected name.
2. The staff will cross reference the drawn name against the master list and will physically record the names of all students for whom that family has sought enrollment on the appropriate grade level posters in the order in which the family name was drawn.
3. The process will continue until every name is drawn from the lottery drum.
4. At any point in which a grade becomes full, names will continue to be recorded in the order they are picked under the waiting list for that grade.
5. Once a grade is full, no more students will be enrolled in that grade. It is possible, therefore, that a family name will be drawn under the circumstance that a vacancy is available in one grade but not in another. In that case, the Academy will enroll only those students in the family for which slots are available, and the remaining students in the family will be placed on the waiting list for their respective grades. The parents will be contacted following the lottery and asked whether or not they still want the filled slot for the student(s) who were selected. If the parents understandably decide not to separate their children, the next name on the waiting list for the vacant position will be contacted.

#### After the Lottery:

1. Vacant positions, if any, that occur during the school year will be filled from the waiting list in the order the names were drawn from the lottery. When a

vacancy occurs, no matter what time of year, parents of the next student on the waiting list will be contacted to determine if they want to enroll their child into the vacant position. If the parents decide for any reason not to enroll their child, that family's name will be removed from all waiting lists and the next family on the waiting list for that grade will be contacted.

2. All parents of students selected in the lottery will be contacted following the lottery and will be provided information concerning required uniforms and other Academy policies and procedures. The parents of a child selected for enrollment must accept the position within 10 days following the lottery, by returning a form available at the lottery or mailed to the address furnished on the application. If an acceptance letter is not timely received, the enrollment will be terminated and the next student on the waiting list will be considered for enrollment in that slot.
3. A parent orientation meeting date will be held in the future. Parents will be notified when the information becomes available.