



## MARJORIE WILLIAMS ACADEMY

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### MARJORIE WILLIAMS ACADEMY: A PUBLIC CHARTER SCHOOL

Dream. Believe. Achieve.

#### STUDENT ADMISSIONS POLICY AND LOTTERY PROCESS

##### **Purpose.**

To outline the process by which students will be admitted to Marjorie Williams Academy: A Public Charter School (hereinafter referred to as the “Academy” or “Williams Academy.”) The goal of this admissions policy is to declare the process and methods that will be used to admit students in a fair and consistent way that does not offer priority to any student except those specifically noted in North Carolina law (G.S. 115C-218.45).

Williams Academy is a nonprofit, tuition-free charter school authorized by the state of North Carolina. As a charter school, Williams Academy will be open to all students who would otherwise qualify for enrollment in North Carolina Public Schools. The Academy will not discriminate against any student based on ethnicity, national origin, gender, or disability. Williams Academy will open enrollment on January 1st. The open enrollment period will end on the last Friday in May. The lottery date, time and location will be published on the school’s website by January 15th of each year.

No criteria for admission will be used except the completed application. The application may be completed online through our website, unless a family is unable to access the site. In that case, a paper application will be provided to parents when requested. The application will include the student’s name, parent/guardian names, current address of student, phone number of parent/guardian, email of parent/guardian, county of residence, current grade level, their grade level for the coming year, student’s date of birth, current school, the name of any siblings already enrolled at the school, declaration of the student’s residence in the state of North Carolina, confirmation of access to email, and parent email address.

Enrollment maximum will be dependent on the current capacity of the facilities. Annually, the board will determine and approve the maximum enrollment.

##### **Admission requirements.**

Any child who is qualified under the laws of this State for admission to a public school is qualified for admission to a charter school. Admission to a charter school shall not be determined according to the school attendance area in which a student resides. A student who is not a domiciliary of the State shall be permitted to register to enroll in a charter school or participate in a lottery for admission to a charter

school within the State by remote means, including electronic means, prior to commencement of the student's residency in the State if all the following apply:

1. A parent or legal guardian is on active military duty and is transferred or pending transfer pursuant to an official military order to a military installation or reservation in the State.
2. Upon request by the charter school where the student seeks to register to enroll or participate in a lottery for admission, a parent or legal guardian provides a copy of the official military order transferring to a military installation or reservation located in the State.
3. A parent or legal guardian submission of the charter school's required enrollment forms and documentation, except that proof of residency and documentation related to disciplinary actions pursuant to subsection (i) of G.S. 115C-218.45, shall not be required until the student transfers into the State, at which time they shall be required prior to commencing attendance.

A charter school shall make available to a student who registers to enroll or who participates in a lottery pursuant to this subsection the same opportunities available to a student enrolled or participating in a lottery contemporaneously with domicile in the State, such as registering for courses and applying for programs that require additional request or application. A student enrolled pursuant to this subsection may not attend the charter school until proof of residency is provided in accordance with the requirements of the charter school. Nothing in this subsection shall be construed to curtail a charter school's authority pursuant to subsection (i) of G.S. 115C-218.45.

#### **Grade Level for the Lottery Application.**

Parents must enter their student's current grade as well as the grade for the coming year. If the student's current school recommends a student for retention and has it documented in the student's file, the student will be moved to the appropriate grade if they have been admitted to school and will retain enrollment status with Williams Academy. If the student is on the waitlist at the time the retention decision is made, they will be moved to the correct grade level and placed on the waitlist of their new grade based on the order in which they were pulled during the lottery.

#### **Returning Students.**

Current students at Williams Academy will not be required to re-enroll. They will be asked to sign a letter of intent for the coming year to allow the school to plan appropriately for the lottery.

#### **Enrollment Priority.**

Williams Academy will follow all rules and regulations regarding enrollment priority as specified required by applicable North Carolina law (G.S. 115C-218.45(f)).

The following groups will have enrollment priority at Williams Academy for subsequent school years in the order that follows as space permits in each grade:

1. Siblings of currently enrolled students receive first preference on open slots. Siblings include children within the household wherein the caretakers have legal guardianship. For the purposes of this section, the term "siblings" includes any of the following who reside in the same household: half siblings, stepsiblings, and children residing in a family foster home.
2. Children or grandchildren of staff or the board of directors receive second preference on remaining open slots not to exceed more than fifteen percent (15%) of the school's total enrollment.

### **Multiple Birth Siblings.**

If multiple birth siblings apply to the school, their surname will be entered once to represent all the multiple birth siblings. If the multiple birth siblings are pulled in the lottery when there is still at least one spot remaining in their grade level, all multiple birth siblings shall be admitted. If their application is pulled after the spots are all filled, they will be added to the waitlist in the order they are listed on their application.

