



Dear Families,

Pivot Charter School North Bay has temporarily reached maximum enrollment. We will be creating a waitlist and conducting a weekly random public lottery drawing to fill spaces as students withdraw from Pivot North Bay during this school year. The following is information on the times and process for our lottery:

- We will maintain a waitlist. Students will be placed on the waitlist when we have received a completed enrollment packet including all required ancillary documents. **Note: Drop slips and drop grades are not included in required documentation.**
- We will conduct a random public lottery drawing at 2:00pm every Monday except for holidays. **Note: This will only occur if spaces become available in the prior week.**
- Pivot Charter School North Bay will announce upcoming drawings on our website. www.pivotnorthbay.com
- If there are openings, families on the waitlist will also be sent an email by 12:00 pm on Mondays notifying them that the lottery will take place. **Note: Please make sure to keep your email up to date with Pivot Charter School North Bay and be checking it regularly.**
- Families do not need to physically attend the lottery, however, you are welcome to come to the resource center at 2:00 pm on Mondays if we are holding a lottery drawing.
- To ensure confidentiality, Pivot Charter School North Bay will use the student's local ID number to draw students from the waitlist.
- After the public random drawing, families will be informed by 3:00 pm if their student's ID was chosen in the drawing. If you do not receive an email and phone call, you can assume your student's ID number was not chosen from the drawing.
- Pivot Charter School North Bay will only draw for the amount of spaces that became available the prior week.

- Families will have until the Wednesday immediately following the Monday drawing at 5:00 pm to inform the Admissions Coordinator they are accepting the enrollment spot, effective immediately.
- In order for a student to begin working in our school, we need withdrawal grades. There are no exceptions to this. Withdrawal grades must be submitted within one week of being awarded the enrollment spot from the lottery draw or the student will lose their enrollment space.
- If students do not want to enroll in Pivot Charter School right away and avail themselves of the lottery space they were granted, or if the Admissions Coordinator does not get a response from the family by the deadlines stipulated above, the enrollment space will be forfeited, the family will be removed from the waitlist (unless they inform the Admissions Coordinator of their desire to remain on the waitlist, in writing) and the school will conduct another drawing for the available space on the next Monday at 2:00 pm.