



Enrollment Lottery

Florida State Statutes, How to Register, and Frequently Asked Questions

Lutz Preparatory School, a Hillsborough County Public Charter School of Choice

Serving Students in Kindergarten through Eighth Grade

Florida State Statutes Enrollment Guidelines:

Lutz Preparatory School K-8 is a Hillsborough County Public Charter School of Choice governed by Florida State Statutes 1002.31 and 1002.33 concerning enrollment guidelines. **PLEASE NOTE:** *These eligible student enrollment guidelines can change at any time by Lutz Preparatory School, Inc. Policy and/or Florida State Statute.*

Excerpt from FSS 1002.31 Controlled open enrollment; Public school parental choice.—

(2)(a) Beginning by the 2017-2018 school year, as part of a school district's or charter school's controlled open enrollment process, and in addition to the existing public school choice programs provided in s. 1002.20(6)(a), each district school board or charter school shall allow a parent from any school district in the state whose child is not subject to a current expulsion or suspension to enroll his or her child in and transport his or her child to any public school, including charter schools, that has not reached capacity in the district, subject to the maximum class size pursuant to s.1003.03 and s. 1, Art. IX of the State Constitution. The school district or charter school shall accept the student, pursuant to that school district's or charter school's controlled open enrollment process, and report the student for purposes of the school district's or charter school's funding pursuant to the Florida Education Finance Program. A school district or charter school may provide transportation to students described under this section.

(c) Each district school board must provide preferential treatment in its controlled open enrollment process to all of the following: *(Please note: Per Lutz Preparatory Policy, all applicants defined by the following student populations must provide official documentation for proof of this preference category).*

1. Dependent children of active duty military personnel whose move resulted from military orders.
2. Children who have been relocated due to a foster care placement in a different school zone.
3. Children who move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent.
4. Students residing in the school district.

Excerpt from FSS 1002.33 Charter Schools. —

(10) ELIGIBLE STUDENTS.—

(b) The charter school shall enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In such case, all applicants shall have an equal chance of being admitted through a random selection process.

(d) A charter school **may** give enrollment preference to the following student populations: *(Please note: There are 7 student populations listed in the statute. Per Lutz Preparatory School Policy, we give enrollment preference to #1, 2, 3, & 5)*

1. Students who are siblings of a student enrolled in the charter school.
2. Students who are the children of a member of the governing board of the charter school.
3. Students who are the children of an employee of the charter school.
5. Students who have successfully completed a voluntary prekindergarten education program under ss. 1002.51-1002.79 provided by the charter school or the charter school's governing board during the previous year.

How to Register for the Enrollment Lottery

Applications for the Enrollment Lottery open **September 1** of each school year and are available up through the day the lottery runs. **Results of the lottery will be available within a few hours of it being run. To view results you can log onto your account. In addition, results will automatically be emailed by the Lotterease system to each applicant (with an offer or wait list position number); Lotterease also sends text messages to those applicants with offers.**

