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## HOW TO REGISTER AND APPLY FOR THE 2022-2023 ENROLLMENT LOTTERY AND FREQUENTLY ASKED QUESTIONS

### HOW TO REGISTER AND APPLY FOR THE 2022-2023 ENROLLMENT LOTTERY

Lottery Applications for the 2022-2023 Enrollment Lottery will be accepted July 1, 2021 through January 31, 2022 prior to the lottery being run. The lottery will be run at 10:00 AM, Wednesday, February 2, 2022.

Results will be available shortly AFTER 10:00 AM that day by logging into your Lotterease account. In addition, results will automatically be emailed by the Lotterease system to each applicant (with an offer or wait list position number); Lotterease also sends text messages to those applicants with offers.

If an offer is made, you will be contacted directly via phone call and e-mail by the HVM Enrollment Officer.

1) Click on the Lotterease logo located on the Enrollment tab of <https://www.hillviewmontessori.org> or go directly to [www.lotterease.com](http://www.lotterease.com)

a) Lotterease is a self-serve website that manages the Enrollment Lottery and the Waiting List that is created post lottery. Registered Lotterease users can log into their account 24 hours a day, 7 days a week to check their student's status.

2) ALREADY HAVE A LOTTEREASE ACCOUNT?

a) If you already have a Lotterease account from any school, you DO NOT need to create a new account. Just log into your account, click on your student's name on the left hand side of the screen, select "Enter into Lottery," then select SUBMIT.

b) Then skip to step: 3) New Lotterease Registration -- d)

3) NEW LOTTEREASE REGISTRATION:

a) To register an account for the first time in Lotterease, go to the Parents tab of [www.lotterease.com](http://www.lotterease.com), then click the Login button, then select REGISTRATION.

b) Create a Lotterease Parent/Guardian Account by entering your parent/guardian contact information on this screen – DO NOT ENTER YOUR STUDENT'S INFORMATION. The information you enter on this screen is the only information we have to contact the parent/guardian if your student is selected, please double check for accuracy and keep it up to date throughout the entire school year. Select SUBMIT.

c) Select ADD CHILD, then enter the appropriate lottery information for the school year you are interested in

d) School Name: Select “Hill View Montessori Charter Public School” (please note multiple schools use the Lotterease system), then select SUBMIT.

e) Lottery Name: Select the appropriate grade & school year lottery. (Note: You must reside in the city of Haverhill, MA or the city of Bradford, MA the day of the lottery, February 2, 2022, to apply for the Haverhill/Bradford resident lottery – proof of residency will be required if you are offered a spot). Then select SUBMIT.

(i) If you select the wrong grade or application preference on the lottery application and do not correct it, your student will be processed in the grade level/preference lottery you selected incorrectly. If you are subsequently offered a spot in an incorrect lottery your spot will be forfeited, and your student will then be moved to the bottom of the waiting list of the correct lottery that your student should have applied for. Hill View Montessori Charter Public School is not responsible for parent/guardian errors in the application process. Please double check your applications for accuracy by viewing the applications in Lotterease.

(ii) Proof of residency and/or preference documentation will be required for enrollment of all students. Your Haverhill, MA or Bradford, MA residency at the time you are offered a spot for enrollment must match the specific lottery you have applied for, if it does not the offer will be forfeited when you can't provide proof of residency to our registrar for enrollment and your application will be forfeited.

(iii) If no preference group applies to you, please just select submit. If you select a Preference Group, it will be validated by our staff prior to the Lottery for accuracy; proof of preference group documentation will be required.

a) If you have multiple children, please continue to add them using the ADD SIBLING button located on the left hand side of screen. Please note, only siblings should be linked on Lotterease accounts. Do not add any other relatives (grandchildren, cousins, friends, etc.) to your Lotterease account, only Parents/Guardians can represent their child in the lottery process. (See FAQ below for any questions).

b) You will be sent an automated email directly from the Lotterease system with a confirmation of what lottery or wait list for which you have applied. If you do not receive an automated confirmation email within a few minutes of adding your student to a lottery, please check your SPAM/JUNK folder.

