



Elementary School K-5th (718) 858-1629 (tel) / (718) 858-1754 (fax) – 51 Saint Edwards Street, 3rd Floor
Middle School 6th-8th (718) 522-2166 (tel) / (718) 858-9827 (fax) – 50 Navy Street, 3rd Floor
www.communityroots.org

COMMUNITY ROOTS CHARTER SCHOOL LOTTERY & ADMISSIONS POLICIES

We believe that your decision to send your child to Community Roots should be based on your understanding of our school's academic and behavioral expectations. Our tours are a combination of an informational session, visiting classrooms, and a question and answer period. Please sign up for a tour on our website under "Enrollment."

A charter school shall not discriminate against any student or limit the admission of any student on the basis of ethnicity, national origin, gender, disability, intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion or ancestry or any other ground that would be unlawful if done by a school. A school may not require any action by a student or family (such as an admissions test, interview, essay, attendance at an information session, etc.) in order for an applicant to either receive or submit an application for admission to that school. However, CRCS is specifically designed to serve a diverse population of learners. Therefore, we offer a lottery preference for economically disadvantaged families, up to 40% of our incoming enrollment each year. This preference has been approved by our authorizer and is permissible.

a. Applications and deadlines

- **Applications must be submitted by midnight on April 7th.**
- A child must be 5 years old by December 31st to be eligible for application to Kindergarten.
- The lottery will take place on Date: ____April 18, 2023____, Time: ____9:30 a.m.____
- Proof of grade eligibility (i.e. report card, progress report, letter from school etc.) is required upon enrollment for grades 1 through 8.
- Applications submitted for the wrong grade will not be honored; applicants who apply for the wrong grade will be moved to the bottom of the waitlist for the correct grade.

b. Lottery Procedures and Preferences

- If the number of applicants to the Community Roots Charter School exceeds capacity, a random selection of applications is generated electronically through the SchoolMint program to assign spaces as described in the order below. A representative from the organization conducting the school's annual audit shall audit this process. The lottery is open to the public.
- In the event of the need for a lottery, admission preference shall be granted to applicants in the following manner:
 - **Kindergarten Lottery:**
 - **1st preference** will be given to returning students, who will automatically be assigned a space within the school.
 - **2nd preference** will be given to siblings of students already enrolled and siblings of Community Roots Alumni. For definition purposes, "siblings" are two or more children that are related either by birth by means of the same father or mother or by legal adoption.
 - **3rd preference** will be given to any child of a full-time Community Roots employee as long as this enrollment does not exceed 15 percent of the entire student population.
 - **4th preference** will be given to students who reside in NYC Department of Education Community School District 13 and are eligible by income for free and reduced price school lunch until those students have been offered 40% of the available Kindergarten seats.
 - If a student who benefits from this preference declines their seat, the spot will be offered to the next student on the waiting list who meets the preference criteria. This will occur up until whichever comes first:
 - 40% of the Kindergarten grade is made up of students who are eligible for the preference
 - All Kindergarten applicants eligible for the preference were offered seats
 - **5th preference.** If, after all applicants eligible by income to receive free and reduced price lunch preference from CSD 13 were offered seats, and the 40% of seats reserved for students eligible by income to receive free and reduced price lunch have not been filled, preference will be offered to students residing outside of CSD 13 who are eligible by income to receive free and reduced price lunch.