- 1) Click on the *Lotterease* logo located on the Admissions tab of www.lutzprep.org or go directly to www.lotterease.com
 - a) *Lotterease is a self-serve website that manages the Enrollment Lottery and the Waiting List that is created post-lottery. Registered Lotterease users can log into their account 24 hours a day, 7 days a week to check their student's status.*
- 2) **ALREADY HAVE A LOTTEREASE ACCOUNT?**
 - a) If you already have a *Lotterease* account from any school, you DO NOT need to create a new account. Just log into your account, click on your student's name on the left hand side of the screen, select "Enter into Lottery", then select SUBMIT.
 - b) Then skip to #3) c)i) below.
- 3) **NEW LOTTEREASE REGISTRATION:**
 - a) To register an account for the first time in *Lotterease*, go to the *Parents* tab of www.lotterease.com, then click the *Login* button, then select REGISTRATION.
 - b) Create a **Lotterease Parent/Guardian Account** by entering your parent/guardian contact information on this screen – DO NOT ENTER YOUR STUDENT'S INFORMATION. The information you enter on this screen is the only information we have to contact the parent/guardian if your student is selected, please double check for accuracy and keep it up to date throughout the entire school year. Select SUBMIT.
 - c) Select ADD CHILD, then enter the appropriate lottery information for the school year you are interested in:
 - i) School Name: Select Lutz Preparatory School K-8 (please note multiple schools use the *Lotterease* system), then select SUBMIT.
 - ii) Lottery Name: Select the appropriate grade & school year lottery. (Note: OUT OF COUNTY RESIDENTS MUST APPLY VIA THE OUT OF COUNTY LOTTERY GRADE LEVEL LOTTERIES, **you must reside in Hillsborough County the day of the lottery, to apply for the In County lottery** – proof of residency will be required if you are offered a spot). Then select SUBMIT.
 - (1) **Proof of Residency Requirements for Hillsborough County Public Schools;** verification of parent/legal guardian address by **two** of the following documents at time of enrollment with our registrar, not during the lottery process:
 - (a) property tax receipt or proof of homestead exemption (Primary source of verification);
 - (b) current electric bill;
 - (c) contract for purchase of home;
 - (d) warranty deed; or
 - (e) lease agreement
 - iii) **VERY IMPORTANT INFORMATION WITH REGARDS TO STUDENT ADDRESS OF RESIDENCY AND GRADE LEVEL – see screenshot below:**
 - (1) If you select the wrong grade or *In County* vs. *Out of County* lottery and do not correct it, your student will be processed in the grade level/county lottery you selected incorrectly. If you are subsequently offered a spot in an incorrect lottery your spot will be forfeited, and your student will then be moved to the bottom of the waiting list of the correct lottery that your student should have applied for. Lutz Preparatory School is not responsible for parent/guardian errors in the application process. Please

double check your applications for accuracy by viewing the applications in Lotterease. Proof of residency and/or preference documentation will be required for enrollment of all students.

- (2) If you relocate **INTO** Hillsborough County **AFTER** you apply for the *Out of County* lottery you must change your application to the *In County Lottery* at the time of your move.
 - (3) If you relocated **OUT** of Hillsborough County **AFTER** you have applied for the *In County* lottery you must update your application to the *Out of County Lottery* at the time of your move.
 - (4) Your county of residence **at the time you are offered a spot for enrollment** must match the specific lottery you have applied for (i.e. In County vs. Out of County), if it does not the offer will be forfeited when you can't provide proof of residency to our registrar for enrollment and your application will be moved to the correct lottery based on your **current** residence **at the time the offer is made**.
- iv) **Screenshot of In County vs. Out of County Lotteries.** Please make sure you select the correct lottery, [proof of residency](#) will be required for enrollment.

The image shows a list of 16 lottery options in a table, grouped by a blue bracket on the right. The options are:

21-22 In County: Kinder
21-22 Out of County: Kinder
21-22 In County: 1st Grade
21-22 Out of County: 1st Grade
21-22 In County: 2nd Grade
21-22 Out of County: 2nd Grade
21-22 In County: 3rd Grade
21-22 Out of County: 3rd Grade
21-22 In County: 4th Grade
21-22 Out of County: 4th Grade
21-22 In County: 5th Grade
21-22 Out of County: 5th Grade
21-22 In County: 6th Grade
21-22 Out of County: 6th Grade
21-22 In County: 7th Grade
21-22 Out of County: 7th Grade
21-22 In County: 8th Grade
21-22 Out of County: 8th Grade

Please note, each lottery name is related to In County (Hillsborough County) or Out of County (not in Hillsborough County) based on your RESIDENT ADDRESS.

