

CHARTER SCHOOL APPLICATION PROCESS

1. Receive an application and fill it out in its entirety.
2. Return your completed application by the first Friday in February. (A lottery number will be assigned to each application, in the case of a lottery admission.)
3. Attend an observation/orientation meeting between October and January (Wednesdays at 9 am) to make sure our program is consistent with your family's beliefs and philosophy concerning education.
4. Complete the Family Communication Form and Parent Partner Commitment Form or Teen Commitment Forms.
5. Currently enrolled 4 year olds applying to "Kindergarten" are not automatically enrolled in the "Kindergarten" program, and must still complete the entire application process.
6. Applications received after the first Friday in February will be enrolled if spaces are available, or will be added to the waiting list after the lottery (when applicable) has taken place.
7. If your child is identified for enrollment, either if spaces are available or through the lottery process, you will receive an Enrollment Packet by mail prior to enrollment.
8. Attend enrollment in April.

CHARTER SCHOOL LOTTERY PROCESS (when necessary)

1. The Lottery will be conducted by the middle of March, if applicable, at Community Montessori.
2. The lottery will be overseen by an independent accountant.
3. The lottery is a public meeting and you are welcome to attend. The date and time will be posted at the school by February 28th.
4. If there are more applicants than spaces available in a given grade level, a lottery will be held for that grade level.
5. Any child who currently attends Community Montessori, as a charter school student, will not be subject to the lottery, with the exception of "Kindergarteners". Because Indiana only fully funds half-day Kindergarten, and we only participate in half-day Kindergarten, there may potentially be more "kindergarteners" apply than there are spaces available for "first grade".
6. Children with a sibling already enrolled at Community Montessori will be automatically enrolled, unless there are more siblings than spaces available. In that event, siblings will lottery as a separate group.
7. If a sibling is chosen in the lottery, all other siblings will be given preference if spaces are available.
8. The lottery drawing will rotate in choosing applicants for each applicable grade level. When a lottery is warranted, names will be drawn one grade level at a time from "10th grade" to "Kindergarten", as applicable. Each grade could potentially consist of 3 separate lottery rounds. They are as follows:
 1. Siblings of learners who are enrolled at Community Montessori for the current school year.
 2. Siblings of newly-accepted learners from a higher grade level.
 3. Non-siblings.
9. Lottery results should be posted within 24 hours to our website: www.shiningminds.com.

NOTE: Children who currently attend the Early Education Program that meet the entry requirements for Kindergarten the following fall MUST COMPLETE THE FULL CHARTER APPLICATION PROCESS BY THE FEBRUARY DEADLINE. Enrollment in Early Education DOES NOT automatically enroll you in Kindergarten.