



Elementary School K-5<sup>th</sup> (718) 858-1629 (tel) / (718) 858-1754 (fax) – 51 Saint Edwards Street, 3<sup>rd</sup> Floor  
Middle School 6<sup>th</sup>-8<sup>th</sup> (718) 522-2166 (tel) / (718) 858-9827 (fax) – 50 Navy Street, 3<sup>rd</sup> Floor  
[www.communityroots.org](http://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 5th.**
- 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 9, 2024\_\_\_\_, 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, 2023 to June 30, 2024											
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
<b>48 CONTIGUOUS STATES, DISTRICT OF COLUMBIA, GUAM, AND TERRITORIES</b>											
1 .....	14,580	26,973	2,248	1,124	1,038	519	18,954	1,580	790	729	365
2 .....	19,720	36,482	3,041	1,521	1,404	702	25,636	2,137	1,069	986	493
3 .....	24,860	45,991	3,833	1,917	1,769	885	32,318	2,694	1,347	1,243	622
4 .....	30,000	55,500	4,625	2,313	2,135	1,068	39,000	3,250	1,625	1,500	750
5 .....	35,140	65,009	5,418	2,709	2,501	1,251	45,682	3,807	1,904	1,757	879
6 .....	40,280	74,518	6,210	3,105	2,867	1,434	52,364	4,364	2,182	2,014	1,007
7 .....	45,420	84,027	7,003	3,502	3,232	1,616	59,046	4,921	2,461	2,271	1,136
8 .....	50,560	93,535	7,795	3,898	3,598	1,799	65,728	5,478	2,739	2,528	1,264
For each add'l family member, add	5,140	9,509	793	397	366	183	6,682	557	279	257	129
<b>ALASKA</b>											
1 .....	18,210	33,689	2,808	1,404	1,296	648	23,673	1,973	987	911	456
2 .....	24,640	45,584	3,799	1,900	1,754	877	32,032	2,670	1,335	1,232	616
3 .....	31,070	57,480	4,790	2,395	2,211	1,106	40,391	3,366	1,683	1,554	777
4 .....	37,500	69,375	5,782	2,891	2,669	1,335	48,750	4,063	2,032	1,875	938
5 .....	43,930	81,271	6,773	3,387	3,126	1,563	57,109	4,760	2,380	2,197	1,099
6 .....	50,360	93,166	7,764	3,882	3,584	1,792	65,468	5,456	2,728	2,518	1,259
7 .....	56,790	105,062	8,756	4,378	4,041	2,021	73,827	6,153	3,077	2,840	1,420
8 .....	63,220	116,957	9,747	4,874	4,499	2,250	82,186	6,849	3,425	3,161	1,581
For each add'l family member, add	6,430	11,896	992	496	458	229	8,359	697	349	322	161
<b>HAWAII</b>											
1 .....	16,770	31,025	2,586	1,293	1,194	597	21,801	1,817	909	839	420
2 .....	22,680	41,958	3,497	1,749	1,614	807	29,484	2,457	1,229	1,134	567
3 .....	28,590	52,892	4,408	2,204	2,035	1,018	37,167	3,098	1,549	1,430	715
4 .....	34,500	63,825	5,319	2,660	2,455	1,228	44,850	3,738	1,869	1,725	863
5 .....	40,410	74,759	6,230	3,115	2,876	1,438	52,533	4,378	2,189	2,021	1,011
6 .....	46,320	85,692	7,141	3,571	3,296	1,648	60,216	5,018	2,509	2,316	1,158
7 .....	52,230	96,626	8,053	4,027	3,717	1,859	67,899	5,659	2,830	2,612	1,306
8 .....	58,140	107,559	8,964	4,482	4,137	2,069	75,582	6,299	3,150	2,907	1,454
For each add'l family member, add	5,910	10,934	912	456	421	211	7,683	641	321	296	148