Applicants must reside in Hillsborough County **on or before 2/12/2021** in order to apply for the "In County Resident" lotteries. If applicant relocates out of Hillsborough County after 2/12/2021 and is still on the wait list, you must move your application to the Out of County wait list at the time of your move. **Proof of residency will be required for enrollment at the time of offer for enrollment.**

- d) Please read the APPLICATION PREFERENCE GROUP page carefully and select one of the groups defined by one of the Florida State Statutes 1002.33 or 1002.31. If none apply to you please just select submit. If you select a Preference Group it will be validated by our staff prior to the Lottery for accuracy; proof of preference group documentation will be required.
- e) If you have multiple children, please continue to add them using the ADD SIBLING button located on the left-hand side of screen. Please note, only **siblings** should be linked on *Lotterease* accounts. Do not add any other relatives (grandchildren, cousins, friends, etc.) to your *Lotterease* account, only Parents/Guardians can represent their child in the lottery process. (See FAQ below for any questions).
- f) You will be sent an automated email directly from the *Lotterease* system with a confirmation of what lottery or wait list you have applied for. If you do not receive an automated confirmation email within a few minutes of adding your student to a lottery, please check your SPAM folder and see step #6 below.

- 4) Once you have created a *Lotterease* Parent Account you will be able to:
 - a) Monitor your student's application or waitlist status 24 hours a day, 7 days a week.
 - b) Edit your account (update e-mail address and/or phone number, etc.) – It is the parent/guardian's responsibility to keep this information up to date, this is the only way we have to contact you if your child is offered a spot.
 - c) Add your student to additional waiting lists or lotteries
 - d) Remove your student from the lottery if you change your mind
 - e) Accept or decline if your student is selected
- 5) Please remember to update your e-mail address in *Lotterease* if it changes at any time during the entire year of the applicant process. We do not contact parents by phone or via U.S. Mail.
- 6) Please enter **Lutz_Preparatory_School_K-8@lotterease.com** to your Contacts to ensure that all e-mails from *Lotterease* are not marked as spam.

Frequently Asked Questions

1. How does the Lottery work?

When the Lottery is run, *Lotterease* will randomly sort all applicant names in each grade level, for both In County and Out of County resident lotteries. No criteria are used to select students at Lutz Preparatory beyond the enrollment preference groups allowed by Florida State Statutes 1002.31 and 1002.33 notated above (all preferences are validated via proof of documentation by the Lottery Coordinator).

Example: If there are 400 applicants for Kindergarten and there are only 72 available slots, *Lotterease* will randomly sort all 400 student names and the first 72 will be offered a seat. The remaining 328 students will make up the waiting list, *in the order in which they were randomly sorted*.

Please note, based on FSS 1002.31: The In-County Lottery lists are used to fill openings first, once that list is depleted then the Out of County lists are used.

2. I have three children that I am applying for in the lottery, what happens if one is offered a spot and the others are not?

Once you **accept** a seat for one child, all other siblings become preferred enrolled applicants defined in FL SS 1002.33 above. This does not create an opening for the additional children but it moves them to the preferred section at the top of the waiting list (the exact position is dependent on any other preferences already on the waiting list in the specific grade). Due to class-size ratios and overall building capacity we cannot create space for the sibling.

Example: I have three children, one is in Kindergarten, one is in 4th grade, and one is in 6th grade. If a Kindergarten spot is offered and accepted the 4th and 6th grade siblings are now considered preferred enrolled students until a spot is available in 4th grade and 6th grade. They will be moved up on the waitlist accordingly based on the specifics of the individual grade lotteries (see note above). As soon as an opening occurs in the other grades, an offer will be made in the order of the waiting list until the offer is accepted.

3. How many openings are there in each grade? How is the number of openings determined?

For 1st through 8th grade openings, the number of available seats is determined by current K through 7th grade families who have completed an *Intent to Return to Lutz Preparatory Form* for the current school year. This

commitment occurs in January and normally all parents notify us that their student will return in the upcoming year.

The number of applicants and available openings in each grade that will be offered on the day of the enrollment lottery will be emailed to all applicants the week before the lottery is run.

- a. Due to our low attrition rate of our current student population, there are normally none or very few spots the day of the lottery for 1st through 8th grades.
- b. Each school year for Kindergarten, 1st, or 2nd grades, one additional homeroom class will be added in the day of the lottery. Administration strategically will decide each year before the lottery which grade will have the additional homeroom class added to it. As notated above the number of available openings/applicants per grade will be emailed out to applicants approximately one week before the lottery is run.