- If a student who benefits from this preference declines their seat, the spot will be offered to the next student on the waiting list who meets the preference criteria. This will occur up until whatever comes first:
 - 40% of the Kindergarten grade is made up of students who are eligible for the preference
 - All Kindergarten applicants eligible for the preferences were offered seats
 - **6th preference** will be given to applicants who reside within Community School District (CSD) 13. Remaining slots shall be available to all other applicants.
- **Grades 1-8 Lottery:** All applicants for grades 1-8 will be waitlisted during the lottery in the following order:
 - Returning students
 - Siblings of currently enrolled students and Alumni
 - Students of full time Community Roots employees as long this enrollment does not exceed 15 percent of the entire student population.
 - Students who reside in NYC Department of Education Community School District 13 and are eligible by income for free and reduced price school lunch until those students have been offered 40% of the available seats in each grade with open slots.
 - If a student who benefits from this preference declines their seat, the spot will be offered to the next student on the waiting list who meets the preference criteria. This will occur up until whichever comes first:
 - 40% of the grade is made up of students who are eligible for the preference
 - All applicants for the grade and eligible for the preference were offered seats
 - If, after all applicants eligible by income to receive free and reduced price lunch preference from CSD 13 were offered seats, and 40% of seats reserved for students eligible by income to receive free and reduced price lunch in the grade have not been filled, preference will be offered to students residing outside of CSD 13 who are eligible by income to receive free and reduced price lunch.
 - If a student who benefits from this preference declines their seat, the spot will be offered to the next student on the waiting list who meets the preference criteria. This will occur up until whatever comes first:
 - 40% of the grade is made up of students who are eligible for the preference
 - All applicants for the grade and eligible for the preference were offered seats
 - District 13 Applicants
 - All other Applicants
- If you are selecting to apply your student using one of our available admission preferences, proof of eligibility may be required. Students who participate in the lottery with a preference but are unable to substantiate that preference will be placed at the end of the waitlist. Following our April lottery, all admitted students will be required to provide us with proof of birth and residency during registration. See the following page for a list of accepted documents.

c. Waitlist Procedures and Notifications

- The waitlist generated during the lottery is the only official, legal document identifying the names of grade eligible students with applications to CRCS pending acceptance for the current school year. This waitlist will not roll over. This waiting list is dissolved and a new waitlist is created after the subsequent year's lottery. **Applicants must reapply every year.**
- Waitlist Applicants will be notified as seats become available in these grades.
- Applications received after the submission deadline are added to the end of the waitlist generated from the lottery in the order they are received. **As new applications come in, all lottery preferences will be applied to the waitlist.**
- Notifications of enrollment for the first 52 Kindergarten seats will be made immediately following the lottery. Waitlisted students will be notified only as seats become available.

d. Proof of NYC residence (present any two of the following):

- Lease agreement, deed, or mortgage statement for the residence;
- A residential utility bill (gas or electric) in the resident's name issued by a utility company (such as National Grid or Con Edison)—must be dated within the past 60 days;
- A bill for cable television services provided to the residence; must include the name of the parent and the address of the residence and be dated within the past 60 days;
- Documentation or letter on letterhead from a federal, state, or local government agency, including the IRS, the City Housing Authority, the federal Office of Refugee Resettlement, the Human Resources Administration, or the Administration for Children's Services (ACS), or an ACS subcontractor, indicating the resident's name and address—must be dated within the past 60 days;
- A current property tax bill for the residence;
- A water bill for the residence—must be dated within the past 90 days;
- Rent receipt which includes the address of residence—must be dated within the past 60 days;
- State, city, or other government issued identification (including an IDNYC card), which has not expired and includes the address of residence;
- Income tax form for the last calendar year;
- Official NYS Driver's License or learner's permit, which has not expired;
- Official payroll documentation from an employer issued within the past 60 days such as a paystub with home address, a form

submitted for tax withholding purposes, or payroll receipt (a letter on the employer's letterhead is not adequate)—must include home address and be dated within the past 60 days;

- Voter registration documents, which include the name of the parent and the address of residence;
- Unexpired membership documents based upon residency (such as neighborhood residents' association), which include the name of the parent and the address of residence;
- Evidence of custody of the child, including but not limited to judicial custody orders or guardianship papers; documents must have been issued within the past 60 days and include name of student and address of residence.
- Note that cell phone bills are NOT acceptable as proof of residence.

e. Proof of your child's age: present the student's birth certificate or passport

f. Proof of income eligibility:

