



LOTTERY & ENROLLMENT PROCEDURES

***Based on the New Mexico Statutes Annotated (NMSA) 22-8B and
Guidance from the New Mexico Public Education Department (PED)***

- I. Enrollment for Current Students Who Will Be Returning the Next School Year
 - A. These students and their siblings will be given the opportunity to pre-register for classes in the spring semester for the following school year.
 - B. They are automatically enrolled for the following school year if they complete the registration process.
 - C. After this is complete, the number of available spaces is determined in preparation for the enrollment period and potential lottery for new students that follows.

- II. Enrollment Period & Lottery for New Students
 - A. The first lottery for a school year is held in March or April of the spring semester prior.
 1. Students who are interested and inquire about enrollment at DATA prior to the deadline are informed about the lottery and are invited to put their student on an Intent to Enroll List so they can be included.
 2. If the total number of students on the Intent to Enroll list *does not exceed* the number of available spaces, a lottery is not necessary and all of these students are admitted.
 3. If the total number of students who have submitted registration paperwork *does exceed* the number of available spaces, a lottery is held. Those students whose names are drawn for open spaces are admitted. The rest of the students are put on a waiting list for spaces that may become available later.
 4. All students who participated in the lottery are contacted by email (if available) or by mail (if email not available) to let them know the outcome.
 5. Students and their parents then interview with one of the administrators as a means of making a strong, personal connection with families right at the beginning of their DATA experience. Also, students do short cycle assessments in Math and Reading to determine if they are at grade level in these areas.
 6. Information for students who are admitted is entered into the student information system and their files are added to those of students who are already active.

- B. If DATA still has spaces after the first enrollment period, a second one is held; and it is followed by a lottery, if needed, using the steps outlined in II.A. This process may be repeated several times prior to the beginning of school, as long as there are openings.
- C. If DATA still has available openings once the school year has started, students will be admitted as they come in to register. However, if capacity is reached during the year, another enrollment period will be determined; and it will be followed by a lottery.

III. Registration Completion

- A. This is held in August prior to the beginning of school.
- B. Any remaining, required forms are completed and/or required documents collected.
- C. Student schedules are distributed.