4. What happens if all current K-7 students commit to remain at Lutz Preparatory and there are no openings in 1st through 8th grades at the time of the lottery?

The lottery will still be held; however, the applicant names that are randomly sorted in each grade will create the waiting list. PLEASE NOTE: The summer months can be extremely active with the all grades waiting lists, so please do not be discouraged if there are only a few or no openings at the time of the lottery in grades 1st– 8th. You can monitor your student's progression on the waiting list via the *Lotterease* website 24 hours a day, 7 days a week.

5. I live in a county OTHER than Hillsborough. Can my student still attend Lutz Preparatory if selected?

Yes, if your student is offered a spot via the Out of County lottery based on your resident address, you must submit required paperwork with your registration paperwork to Lutz Preparatory for out of county residents. Please visit our [website](#) for Out of County information or contact our staff at admissions@lutzprep.org for information.

a. Proof of Residency Requirements for Hillsborough County Public Schools:

Verification of parent/legal guardian address by **two** of the following documents at time of enrollment:

- i. property tax receipt or proof of homestead exemption (Primary source of verification);
- ii. current electric bill;
- iii. contract for purchase of home;
- iv. warranty deed; or
- v. lease agreement

6. If I move either in county or out of county after I have applied for the lottery but before I am offered a seat at the school what should I do?

You must update your application to the appropriate lottery (In County or Out of County) **at the time you relocate to your new address.**

Per Lutz Preparatory Policy, you **must be a Hillsborough County resident on the date of the lottery to apply for the in-county lottery.**

- a. If you relocate and become a Hillsborough County resident **after** the date of the lottery you may then add your student to the In County waiting list that is created post lottery.
- b. If you relocate and **are no longer** a Hillsborough County resident you must move your application to the Out of County lottery or waiting list at the time of your move.

- c. If you are offered a seat at the school and cannot provide proof of residency for the specific in county you applied for the offer will be forfeited.
- d. **Proof of Residency Requirements for Hillsborough County Public Schools:**
Verification of parent/legal guardian address by **two** of the following documents at time of enrollment:
 - i. property tax receipt or proof of homestead exemption (Primary source of verification);
 - ii. current electric bill;
 - iii. contract for purchase of home;
 - iv. warranty deed; or
 - v. lease agreement

7. I applied last year for the lottery. Do I need to apply again?

Yes, you must apply EVERY SCHOOL YEAR for the specific grade that your student will be in. The school year is notated in the title of each lottery. Every lottery/waiting list only is applicable to the specific school year you applied for.

Example, if you applied for the 5th Grade 2021-22 School Year Lottery, you would need to log into your Lotterease account and apply for the 6th Grade 2022-23 School Year Lottery for your child.

8. How can I verify/check on my applications/results for the lottery or position on the waitlist?

You can check your student's status 24 hours a day, 7 days a week by logging into your Lotterease parent account. Login to your Lotterease account by the link on the Admissions tab of www.lutzprep.org or go directly to www.lotterease.com. Once logged on, click on your student's name on the left hand side of the screen, then select, "View Lottery Applications", and Submit.

The next window will give you a snapshot of your current applications for that student.

School Name	Lottery Name	Lottery Status	Position	Preference Group	Admission Status	Parent Confirmation	Action
The school(s) you have applied for	The specific lottery you have applied for: in-county or out-of-county, grade level, and school year	Active (current Lottery or waitlist), Archived (Past Lottery), Pending (Lottery has not been run yet)	Position on waitlist (this will be a specific number or the dash sign (-) meaning not applicable	Enrollment Defined Preference Group by FSS 1002.31 or 1002.33 or internal Lotterease system (i.e. applicant sibling, confirmed sibling)	Waitlisted, Accepted, or Pending	Not Applicable (no offer has been made yet), Confirmed, or Declined	Edit (click this option to make changes to your student's application: Delete, Add, Change, etc.)

