



# Birchtree Charter School

February 12, 2015

## **Procedure for entering the lottery at Birchtree Charter School**

**\*This procedure is only for families that would be new to the school. Current families only need to turn in intent to return forms by Friday, April 3<sup>rd</sup>.**

- 1) Submit an intent to enroll form. The forms will be available on the website by Monday, February 23<sup>rd</sup>.
- 2) Call the school (745-1831) and schedule a time to observe in a classroom. The observations will be led by the Principal, Assistant Principal, or the Pedagogical Dean. The observations will take place Monday, March 16<sup>th</sup> – Friday, March 27<sup>th</sup> from 8:30-10:30 and from 1:00-3:00. The observations will last about 30 – 45 minutes.
- 3) At the end of the observation parents will receive a questionnaire from administration. The questions need to be answered and returned by Friday, April 10<sup>th</sup>. Additionally, the administration may schedule a time to meet individually with families before April 10<sup>th</sup>.
- 4) When the intent to enroll form has been completed and turned in, the observation completed, and the questionnaire received then the child's name will be placed in the lottery.

Please contact the school at for clarification of the above procedure.