



217 Dill Avenue
Frederick, MD 21701
T: (301) 631-3888
F: (301) 631-0777
mmci2001@yahoo.com
www.mmcimd.org

MMCI Lottery / Enrollment Policy

Revised October 10, 2014

Adopted June 25, 2014

- 1) All enrollment to MMCI operated schools will be by legal public lottery open to all eligible students residing in Frederick County.
 - a) To apply for a three year old space in the lottery children must be three years old by September 1st and be able to successfully use the toilet independently.
 - b) To apply for a four year old space in the lottery children must be four years old by September 1st and be able to successfully use the toilet independently..
 - c) To apply for a kindergarten space in the lottery children must be five years old by September 1st.
 - d) To apply for first grade and beyond successful completion of the previous grade is required.
- 2) For the purpose of the lottery three groups have priority status.
 - a) Legal dependents of Founding Families have first priority in lottery selection for the first five lotteries for the school they founded.
 - b) Legal dependents of school staff (defined below) have second priority status for that particular school.
 - i) “School staff” refers to permanent (non-substitute or contract) staff regardless of their level of fulltime equivalency.
 - c) Siblings (defined below) of current students receive third priority status in the school where siblings attend.
 - i) “Siblings” refers to two or more minor children who share at least one legal guardian.
 - d) For example: If openings in a particular grade have applications from Founding families, from school staff, and from siblings in the general lottery, the following will happen... the children of Founding families will be randomly selected until all openings are filled or all Founding family children are placed. Thereafter, the legal dependents of school staff are randomly selected until all openings are filled or children of school staff are placed. Finally, the siblings of current students are randomly selected until all openings are filled or all siblings are placed. If openings remain, general lottery applicants are randomly selected from until all openings are filled.
- 3) Lottery applications will be made available in early January. Lottery applications will be accepted for at least 60 days and no more than 75 days. The lottery will close at 11:59PM on the final day.
- 4) The lottery will be held in the second half of March for the upcoming school year based on FCPS witness availability.
- 5) If lottery applications exceed space available in a given grade(s) within a school a numbered waitlist will be maintained based on the lottery draw for that upcoming school year.
- 6) This waitlist goes into effect the day after the lottery take place for placement in the fall of the new school year. For example, the waitlists developed at the March 18, 2014 lottery



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(which is the lottery held for the 2014-2015 school year) will go into effect on March 19, 2014. These spots will be offered for the upcoming school year.

- 7) Waitlists will be confidential with access granted to the MMCI Lottery Committee (which consists of the President, the Vice Presidents, the Principals, the Governing Council Chairs and other appointed members).
- 8) Offers of available openings will be made by phone and email to waitlist families by the school's principal or appointed administrative staff member after consultation with the school's Governing Council Chair. Families will have 48 hours to accept the offer verbally or in writing. After the offer has been accepted enrollment paperwork will be sent (via email or in hardcopy). Families will have 14 days to return completed paperwork to the school or the offer will be rescinded.
- 9) Waitlists will be maintained and utilized to extend offers of available openings through the end of the second term for general public applicants and until the new lottery is drawn for priority status applicants. After the new lottery is draw the old waitlists will no longer be utilized, and no students will be added to the schools for the remainder of the current school year. The new waitlist will be utilized to offer positions as they become available for the upcoming school year.
- 10) By order of preference, open spaces will be filled with waitlist students of
 - a) the same grade if available
 - b) the same classroom level (primary, lower elementary, upper elementary, middle school) if available
 - c) any grade within the school able to accommodate an additional student
- 11) Principals and Governing Council Chairs will collaborate on placements if there are no waitlist students at the appropriate grade level.