(iv) Once you have created a Lotterease Parent Account you will be able to monitor your student's application or waitlist status 24 hours a day, 7 days a week. You can also:

a) Edit your account (update e-mail address and/or phone number, etc.) – It is the parent/guardian's responsibility to keep this information up to date, this is the only way we have to contact you if your child is offered a spot.

b) Add your student to additional waiting lists or lotteries

c) Remove your student from the lottery if you change your mind

d) Accept or decline if your student is selected

e) Please remember to update your e-mail address in Lotterease if it changes at any time during the entire year of the applicant process.

# ENROLLMENT LOTTERY FREQUENTLY ASKED QUESTIONS

## 1. How does the Lottery work?

When the Lottery is run on Wednesday, February 2, 2022 at 10:00 AM, Lotterease will randomly sort all applicant names in each grade level and preference groups.

*Example:* If there are 200 applicants for kindergarten and there are only 35 available slots, Lotterease will randomly sort all 200 student names; siblings of currently enrolled students receive 1<sup>st</sup> preference, Haverhill, MA and Bradford, MA residents receive 2<sup>nd</sup> preference, non-residents receive 3<sup>rd</sup> preference to fill the 35 available slots. The remaining students will make up the waiting list, in the order in which they were randomly sorted.

## 2. I have three children that I am applying for in the lottery, what happens in one is offered a spot and the others are not?

Once you accept a seat for one child, all other siblings become preferred enrolled applicants. This does not create an opening for the additional children, but it moves them to the preferred section at the top of the waiting list (the exact position is dependent on any other preferences already on the waiting list in the specific grade). Due to class-size ratios and overall building capacity we cannot create space for the sibling.

*Example:* I have three children, one is in kindergarten, one is in 4th grade, and one is in 6th grade. If a Kindergarten spot is offered and accepted the 4th and 6th grade siblings are now considered preferred enrolled students until a spot is available in 4th grade and 6th grade. They will be moved up on the waitlist accordingly based on the specifics of the individual grade lotteries (see note above). As soon as an opening occurs in the other grades, an offer will be made in the order of the waiting list until the offer is accepted.

## 3. How many openings are there in each grade? How is the number of openings determined? For 1st through 8th grade openings, the number of available seats is determined by current K through 7th grade families who return to Hill View Montessori Charter Public School for the 2022-2023 school year.

a. Due to our low attrition rate of current students, there are normally none or very few spots the day of the lottery for 1st–8th grades.

b. For Kindergarten, our enrollment capacity is two homeroom classes with 18 students per class – allowing approximately 30-36 openings for kindergarten each year.

## 4. What happens if all current K-7 students remain at Hill View Montessori Charter Public School and there are no openings in 1st through 8th grades at the time of the lottery?

The lottery will still be held; however, the applicant names that are randomly sorted in each grade will create the waiting list. PLEASE NOTE: The summer months can be extremely active, so please do not be discouraged if there are only a few or no openings at the time of the lottery in grades 1st – 8th. You can monitor your student's progression on the waiting list via the Lotterease website 24 hours a day, 7 days a week.

5. I live in another Massachusetts city OTHER than Haverhill, MA or Bradford, MA. Can my student still attend Hill View Montessori Charter Public School if selected?

Yes, if your student is offered a spot based on your Massachusetts resident address, you must submit required paperwork with your registration paperwork to Hill View Montessori Charter Public School.

6. If I move after I have applied for the lottery but before I am offered a seat at the school what should I do?

You must update your application at the time you relocate to your new address. Per Hill View Montessori Charter Public School Policy, you must be a Massachusetts resident by the date of the lottery, February 2, 2022, to attend Hill View Montessori Charter Public School.

a. If you are offered a seat at the school and cannot provide proof of residency the offer will be forfeited.