- To qualify for the free and reduced price lunch preference, students who are not classified as economically disadvantaged by the New York City Department of Education may be asked to provide one of the following forms of proof, for example:
 - Letter of eligibility from New York City Department of Education (NYC DOE) that states s/he currently receives free or reduced price lunch
 - Letter of eligibility and/or case number from the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR), if family receives any of the above benefits
 - Letter and/or record of placement from agency, if student is in foster care

g. Students in temporary housing, as defined by McKinney-Vento, have certain exceptions to the enrollment process. CRCS will work with families to support the enrollment process in support of the state's guidelines for enrollment of students in temporary housing.

h. Federal Income Eligibility Guidelines:

INCOME ELIGIBILITY GUIDELINES												
Effective from July 1, 2022 to June 30, 2023												
HOUSEHOLD SIZE	FEDERAL POVERTY GUIDELINES	REDUCED PRICE MEALS - 185 %					FREE MEALS - 130 %					
	ANNUAL	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY	
48 CONTIGUOUS STATES, DISTRICT OF COLUMBIA, GUAM, AND TERRITORIES												
1	13,590	25,142	2,096	1,048	967	484	17,667	1,473	737	680	340	
2	18,310	33,874	2,823	1,412	1,303	652	23,803	1,984	992	916	458	
3	23,030	42,606	3,551	1,776	1,639	820	29,939	2,495	1,248	1,152	576	
4	27,750	51,338	4,279	2,140	1,975	988	36,075	3,007	1,504	1,388	694	
5	32,470	60,070	5,006	2,503	2,311	1,156	42,211	3,518	1,759	1,624	812	
6	37,190	68,802	5,734	2,867	2,647	1,324	48,347	4,029	2,015	1,860	930	
7	41,910	77,534	6,462	3,231	2,983	1,492	54,483	4,541	2,271	2,096	1,048	
8	46,630	86,266	7,189	3,595	3,318	1,659	60,619	5,052	2,526	2,332	1,166	
For each add'l family member, add	4,720	8,732	728	364	336	168	6,136	512	256	236	118	
ALASKA												
1	16,990	31,432	2,620	1,310	1,209	605	22,087	1,841	921	850	425	
2	22,890	42,347	3,529	1,765	1,629	815	29,757	2,480	1,240	1,145	573	
3	28,790	53,262	4,439	2,220	2,049	1,025	37,427	3,119	1,560	1,440	720	
4	34,690	64,177	5,349	2,675	2,469	1,235	45,097	3,759	1,880	1,735	868	
5	40,590	75,092	6,258	3,129	2,889	1,445	52,767	4,398	2,199	2,030	1,015	
6	46,490	86,007	7,168	3,584	3,308	1,654	60,437	5,037	2,519	2,325	1,163	
7	52,390	96,922	8,077	4,039	3,728	1,864	68,107	5,676	2,838	2,620	1,310	
8	58,290	107,837	8,987	4,494	4,148	2,074	75,777	6,315	3,158	2,915	1,458	
For each add'l family member, add	5,900	10,915	910	455	420	210	7,670	640	320	295	148	
HAWAII												
1	15,630	28,916	2,410	1,205	1,113	557	20,319	1,694	847	782	391	
2	21,060	38,961	3,247	1,624	1,499	750	27,378	2,282	1,141	1,053	527	
3	26,490	49,007	4,084	2,042	1,885	943	34,437	2,870	1,435	1,325	663	
4	31,920	59,052	4,921	2,461	2,272	1,136	41,496	3,458	1,729	1,596	798	
5	37,350	69,098	5,759	2,880	2,658	1,329	48,555	4,047	2,024	1,868	934	
6	42,780	79,143	6,596	3,298	3,044	1,522	55,614	4,635	2,318	2,139	1,070	
7	48,210	89,189	7,433	3,717	3,431	1,716	62,673	5,223	2,612	2,411	1,206	
8	53,640	99,234	8,270	4,135	3,817	1,909	69,732	5,811	2,906	2,682	1,341	
For each add'l family member, add	5,430	10,046	838	419	387	194	7,059	589	295	272	136	