

## **Application, Selection, and Admissions Processes for Lottery Magnet Schools**

1. Admission is by application on a space-available basis. The application period runs from November 1<sup>st</sup> through January 31<sup>st</sup>. Any requests that come in after January 31<sup>st</sup> are put on a waiting list. Seats will be first filled by those applications received during the official application period.
2. In the event there are more applicants than available seats, a lottery will be used to assign students a seat number according to their first and second choice indicated on their application. Second choices will be considered only after all first choice placements have been made. Any further openings are filled numerically.
3. If there is space available, children of full-time staff members may attend the magnet school where their parent/guardian works full-time, but a magnet school application must be filled out. These staff members must also satisfy the 18 hour parent involvement commitment outside their normal working day.
4. Applications may be filled out on-line at [www.hcde.org](http://www.hcde.org) or paper applications may be picked up at any Hamilton County Magnet School or the Hamilton County Department of Education during the application period.
5. Applications must be returned by certified mail or hand-delivered to HCDE Central Office at 3074 Hickory Valley Road by January 31<sup>st</sup>. Do **NOT** turn in applications at any magnet schools. Incomplete applications will not be processed. Falsifying any information on the magnet application automatically disqualifies the application.
6. Placement to any magnet school is not confirmed until the parents/guardians attend an orientation/interview at the requested magnet school and the signed acceptance form is returned to HCDE Central Office by the date due.
7. If a magnet school student applies for a different magnet school placement, is selected for it, and accepts that spot, then his/her seat at the original magnet school will be offered to another student. A parent may not keep a seat at the original magnet school, once a seat has been accepted at the second magnet school.
8. If a placement acceptance is not received within 10 working days from the date the placement was offered, the placement is void and will be offered to another eligible candidate.
9. Out-of District Students: Applications from students residing in Hamilton County have priority over out-of-county or out-of-state applicants.
10. Sibling Status: If space is available and a magnet application has been completed, siblings are accepted into the magnet school which their brother or sister currently attends. For the purposes of the magnet school acceptance, siblings are defined as

brother/sister, stepbrother/stepsister, or half brother/half sister, permanently residing in the same household with the custodial parent/guardian.

11. Downtown Worksite Priority: Parents providing proof of fulltime employment in the downtown area, as designated by HCDE, are given priority status for the lottery for their child's placement at Battle Academy and Brown Academy. This priority status in the lottery does **NOT** guarantee a seat at one of the above magnet schools.