

Policy Type: Operational Policy

Title: Enrollment and Lottery Policy

Effective: May 22nd, 2025

Purpose

The purpose of this Enrollment and Lottery Policy is to outline the procedures and principles governing admission to Custom Class Charter School (Custom Class), a public charter school serving students in grades K–12 throughout Utah. This policy ensures a fair, transparent, and legally compliant enrollment process aligned with state and federal law.

Policy and Procedure

1. Enrollment Policies

Custom Class will enroll students in compliance with state and federal education law, using a lottery system when necessary. The following policies will govern enrollment:

- Open enrollment for the school year will begin as early as November 1st of the year prior and close on March 1st.
- If enrollment does not exceed the maximum as stated in the Enrollment Chart, all applicants will be contacted to complete the enrollment process.
- If open enrollment exceeds maximum capacity, an electronic lottery will be held within five school days from the close of open enrollment.
- Students selected via the lottery will be notified and students will have 8-10 business days to accept. Failure to accept by the deadline will result in forfeiture of the spot.
- Students not selected will be placed on a waitlist, ranked by the order of sign-up during open enrollment.
- Waitlisted students will be offered spots as they become available.
- After the enrollment period, new applicants will be placed on the waitlist and offered enrollment as space allows. Families from the waitlist who are invited to register will have three school/business days to respond before the spot is offered to the next applicant.

2. Preferred Enrollment Policies

In accordance with Utah Code § 53G-6-502, Custom Class will allow preferential enrollment to the following student populations:

- Children of employees of Custom Class
- Siblings of currently enrolled students

3. Equal Access

Custom Class is committed to offering quality education to all students regardless of family income, socio-economic status, race, ethnicity, gender, special education needs, or homeless status. Enrollment will not be influenced by any of these factors, ensuring equitable access to education throughout Utah.

Certification

The undersigned officers and/or Board of Directors of Custom Class Charter School certify that this Enrollment and Lottery Policy was duly adopted as of May 22, 2025.



Signature:

Cory Henwood – Board Chair



Signature:

Matt Middione – Board Vice Chair

Effective Date: May 22, 2025

Revised Date: August 18, 2025

References: Utah Code: 53G-6-502