### **Lottery Process and Results.**

- If there are more applications than seats available, Williams Academy will hold a required lottery (G.S. 115C-218.45(h)).
- On the first Monday following the application deadline, the online computer program run at Marjorie Williams Academy generates a list of randomly selected applications to fill available seats in a public lottery (G.S. 143-318.10).
- The lottery program randomly assigns application numbers to open slots until all available slots are filled for each K-12 lottery.
- All applications for the coming school year are assigned a computer-generated lottery identification number.
- A numbered waiting list for each lottery pool is then established to fill slots that become available at later dates.
- On the afternoon of the lottery, information about acceptances, waiting lists, and denials are posted on the school's website. Students are listed by lottery number.

### **Enrollment.**

Once a family has been notified that their child has been offered enrollment through the annual lottery, the parent/guardian shall have five (5) business days from the date the notification is sent by the Academy to accept or decline the offered seat.

If the Academy does not receive a response within the five (5) business-day period, the seat may be deemed declined and offered to the next student on the waiting list.

A student is considered accepted when the parent/guardian notifies the Academy of their intent to enroll. Following acceptance, all required enrollment documentation must be completed and submitted by the deadlines established by the Academy.

Students who have accepted enrollment are expected to attend any required orientation sessions and begin attendance on the first day of school. If a student fails to attend orientation, fails to attend on the first day of school, or fails to attend both, the Academy may consider the seat forfeited after making reasonable attempts to contact the parent/guardian. The Academy may then withdraw enrollment and offer the seat to another eligible student. Exceptions may be granted by the Principal or designee in extenuating circumstances.

### **School's Right to Refuse Enrollment.**

Williams Academy reserves the right to refuse to enroll any student currently under a term of expulsion or suspension by his or her school until that term is over. The Academy reserves the right to refuse to enroll a student if a parent willingly and knowingly provided incorrect information on the enrollment application.

### **Enrollment Forms.**

Enrollment forms will include, but are not limited to the following:

- (1) Proof of North Carolina Residency
- (2) Permission to request current school records
- (3) Immunization Records

### **Handling of Errors.**

#### ***School Errors***

If any mistake is made by the Academy in administering the lottery (or if any discrepancy occurs in the lottery process as a result of the actions of the Academy that are not corrected during the lottery), such mistakes or discrepancy will not invalidate the lottery results will stand with respect to all applicants who were admitted at the appropriate grade level through the lottery. The mistake or discrepancy will be corrected at the next regularly scheduled meeting of the Board of Directors (after recognition of the mistake). If a mistake is made by an applicant resulting in the applicant not being placed at the appropriate grade level in the lottery, the applicant will not be admitted and may submit a corrected application, which will be subject to the process followed for students applying after the enrollment period.

If too many students were included in the lottery at a grade level or if a student name was duplicated in the lottery at a grade level, the student or students who should not have been included (or the duplicate with the lower priority placement number, as applicable) will be removed, and any applicants with placement numbers behind the applicants who were removed will be advanced in order on the list.

If an applicant is left out of the lottery by mistake, the number of students who were included in the lottery will be determined. For each applicant not included by mistake, a random application number from the full pool of applicants received will be assigned, and the applicant will be assigned that number as his or her lottery placement number and appropriately placed as if they were pulled at the same time as the randomly assigned placement number. Any applicants with placement numbers on the waitlist

behind the applicants who were left off by mistake will be moved down in order on the list. As noted above, lottery results will stand with respect to all applicants who were admitted at the appropriate grade level through the lottery.

### ***Parent Errors***

If a student name is duplicated in the lottery and the Academy's administration determines that the student was intentionally registered more than one time, the student will be assigned the lowest priority placement number assigned to the student in the lottery.

If an applicant has been incorrectly placed in a grade because a parent wishes to have their student retained, the applicant will not be admitted and may submit a corrected application, which will be subject to the process followed for students applying after the enrollment period.

### **Waitlisted Enrollment.**

If a student is offered enrollment from the waitlist after the enrollment lottery has been conducted, the parent/guardian will be notified via email. Parents/guardians will have three (3) calendar days from the date of notification to accept or decline the offered seat. Upon accepting the seat, all required enrollment paperwork must be completed and returned within three (3) calendar days unless otherwise specified by the school.

If the school does not receive a response within the three-day acceptance period, or if the required enrollment paperwork is not returned within the specified timeframe, the Academy may consider the seat declined and offer enrollment to the next student on the waitlist.

If a family declines a seat or fails to respond within the required timeframe and later wishes to enroll their child, they must submit a new application. The student will be placed at the end of the current waitlist in accordance with the school's enrollment policies.

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