In addition to manually checking your student's status, the Lotterease system sends automated emails to notify you when your student has moved into the top 5, as well as each time he or she moves into a ten position (i.e., 50, 40, 30, 20, and 10) on any waiting list. Once you are in the top 5 you will get notifications with each step of movement.

9. I applied on the first day the enrollment lottery applications were available. Does that make a difference in the lottery?

No, it makes no difference when you apply during the application period. The day of the lottery, *Lotterease* randomly sorts all applicants from September 1, up through the day/time the lottery is run in each grade (Out of County and In County). The list of applicants pre-lottery are listed in timestamp order, but that list is sorted randomly by the system when the lottery is run. **All Charter Schools in Florida are required by Florida State Statute 1002.33 to hold a random lottery when the applicants exceed the capacity of the school/grade.** Lutz Preparatory has been required to hold a lottery in all grades since the first year it opened in August of 2011.

10. May I add a cousin, grandchild, or friend as a sibling under my Parent/Guardian Lotterease account?

No, all children attached to the Parent/Guardian account in *Lotterease* must be the child of the Parent/Guardian

who created the account. All children attached to the Parent/Guardian *Lotterease* account must be siblings. If you have relatives or friends who are interested in Lutz Preparatory, their parent/guardian must be the one representing their child the lottery process. If a non-sibling is offered and accepts a spot due to sibling misrepresentation in the *Lotterease* account, it will be discovered during the school registration paperwork processes when the parents/guardians do not match. The spot offered to the non-sibling will be forfeited and offered to the next student on the waiting list. There are no exceptions to this policy. Charter schools are governed by FL State Statute 1002.33 with regards to enrollment and any misrepresentation of children, siblings, or any preferred enrollment group is a direct violation of this statute.

11. How will I be notified where my student ends up in the Lottery process?

- a. The Lotterease system sends **each applicant** an official e-mail notification with lottery results, this automated email should be delivered to your inbox within a few hours of the lottery being run. This system generated email from the *Lotterease* system and can take several hours due to the fact that we normally have over a thousand applicants across the K-8 school.
- b. You can log into your *Lotterease* account 24 hours a day 7 days a week to monitor your current status. You may also log in to your Lotterease account shortly after the lottery process is complete.

12. How will I confirm or decline the enrollment spot if one is offered to me?

- a. When you receive your official notice from *Lotterease*, please open the e-mail and follow the instructions to confirm or decline the official offer. We strongly recommend that you enter **Lutz_Preparatory_School_K-8@lotterease.com** into your Contacts to prevent the e-mail from being filed as spam. [It is the responsibility of the parent/guardian to check your junk/spam folders for notifications from Lotterease and your Lotterease Parent account for the current status of your student on a regular basis.](#)
- b. You can log into your *Lotterease* account and view the status of any offers and confirm or decline the official offer.

13. My student was selected in the initial lottery run. What is the next step?

- a. After the initial lottery has been run, you will have 5 days in which to “confirm” (accept) or “decline” in the Lotterease system. These 5 days include weekends and holidays; your email will have a specific deadline listed in it.
- b. If you do nothing by the deadline, the offer is rescinded and your student’s name will be automatically moved to the bottom of the waiting list.
- c. If you accept the offer, you will get a confirmation of your acceptance from the Lotterease system. Information regarding registration paperwork deadlines and any documentation needed to officially enroll at Lutz Preparatory will come within a few weeks of the lottery being run.
- d. If you decline the offer, the next student on the waiting list will immediately be offered the spot via the *Lotterease* system.

14. What is the time frame to confirm or decline a spot when it is offered to me?

These time frames include weekends and holidays, your official offer email will have a deadline date and time notated in the offer that must be met:

- a. The day of the lottery through the end of May, the time frame is 5 days
- b. May 1 through the end of June, the time frame is 3 days
- c. July 1 through mid-July, the time frame is 2 days

d. End of July through end of 3rd quarter of the school year, the time frame is 24 hours

15. What happens if there are not enough openings for enrollment preferred applicants defined by State Statutes 1002.31 and 1002.33?

