



# Enrollment Lottery Application 2020-2021

Open Enrollment Applications are due **Tuesday March 3, 2020**  
Open Enrollment Lottery will be held **Tuesday March 10, 2020 at 4 pm**  
Email Enrollment Applications to [enrollment@liveoakcharter.org](mailto:enrollment@liveoakcharter.org) and receive confirmation  
Post Open Enrollment Applications and their subsequent lotteries will be held as the previous lottery wait list is expended.

100 Gness Concourse Ste 1, Petaluma, CA 94952 • 707.762.9020 FAX 707.762.9019

Child's Name \_\_\_\_\_ Birth Date \_\_\_\_\_  
Home School District \_\_\_\_\_ Grade Level for 2020-21 \_\_\_\_\_  
Current School Attending \_\_\_\_\_

## Parent/Guardian Contact Information

<b>Household A</b>
Primary Contact _____
<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other_____
Primary Phone _____
Secondary Phone _____
Email _____

<b>Household B</b> <input type="checkbox"/> No 2nd household
Primary Contact _____
<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other_____
Primary Phone _____
Secondary Phone _____
Email _____

Secondary Contact _____
<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other_____
Primary Phone _____
Secondary Phone _____
Email _____

Secondary Contact _____
<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other_____
Primary Phone _____
Secondary Phone _____
Email _____

Residence Address Household A
Street _____
City _____ Zip _____
Mailing Address (if different from home)
Street _____
City _____ Zip _____

Residence Address Household B
Street _____
City _____ Zip _____
Mailing Address (if different from home)
Street _____
City _____ Zip _____

### OPEN ENROLLMENT

Application and admission is open to any student residing in California who wishes to attend. However, if the number of students who wish to attend exceeds the school's capacity, enrollment shall be determined by a public random drawing (lottery). (Education Code Section 47605(d)(2)(A) and (B))

### OFFERS OF ADMISSION

Offers will be made by phone and email to the applicant's family, within four (4) days of the enrollment lottery. The family will have two (2) business days from the date of contact to respond. If the family does not respond, one phone call will be made, and the family has two (2) business days to contact the school. If the family does not respond, the applicant will be considered to have "declined" and will lose their place in the class.

### COMMITMENT TO DIVERSITY

Live Oak Charter shall be nonsectarian in its programs, admission policies, employment practices, and all other operations, shall not charge tuition, and shall not discriminate against any person on the basis of ethnicity, national origin, race, gender, gender identity, gender expression, disability, or any other characteristic as set forth in Section 47605(d) of the Education Code.

**ENROLLMENT PRIORITY**

Students are considered for enrollment with the following priority status as set forth in the school’s charter:

1. Students presently enrolled in Live Oak Charter (guaranteed enrollment for following year)
2. Students who have siblings enrolled in Live Oak Charter. (*Siblings include children living in the same household who share at least one parent, stepparent or guardian*).
3. Students who are the children of staff members of Live Oak Charter
4. Children who are currently enrolled in or reside in the McKinley Elementary attendance area
5. Children residing in attendance area of the Petaluma City Elementary School District
6. Children residing outside of the Petaluma City Elementary School District

**My child claims the following enrollment priority status:**

- Sibling of current Live Oak Charter student: Sibling name(s) \_\_\_\_\_
- Child of Staff Member: Staff member’s name \_\_\_\_\_
- Enrolled in or reside in McKinley elementary school attendance area (if attends McKinley school proof of attendance required, if in attendance area required proof of in-district priority status below)
- Petaluma City Elementary School District resident (see required proof of in-district priority status below)

**PROOF OF IN-DISTRICT PRIORITY STATUS**

For purposes of determining eligibility for an enrollment priority status, a student is considered “in-district” if all of the following apply:

1. The student’s primary residence as of the date of their application AND as of the date of their submission of their completed enrollment packet lies within the relevant priority geographic area
2. The in-district residence has been the student’s primary residence for at least one month prior to the admission lottery, or the family otherwise demonstrates an intention to continue long-term residency within relevant priority geographic area (See “Special Cases”); and
3. The student’s family provides 2 proofs of residency along with this application (valid proofs below)
  - Current year property **tax statement** or current **rental agreement** with landlord contact information (tax or rental amounts, or other monies due, may be obscured)
  - Current **pay stub** or **bank statement** showing activity within previous 30 days (financial figures and other confidential information may be obscured)
  - Original copy of entire **PG&E** or **other utility statement** within last 30 days
  - **Major credit card statement** (figures may be obscured) showing activity within previous 30 days

**SPECIAL CASES**

1. Applicants to the school who believe that they qualify for in-district enrollment preference but whose circumstances do not conform with the bullet points enumerated above should submit a detailed explanation in writing, including relevant supporting documentation, to the school well in advance of the lottery date. Determination of in-district status in special cases will require written approval of the Executive Director.
2. Proof of residency is not required for homeless students in accordance with the McKinney-Vento Homeless Assistance Act of 1987 and Education Code Section 48850.

**IMPORTANT NOTE**

*If your child is offered admission to our school, you will be required again at the time of the completion of the enrollment package to confirm his/her eligibility for any enrollment priority status claimed on this application. If there is a change in your child’s priority status before the time of the lottery, or post-lottery while on the wait list, **it is the applicant’s responsibility to notify the school of that change.** If an applicant’s status has changed and the school is not informed and you are unable to provide proof of the priority status stated on this application at the time of turning in the enrollment package, then the student will forfeit his/her place and will go to the end of the wait list.*

**CONFIRMATION**

I certify under penalty of perjury that all of the information given in this application is true to the best of my knowledge. If, at any time, the school determines that the student did not qualify for an enrollment priority status through which they were initially granted admission, the school reserves the right to dis-enroll the student. In the event of disenrollment, a new application for enrollment may be submitted and will be processed in accordance with the student’s current enrollment priority status and any current wait list.

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Printed Parent / Guardian Name	Parent / Guardian Signature	Date

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Printed Parent / Guardian Name	Parent / Guardian Signature	Date