



Admission and Lottery Guidelines

Revised 2/16/18; 12/17/18

General Admission

1. District 4J residents shall have priority for admission into Ridgeline and shall be allowed to fill all enrollment slots available in their grade in the school. Students are considered District 4J residents if they reside in District 4J by the application deadline or can prove through documentation that they will be residing in District 4J by the first day of school.
2. Children selected for enrollment in Ridgeline must be at least 5 years old by September 1 of the school year they will be enrolled in the School, unless they have met the School's criteria for early enrollment as per Board Policy JEBA . Students may enter the lottery prior to taking part in the requisite testing for early enrollment. The enrollment slot shall be held for such student subject to his/her passing the early enrollment tests at the next available date and subject to the School Principal's determination that early enrollment at Ridgeline is appropriate.
3. The School strives to reach all families who would like a public Montessori education for their children. The School will not limit student admission based on ethnicity, national origin, race, religion, disability, gender, sexual orientation, residence, health, income level, proficiency in English language, whether a student has an individualized education program (IEP) or the terms of that IEP, athletic ability or academic records, but may limit admission to students within a given age group or grade level.
4. Ridgeline does not require payment of fees as a condition of admission to those pupils entitled under the law to free admission. No student or family is required to participate in fundraising activities as a condition of admission.

Public Notification of Application Process

1. Public information sessions are held by Ridgeline to publicize the school and its mission. These sessions are noticed in the Education Calendar section of the local newspaper and published on the Ridgeline website.
2. Notices publicizing Ridgeline's public information sessions are placed in public places such as the library and community bulletin boards.

3. Ridgeline participates in community-sponsored events that showcase alternative schools.
4. Ridgeline maintains a website at www.ridgeline.org, which is an ongoing source of information about the school.
5. Any parents or guardians interested in Ridgeline can call 541-681-9662 for additional information.

Lottery Application Process

1. Prior to enrolling, families will attend an information session. If any family cannot attend one of the regularly scheduled information meetings, parents or staff from Ridgeline may arrange to meet with the family to acquaint them with the School and its mission.
2. If interested in the school, parents or guardians are required to complete an online application form. Only one application per student, per year may be submitted.
3. The complete application must be submitted by the application deadline posted on Ridgeline's website and online calendar. Only those applications submitted by the enrollment application deadline will be eligible for the lottery.
4. If the number of applications exceeds the capacity of the school, class, grade level, or building, lotteries will be held. Applicants will be selected and placed on the waiting list according to the following priorities:
 - 1) Currently enrolled students are guaranteed enrollment for the next school year.
 - 2) Siblings¹ of students who are currently enrolled and will remain enrolled in the charter school in the coming year receive enrollment priority so long as an application for the sibling is received prior to the application deadline. This sibling-level priority enrollment will also be provided to children of Ridgeline's full-time faculty, classroom and instructional assistants, principal, and executive director so long as an application is received prior to the application deadline. If space is unavailable, students with sibling-level priority will be the first group selected by an equitable lottery process for placement on the waiting list.
 - 3) Priority will be given to all other 4J students, who will be selected for placement on the waiting list by an equitable lottery process.
 - 4) Students residing outside district 4J will be selected for placement on the waiting list by an equitable lottery process. Separate lottery drawings will be conducted for 4J residents and students who reside outside the district. All 4J

¹ Siblings are a.) related to current students through a shared biological parent, as siblings through biological kinship, marriage, notarized domestic partnership, adoption, or legal guardianship, and b.) reside in the same household as the enrolled student. If a situation falls outside of these criteria, a notarized statement explaining the sibling relationship may be considered.

residents in the lottery will get places on the waiting list ahead of students from outside the district, as required by Ridgeline's Charter with School District 4J.

The lottery is overseen by the Executive Director. Ridgeline uses an online lottery system to receive and manage applications and process the lottery in a fair and accurate manner. The lottery will include only those students with completed applications received by Ridgeline by the published deadline. Applicants will be notified of lottery results via email by mid-February.

5. Students applying after the lottery application deadline will be placed on the waiting list after all lottery participants, in the order the applications are received.
6. Students will be accepted from the waiting list, in order, for immediately available places in the school, or if applicants or current students refuse admission or leave the school during that given year.
7. A student currently attending Ridgeline is considered a continuing student and is admitted for all subsequent years that the child is at Ridgeline. Intent to Return forms are due from such students in mid-January (see Ridgeline public calendar for specific date).
8. The lottery is held by grade level. If an accepted applicant or current student declines admission or leaves the school prior to or during the school year, that place will be offered to the next student on the appropriate grade-specific waiting list.
9. Parents or guardians of twin siblings from the same immediate household who want both children to participate in the lottery have two options:
 - First, parents or guardians may submit a separate application for each child. The children receive placement numbers in the order they are selected. If only one child is selected, the other child may be considered for placement in the school the following year.
 - Second, parents may submit one joint application. Both names would receive the same placement number. If one twin is selected, then both twins are selected. If the school is at maximum capacity, the parent will have the option to enroll one twin or the school will hold that spot until another spot opens at that grade level in order to accept both twins at the same time.The same procedures would apply to triplets or other multiples.
10. Families will be notified by email of the number their student was drawn in the lottery and whether there is an offer of enrollment or a placement on the waiting list.
11. Families of students accepted to the school will be invited to observe in a classroom and will receive an acceptance packet, including enrollment forms. The completed forms must be returned to the Ridgeline office by the acceptance deadline (posted on the Ridgeline public calendar) in order to hold the spot for the student.

12. Per the School's contract with sponsoring School District 4J, a student with an IEP who is offered acceptance, will receive a conditional acceptance. The acceptance and enrollment of a student with an IEP will become final when the IEP team has determined that the School is an appropriate placement.
13. Waiting lists are maintained for the duration of the school year for which a lottery was held. A new lottery will be held each year generating a new waiting list. Potential students are required to reapply annually.
14. Out-of-area families who apply will be subject to the same regulations as local applicants. Out-of-area families will be considered out-of-district unless they can supply a local in-district address that will be their residence.
15. Falsifying information on the enrollment application form will disqualify the student from inclusion in the enrollment lottery. Falsified applications will go to the end of the waiting list, and accurate information will be required before enrollment.