The applicants (enrollment preferred and all others) are randomly ordered in the lottery, with the enrollment preferred students randomly sorted at the top of the list. If there are not enough openings in specific grades, the waiting list will be made up of applicants (preferred and all others) in the order of their random selection for both the In and Out of County lotteries.

16. When can I tour the school and/or have my student shadow?

Lutz Preparatory School K-8 does not offer tours or student shadowing throughout the year. The only time to visit Lutz Preparatory School is during our Applicant Open House that is held annually before the enrollment lottery. The Annual K-8 Applicant Open House is still being reviewed at this time due to the current environment of COVID-19.

17. Can I attend the lottery?

Lutz Preparatory uses *Lotterease*, a web-based system, and the running of the lottery is completed within a few minutes per grade. You can view all results by logging into your Lotterease account.

18. What if I decline and then change my mind?

Unfortunately, once you decline the offer, the next student on the waiting list is immediately offered the spot via the *Lotterease* system. This is an automated process with no human intervention and only takes seconds to be completed. You can re-apply again for Lutz Preparatory, but your student's name will be added to the end of the waiting list.

19. What if I want to confirm attendance but don't do it within the time frame defined in the offer email?

You forfeit your slot if you do not respond within the time frame outlined in your email. There are no exceptions to the deadline. Once the defined timeframe has passed, the slot is automatically offered to the next student on the waitlist via the *Lotterease* automated process.

20. How long are the wait lists valid?

Wait lists for each school year are used up through the end of the 3rd quarter of each school year. For example, if I end up in wait list position #1 on the day of the enrollment lottery, this means that the specific grade is at full enrollment and I am waiting for a student to withdraw from that grade at some point in the school year. As soon as a student withdraws (whether it is the summer, first day of school or midway through the school year up through the last day of the 3rd quarter) the vacancy will be filled by the wait list for that grade.

21. How am I notified if there is an opening that comes up after the February lottery?

Lotterease will automatically generate an e-mail to notify you of an offer of an open position at the school; the Lotterease system also sends an automated text message with the offer. Parents have a set window outlined in the email in which to confirm or decline attendance.

Lutz Preparatory does not call to notify families or send notices through U.S. Mail.

22. I registered for the Lutz Preparatory Lottery via *Lotterease*, but I've changed my mind and do not want my student to be entered in the lottery. What should I do?

Please log into your *Lotterease* account and make any updates (canceling account, removing student from

lottery, etc.) before the lottery is run.

You may also contact our staff at admissions@lutzprep.org to request removal (requests must be sent in writing and not via phone calls).

23. My e-mail address has changed and I need to revise it so that I receive e-mail notices from you. What do I do?

You must update your e-mail address and phone number by logging into your *Lotterease* account and making the change(s)

24. May I enter my child more than once in the Enrollment Lottery?

No. If it is discovered that a parent/guardian has entered a child's name multiple times using different e-mail addresses, reversed the child's first and last names, or any other misrepresentation in an attempt to get multiple spots in the lottery, the application will be considered null and void, and the child will be removed from the lottery. There are quality checks in place prior to the lottery that will discover multiple entries.

25. I am an Active Duty Military parent who currently resides outside of Hillsborough County. What documentation is needed to have my student defined as a preferred enrolled student via FSS 1002.31?

Active Duty parents who do not reside in Hillsborough County must submit proof of AD status prior to the lottery being run in order to be processed via the Controlled Open Enrollment State Statute. Active Duty orders must be presented either in person or electronically to the lottery administrator for validation. Please contact us at admissions@lutzprep.org for further questions regarding FSS 1002.31.

26. Additional questions?

If you have addition questions regarding the Lottery Applicant Open House, lottery, waitlist, or enrollment please contact admissions@lutzprep.org or Lori Toso at 428-7100 extension 154.