

## **GUIDELINES FOR GAINING ADMISSION TO THE HOPEDALE PUBLIC SCHOOLS THROUGH THE SCHOOL CHOICE PROGRAM**

Following the School Committee's approval of the number of openings at each grade level, the following procedures will be used:

1. Space permitting, applicants with siblings currently attending the Hopedale Public Schools will be placed first. Children of staff members will be given second priority for placement.
2. In the event a grade has more applicants than available spaces after siblings have been placed, the Principal will conduct a random drawing to fill vacancies from among remaining applicants. The drawing will take place prior to June 1<sup>st</sup>.
3. Should the number of applications in any grade exceed the number of vacancies at the time of the drawing, all students not accepted will be placed on a waiting list.
4. Parents of students accepted in Step #2 will be notified by telephone and follow-up letter, and must register the student no later than one week after the drawing date.
5. Applications from the waiting list will be used to sequentially fill vacancies remaining if parents decline acceptance of the offer of placement. Parents of students selected from the waiting list will be notified of their child's acceptance, and will be given a date by which they must register their child.
6. Should additional applications be received after the June 1<sup>st</sup> random drawing, those applications will be kept separate from the waiting list. If spaces are available on August 15<sup>th</sup> and the waiting list has been exhausted, a second random drawing will occur.
7. In the event seats remain available once the school year has started and there is no waiting list, students may be accepted as parents apply until a date specified by the principals.