

Custom Class — Enrollment Procedures & Lottery Criteria

Enrollment Timeline

- **Open Enrollment Window: Nov 1 – Mar 1** for the following school year.
- If total applications **do not exceed** the seat limits by grade (Enrollment Chart), all applicants are invited to complete registration.
- After Mar 1, applications are accepted rolling and added to the waitlist; seats are offered as space allows.

Family Steps

1. **Apply** during the window (one application per learner).
2. **Receive Confirmation** that the application is complete.
3. If capacity is available, **offer of enrollment** is sent with an **8–10 business day** acceptance deadline (missed deadline = forfeiture).
4. If capacity is exceeded, proceed to **lottery** (see below).

Lottery Process

- **Trigger:** More complete applications than available seats in any grade.
- **Method & Timing:** An **electronic random lottery** held **within five days** after Mar 1.
- **Notifications:** Selected students receive an offer with an **8–10 business day** deadline to accept; non-selected students are waitlisted.

Lottery Preferences (Utah Code § 53G-6-502)

Applied **before** general applicants, consistent with law:

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

Waitlist Management

- After Mar 1, **new applicants** are added to the waitlist in application order and offered seats as they become available.
- When a seat is offered from the waitlist, families have **three school/business days** to accept before the seat is offered to the next applicant.

Equal Access & Non-Discrimination

Enrollment and lottery procedures ensure **equitable access** to all K–12 students regardless of income, race, ethnicity, gender, disability, English learner status, or homeless status; admission is **not** conditioned on academic, athletic, or behavioral criteria.