



# MONTESSORI ELEMENTARY HIGHLAND PARK

## Lottery Process

Montessori Elementary at Highland Park (MEHP) has a limited number of open seats available for new students. If the number of applicants exceeds the number of seats in a specific grade, MEHP will contract with an independent accounting firm to conduct a grade-specific lottery.

Please note that the accounting firm of Johnson Hickey & Murchison will oversee the MEHP lottery for the 2023-2024 enrollment.

The grade-specific lottery will assign students a seat number based on the order preferences defined below. Students who are not admitted will be automatically added to a wait list in accordance with the number assigned during the lottery. Wait lists do not carry over from school year to school year, and applicants must reapply during the next application window to secure a seat for the next lottery drawing.

If the number of applications exceeds MEHP's planned capacity, class, grade level, or building, students will be selected randomly by lottery giving preferences in the following order:

1. Siblings of students already enrolled in MEHP, CGLA or Chattanooga Preparatory School as written in the charter application.
2. Students of staff and faculty who teach at either of the schools, noted in item #1 above, not to exceed 10% of total enrollment or 25 students, whichever is the lesser. These applications must be filled out and the entire admissions process MUST be complete prior to the December 15, 2022 deadline for children of staff to receive this opportunity.
3. Students residing within the LEA service area in which the public charter school is located who were enrolled in another public or private school during the previous school year.
4. Students residing outside the LEA service area in which the public charter school is located and who were attending another public or private school during the previous school year.

## Placement Acceptance and Wait List Procedures

- Once a student is offered a placement (either by available space, through the lottery process, or from the waiting list) the school will communicate the need for all the student's required records. Required records must be returned by certified mail or delivered to MEHP | PO 3804 | Chattanooga, TN 37404 no later than 4 PM on February 28, 2023 with the student's intent to enroll in the Montessori Elementary at Highland Park. Do NOT turn in records at HCDE Central Office.
- Placement at MEHP for the rising school year is not confirmed until the acceptance confirmations are returned to MEHP in writing or online confirmation is submitted between the lottery announcements (January 15, 2023) and February 28, 2023. Unconfirmed spots will be opened to students on the grade level specific waiting lists. Parents may also confirm their student's acceptance in writing by sending an email to [admissions@cglonline.com](mailto:admissions@cglonline.com).
- If a student accepts a placement at any other school in Hamilton County (public, private, or magnet) their spot will be opened to the next student on our wait list. Students may not keep a placement at MEHP after accepting a spot at any other school. If a student withdraws from MEHP at any point in the school year, they must reapply to attend the following school year. Enrollment at MEHP is a school year long commitment, and students will not be permitted to transfer to or from another HCS school during the school year.

- If a placement acceptance is not received by February 28, 2023, the placement is void and will be offered to another eligible candidate.
- Out-of-District Students: Applications from students residing in Hamilton County have priority over out-of-county or out-of-state applicants. Non-Hamilton County residents may be required to pay supplemental tuition to attend MEHP if space is available.
- Sibling Status: If space is available and the application process has been completed, siblings are accepted into MEHP where their brother or sister currently attends. Siblings are defined as brother/sister, stepbrother/stepsister, or half-brother/half-sister who are permanently residing in the same household with a common custodial parent/guardian.
- For new student applicants, all enrollment spots are contingent upon students entering the grade level where the original MEHP application was submitted. If a student is retained or does not achieve the necessary requirements or credits to advance to the next grade level, they will not automatically be given a spot in their retained grade level and should reapply for the correct rising grade level.
- To properly place students in their grade level, students who attend CMEHP from state-recognized homeschool umbrella schools may be required to submit standardized testing data or take a placement test prior to enrollment. Placement tests are not required for acceptance into MEHP.

## Important Dates for 2023-2024 Enrollment

November 15-December 15, 2022	MEHP application submission period
December 15, 2022	MEHP application period closes All applications and official records due
January 15, 2023	Lottery results posted on MEHP website Notifications, both acceptance and wait list letters, mailed by February 15, 2023
February 15, 2023	Acceptance letters mailed by this date
February 28, 2023	Deadline to accept placement for the 2023-2024 school year