



Community STE[A|M] Academy

— X E N I A —

Admissions & Lottery Guidelines

Future link to the 2024-2025 Admission Application

In the event of more applications than available seats in a grade level, a lottery process will take place.

Admission application submitted online by Sunday, January 14, 2024, by 11:59 pm ET

Lottery Results Emailed @ 7:00 p.m. on Thursday, January 18, 2024

Lottery results will be emailed from the admission@communitysteam.org to the parent/guardian #1 once they are received from a third-party organization. Be sure to add admission@communitysteam.org to your address book or safe contact list!

Eligibility for Lottery:

For prospective students to be eligible for admissions (or the lottery), the student and his/her parent/guardian must complete all of the following:

- Submission of Enrollment application must be submitted online no later than **Sunday, January 14, 2024**, by 11:59 pm ET, AND all required parts of the application must be complete.

Lottery process for enrollment for the 2024-2025 entering 4th through 9th grades:

CSA-Xenia limits the size of each grade level. Each year CSA-Xenia may receive more applications than the maximum it can adequately serve. Admission is not based on merit. CSA-Xenia is a public school option. Therefore, CSA-Xenia conducts a lottery for prospective students meeting the minimum eligibility requirements listed above.

Prospective students who have met all eligibility requirements will be considered in the lottery. Siblings of current students and children of CSA-Xenia Staff & Board members will receive preferred consideration for available spots.*

The lottery will be vetted and certified by an outside accounting firm to ensure a fair and equitable process. All eligible applicants will be assigned a number and that number will be communicated to the applicant prior to the lottery. The first available seats will go to those previously enrolled, and preferred siblings and staff member students. The remainder of the seats will be randomly selected. Numbers selected after the desired class size has been slated will be considered alternates and invited to fill available seats if they come open. The alternate list will be maintained for future years and students on that waitlist will need to reaffirm their desire to enter the lottery system at any of these grades 2, 4, 6, & 9.

For seats in grade levels **OTHER** than incoming grades:

CSA-Xenia is currently maintaining a list of alternates for all grade levels other than incoming grades. There are currently no available seats in these grade levels and any applications received for those grades will be added to the current alternate list and be considered in the order in which they are received. If seats become available through attrition, those applicants may be contacted and invited to conference with a staff member to review if CSA-Xenia is best possible placement. Due to the unique programming model, CSA-Xenia does not typically take any new students after grade 9.



Community STEAM Academy

— X E N I A —

Lottery and enrollment at a glance

- All prospective students must meet all eligibility requirements to be considered.
- Each student meeting minimum eligibility requirements is assigned a unique number.
- Students with preferred consideration are selected for the first available seats
- Each student number is then randomly selected.
- Student numbers are placed in a spreadsheet from 1 to (total amount of applicants).
- Students selected in lottery are emailed acceptance letters and enrollment directions.
- Students whose numbers are drawn for seats exceeding the predetermined class size will be notified by email and considered alternates based on order of when their number was selected.
- Enrollment packets will be due back to CSA-Xenia by a specific date in the spring, which will be noted in the acceptance letter. If we do not receive an accepted student's enrollment packet by the deadline, their seat will be forfeited, and that opportunity will be given to the next alternate.

***Prospective students of siblings and staff further explained:**

Prospective students that are siblings of current students and/or children of staff or board **must apply during the designated application window and meet all other eligibility standards for enrollment/lottery.**

- To suppress circumventing the established system and to ensure an equitable process for all other applicants, siblings of current students must apply the first year of availability for a new class of students.
 - o Example: if a student has a sibling in grade 10 and chooses not to apply and/or attend in grade 4, but desires to attend in a future year, they will be added to the alternate list in the order in which their application was received.
- Siblings that apply that are in the same year and one sibling is drawn in the lottery, the other sibling will automatically be added.
- If a student applies and is selected in the lottery and that student has a sibling in a grade level in which that student applied according to the processes determined by CSA-Xenia the first year that there was an opportunity to apply and that student is currently waitlisted, that sibling will be invited to conference with a staff member prior to admission.
 - o Example: if a student applied in the 7th grade and did not make it in the lottery and is currently on the waitlist for next year's 8th grade and they had a sibling that applied for the 6th grade and were selected in the lottery, that 8th grader would be eligible for admission. Be sure to contact CSA-Xenia admission coordinator.

Admission may be revoked and/or waitlisted position(s) forfeited if information provided is incomplete and/or inaccurate.



Community STE[A]M Academy

— X E N I A —

Lottery Breakdown outside of siblings, staff, and board member prospective students:

All students that are in the lottery will have an equal random chance of acceptance no matter the unique demographic identifiers such as, but not limited to:

- Geography
- Social-Economic Status
- Intellectual ability, measures of achievement or aptitude, or athletic or artistic ability
- Gender, Sex, Race, Color, National Origin, Ethnicity, Religion, Disability, and other protected traits under Global Impact's non-discrimination policy

Student shadowing opportunities for 2024 and beyond:

Due to the high volume of prospective students interested in applying/attending CSA-Xenia, we are unable to accommodate shadowing experiences for all prospective students who have that desire. However, if a prospective student was selected in the lottery posted in January and they are still unsure about committing to CSA-Xenia, the family may contact the school and schedule a shadowing experience at that time.

Prospective Student Open House and in-session tour opportunities:

CSA-Xenia offers Prospective Student Open House sessions and in-session tours with prospective students and/or their parent(s)/guardian(s) on predetermined days during the application window.