7. I applied last year for the lottery. Do I need to apply again?

Yes, you must apply EVERY SCHOOL YEAR for the specific grade that your student will be in. The school year is notated in the title of each lottery. Every lottery/waiting list only is applicable to the specific school year you applied for. Example, if you applied for the 5th Grade 2021-22 School Year Lottery, you would need to log into your Lotterease account and apply for the 6th Grade 2022-23 School Year Lottery for your child.

8. How can I verify/check on my applications/results for the lottery or position on the waitlist?

You can check your student's status 24 hours a day, 7 days a week by logging into your Lotterease parent account. Login to your Lotterease account by the link on the Enrollment tab of <https://www.hillviewmontessori.org/> or go directly to [www.lotterease.com](http://www.lotterease.com). Once logged on, click on your student's name on the left hand side of the screen, then select, "View Lottery Applications," and Submit. The next window will give you a snapshot of your current applications for that student. In addition to manually checking your student's status, the Lotterease system sends automated emails to notify you when your student has moved into the top 5, as well as each time he or she moves into a ten position (i.e., 50, 40, 30, 20, and 10) on any waiting list. Once you are in the top 5 you will get notifications with each step of movement.

9. I applied on the first day the enrollment lottery applications were available. Does that make a difference in the lottery?

No, it makes no difference when you apply during the application period. The day of the lottery, Lotterease randomly sorts applicants from July 1, 2021 through January 31, 2022 in each grade (by preference group). The list of applicants' pre-lottery are listed in timestamp order, but that list is sorted randomly by the system when the lottery is run. All Charter Schools in Massachusetts are required to hold a random lottery when the applicants exceed the capacity of the school/grade.

10. May I add a cousin, grandchild, or friend as a sibling under my Parent/Guardian Lotterease account?

No, all children attached to the Parent/Guardian account in Lotterease must be the child of the Parent/Guardian who created the account. All children attached to the Parent/Guardian Lotterease account must be siblings. If you have relatives or friends who are interested in Hill View Montessori Charter Public School, their parent/guardian must be the one representing their child the lottery process. If a non-sibling is offered and accepts a spot due to sibling misrepresentation in the Lotterease account, it will be discovered during the school registration paperwork processes when the parents/guardians do not match. The spot offered to the non-sibling will be forfeited and offered to the next student on the waiting list. There are no exceptions to this policy.

11. How will I be notified where my student ends up in the Lottery process?

a. The Lotterease system sends each applicant an official e-mail notification with lottery results, this automated email should be delivered to your inbox within a few hours of the lottery being run. This system generated email from the Lotterease system and can take several hours due to the high number of applications across the K-8 school.

b. You can log into your Lotterease account 24 hours a day 7 days a week to monitor your current status. You may also log in to your Lotterease account shortly after the lottery process is complete.

12. How will I confirm or decline the enrollment spot if one is offered to me?

a. When you receive your official notice from Lotterease, please open the e-mail and follow the instructions to confirm or decline the official offer. It is the responsibility of the parent/guardian to check your junk/spam folders for notifications from Lotterease and your Lotterease Parent account for the current status of your student on a regular basis.

b. You can log into your Lotterease account and view the status of any offers and confirm or decline the official offer.

13. My student was selected in the initial lottery run on Wednesday, February 2, 2022. What is the next step?

A) You will receive a call and e-mail from the Hill View Montessori Charter Public School Enrollment Officer

i. After the initial lottery has been run, you will have 7 days in which to “confirm” (accept) or “decline” in the Lotterease system. These 7 days include weekends and holidays.

ii. If you do nothing by the deadline, the offer is rescinded, and your student’s name will be automatically moved to the bottom of the waiting list.

iii. If you accept the offer, you will get a confirmation of your acceptance from the Lotterease system.

iv. If you decline the offer, the next student on the waiting list will immediately be offered the spot via the Lotterease system.

14. What is the time frame to confirm or decline a spot when it is offered to me?

7 days. This time frame includes weekends and holidays, your official offer email will have a deadline date and time notated in the offer that must be met.

15. When can I tour the school and/or have my student shadow?

Due to COVID-19, Hill View Montessori Charter Public School does not offer tours or student shadowing throughout the year. The only time to visit Hill View Montessori Charter Public School is during the slot acceptance/decline period.

