



# RAMSEY MAGNET SCHOOL OF SCIENCE



## Application Process Explained

### *Current Ramsey Students:*

Once students are enrolled at Ramsey, they are welcome to return if still living in the CDA School District; no application necessary, only an annual Confirmation of Enrollment. As stated in School Board Policy 3010, “*In situations where class space is limited, the Superintendent may give priority to certain students.*”

**Please note:** There will be two consecutive windows to ensure we reach our student population capacity and provide a waiting list of students in each grade level. The date in which your application is submitted in its entirety will determine the lottery window for your child. \*

- **Window 1:** March 1 – April 12
- **Window 2:** April 15 – August 12

### **Window #1: March 1 – April 12**

For students who are new to Ramsey, the first step of the process is the lottery draw for grade level priority. Because the remaining prioritization hinges on grade level order of the draw, it is important to establish this first. If a lottery draw is necessary, the following order will be used:

1. If you are a staff member at Ramsey, your child is first on the priority list.
2. If your child is a student here, and your family lives in the Ramsey Zone, his/her sibling(s) are next on the priority list.
3. If your child is a student here, and your family lives outside of the Ramsey Zone but in the CDA School District, his/her sibling(s) are next on the priority list.
4. If you live in the Ramsey boundary or zone, your child is next on the priority list. (Proof of residency with a current utility bill is required.) \*
5. If you live outside of the Ramsey zone, but in the CDA School District your child is next on the priority list.
6. Students who currently live outside the district boundaries will not be eligible for acceptance during the first window.

### **Window: #2 April 15 – August 12**

1. This lottery window, for each grade level, continues from the highest number of the earlier ranking in “Window #1.”
2. Grade level order of draw will follow the same order as window #1
3. Out-of-district enrollment for siblings of current students will be considered after the second window, only after all other in-district applications have been processed. This consideration will not happen until after August 27<sup>th</sup>. However, it could be after the school year starts that out-of-district siblings may be accepted.

\*Students who apply in the second window, but live inside the Ramsey zone, will be given priority in the lottery draw before any students living outside of the zone.

For many reasons throughout the school year, students withdraw. This creates new opportunities for those students on our waiting lists. Waiting lists will be used for the entire school year. Parents / Guardians of accepted students will be required to accept and complete a Registration Packet within one week of notification to guarantee admission.