

Lottery Procedures and Enrollment Preferences

Heartwood Montessori will conduct enrollment and, when necessary, a lottery in accordance with A.R.S. § 15-184 and applicable federal charter school requirements.

Lottery Exemptions and Enrollment Preferences

Prior to conducting a lottery, Heartwood Montessori will identify students who qualify for an applicable enrollment preference or exemption. Returning students and siblings of students currently enrolled at Heartwood Montessori will receive enrollment preference in accordance with A.R.S. § 15-184. In addition, siblings of a student selected through the lottery will receive the preference required by Arizona law.

Other enrollment preferences or exemptions may be applied only when specifically permitted by applicable state or federal law and the terms of the school's charter or grant requirements.

Open Enrollment and Lottery

Heartwood Montessori will establish an annual Open Enrollment Period. All eligible students who submit a complete enrollment application during the Open Enrollment Period will be considered for enrollment.

If the number of timely applications does not exceed the available capacity for a particular grade level or program, all eligible applicants will be offered enrollment.

If the number of timely applications exceeds available capacity after applicable enrollment preferences and exemptions have been applied, Heartwood Montessori will conduct a **blind, random drawing of student names** to determine which applicants will be offered the remaining available seats.

The lottery will be conducted in a fair and equitable manner. Heartwood Montessori will not limit admission on the basis of ethnicity, national origin, gender, income level, disabling condition, English-language proficiency, or athletic ability, except as otherwise permitted by law.

Lottery Date and Public Notice

The date of the annual lottery will be determined on a year-to-year basis based on the school's enrollment calendar. The lottery date and applicable enrollment deadlines will be posted on the Heartwood Montessori website each year so that prospective families have advance notice of the enrollment and lottery process.

Waitlist

Once all available spaces within a grade level or program have been filled, the same blind, random lottery will establish the order of the remaining applicants on the waitlist.

As enrollment spaces become available, students will be offered enrollment according to their established waitlist order, subject to any enrollment preferences required or permitted by applicable law. The waitlist will be maintained for the applicable enrollment year in accordance with Heartwood Montessori's enrollment procedures.

Notification and Acceptance of Enrollment

Families will be notified promptly following completion of the lottery whether their student:

1. Has been offered enrollment; or
2. Has been placed on the waitlist.

Families offered enrollment will receive instructions explaining how to accept the enrollment offer and complete the student's registration file. These instructions will include specific deadlines for submitting required registration documents.

Failure to accept an offered seat or submit required registration materials within the stated timeframe may result in the seat being offered to the next eligible student on the waitlist, consistent with applicable law and school procedures.

Compliance with A.R.S. § 15-184

In compliance with A.R.S. § 15-184, Heartwood Montessori will include in the lottery all eligible students who submitted timely applications during the established Open Enrollment Period when applications exceed available capacity.

Heartwood Montessori will enroll students selected through the lottery who timely complete the school's required enrollment and registration process until the applicable program, class, grade level, or school capacity has been reached.

Heartwood Montessori will administer its enrollment, lottery, and waitlist procedures consistently, equitably, and without unlawful discrimination.

One important adjustment from the original wording is that I described **returning students and siblings as enrollment preferences rather than simply “lottery exemptions.”** That tracks A.R.S. § 15-184 more precisely: the statute specifically requires preference for returning pupils and siblings of pupils already enrolled, and also gives preference to a sibling of a student selected through the lottery. ([Arizona Legislature](#))