16. Can I attend the lottery?

No. Hill View Montessori Charter Public School uses Lotterease, a web-based system, and the running of the lottery is completed within a few minutes per grade. You can view all results by logging into your Lotterease account.

17. What if I decline and then change my mind?

Unfortunately, once you decline the offer, the next student on the waiting list is immediately offered the spot via the Lotterease system. This is an automated process with no human intervention and only takes seconds to be completed. You can re-apply again for Hill View Montessori Charter Public School, but for the following school year.

18. What if I want to confirm attendance but don't do it within the time frame defined in the offer email?

You forfeit your slot if you do not respond within the time frame outlined in your email. There are no exceptions to the deadline. Once the defined timeframe has passed, the slot is automatically offered to the next student on the waitlist via the Lotterease automated process.

19. How long are the wait lists valid?

Wait lists for each school year are used up through the end of the 3rd quarter of each school year. For example, if I end up in wait list position #1 on the day of the 2022-23 enrollment lottery, this means that the specific grade is at full enrollment and I am waiting for a student to withdraw from that grade at some point in the 22-23 school year. As soon as a student withdraws (whether it is the summer, first day of school or midway through the school year up through the last day of the 3rd quarter) the vacancy will be filled by the 22-23 wait list for that grade.

20. How am I notified if there is an opening that comes up after the February lottery?

Lotterease will automatically generate an e-mail to notify you of an offer of an open position at the school; the Lotterease system also sends an automated text message with the offer. Parents have a set window outlined in the email in which to confirm or decline attendance. Hill View Montessori Charter Public School will call to notify families and send notices through U.S. Mail.

21. I registered for the Hill View Montessori Charter Public School Lottery via Lotterease, but I've changed my mind and do not want my student to be entered in the lottery. What should I do?

Please log into your Lotterease account and make any updates (canceling account, removing student from lottery, etc.) no later than January 31, 2022.

22. How old does my child have to be for the kindergarten lottery?

The child must be 5 years of age by August 31, 2022 to apply for the 2022-2023 school year lottery. There are no exceptions to this policy.

# HILL VIEW MONTESSORI SCHOOL FREQUENTLY ASKED QUESTIONS

1. Do I have to pay for my child to attend Hill View Montessori Charter Public School?

No, Hill View Montessori Charter Public School is a tuition free public institution.

2. Is there bus transportation?

Yes, Hill View Montessori Charter Public School has bus transportation through Haverhill Public Schools Transportation at no charge.

3. Is there a meal program?

Yes, Hill View Montessori Charter Public School participates in the National School Lunch Program. Breakfast and lunches are available to all children regardless of race, color, national origin, sex, age, or disability, and there will be no discrimination in the course of the meal service. Breakfast is \$2.00 or \$0.30 reduced, and lunches are \$4.00 or \$0.40 reduced. Free and reduced meal applications are available year-round.

4. Is there an afterschool care program?

Yes, a fee based before/after school program is offered through ImagineThat.

5. My child is on an IEP, 504 Plan, has been receiving Speech Therapy services, has been receiving Early Intervention and/or other accommodations. How do I find out about the kinds of services my child will receive if they enroll here?

Hill View Montessori Charter Public School ensures that all eligible students with disabilities receive a free, appropriate public education (FAPE) in the least restrictive environment that enables the student to make effective progress within the general education program. Through clearly defined and uniform procedures, roles, and programming, we are committed to working collaboratively in an inclusive environment where all special education students receive specialized instruction, supports, and services in the least restrictive environment to access and demonstrate progress within grade-level standards.

Hill View Montessori Charter Public School adheres to state and federal regulations that affect special education and children in particular.

6. What are school hours?

Monday-Friday, 8:40a-3:40p.

7. How many lotteries do you hold per year?

HVM holds one enrollment lottery in February each year.

8. How can I subscribe to HVM's mailing list?

Visit: <https://www.hillviewmontessori.org/> and scroll to the bottom of the home page to subscribe to our mailing list.