



Enrollment and Lottery FAQ

A lottery will be held after the Open Enrollment period. Families will be notified via email or phone of their child's acceptance into Pinecrest Academy of Nevada through the computerized lottery program. Families accepted will be notified via email of the next steps in the registration process and timeline to complete registration.

The Office for Civil Rights (OCR) enforces Federal statutes that prohibit discrimination in programs and activities that receive Federal financial assistance from the Department of Education (ED). Pinecrest Academy is committed to providing an equal opportunity education to all applicants without regard to race, religion, color, sex, gender identity, sexual orientation, national origin, citizenship status, age, disability or any other protected status in accordance with all applicable federal, state and local laws.

What is a lottery?

Since the number of applicants exceeds the established ceiling, students are selected by a random lottery. A numbered waitlist will be established for all applicants that apply during the Open Enrollment period. ***All applicants that apply after the Open Enrollment period will remain in a general application pool and be eligible for future lottery selections held for that academic year.*** Waitlist numbers **will not** be assigned to general application pool student unless an additional lottery is required. Future lotteries will not take place until all established waitlist students that applied during the Open Enrollment period have received an offer of acceptance.

***How do I apply for my student to be included in the lottery?**

To be considered for any current or future enrollment opportunities, place your student's name in the applicant pool by going to Enrollment on school webpage. Click on "Apply". **Only the legal parent/guardian of each student on the application may apply for that student. All students in a family should apply on one application. This allows the system to identify siblings of registered students and give priority for future openings to the siblings of these students.** When you apply at Pinecrest Academy website, **your application is submitted for that campus only.** Each campus runs its own lottery. It is required for you to submit an application to each campus to be considered for that campus lottery.

****Completion and submission of an enrollment application does not guarantee admission to, or constitute acceptance to, Pinecrest Academy.***

What are the chances of my student being selected to attend?

Enrollment opportunities vary by grade. There is no way to predict when or if your student will be selected by the lottery. We encourage all interested families to apply for enrollment. You will be contacted using the contact information on your application if your student has been selected.



It is very important to keep this information current. It is the parent/guardians responsibility to login to your application and update any contact or student information on your application.

Do I need to re-enroll for the applicant pool each year?

Yes. Each year during Open Enrollment, you need to re-apply if your student was not accepted for the current school year. Once a student is registered and attending you do not need to reapply; however, all students must provide a Declaration of Intent for the following academic year.

What is the Lottery Selection Format?

- Open Enrollment closes at 11:59 pm on the date posted on the website.
- Lottery takes place the day after the close of Open Enrollment. Parents are notified of their student's acceptance by email. Please make sure you are able to receive school email and check your spam folder once the lottery runs. Pinecrest Academy is not responsible for parents not receiving notification should the student acceptance go to your spam file.
- Those students who have applied during the Open Enrollment period but did not receive acceptance will be lotterized and given an assigned waitlist number. You will be notified by email of your student's placement on this waitlist three (3) weeks after the initial lottery selection.
- All future grade openings will be selected from this numbered waitlist.
- Should openings occur after the initial waitlist has been exhausted, a new lottery to fill those additional grade openings will take place.

It is very important that you keep all information on your application current as most of our communication will be sent by email.

How will I be contacted once my Student is accepted and what is the timeline for completing required documents for registration?

Upon completion of the initial lottery, all applicants will be notified whether or not they have been accepted by email, phone or both. ***Parents /guardians have 72 hours to complete all required registration documents.*** If all documents are not submitted by the stated deadline in the acceptance email, your students spot will be returned to the lottery at the end of the 72 hour deadline.

Once school is in session, there will be a 24 hour deadline to complete student registration. Every effort will be made to contact the parent within this 24 hour deadline.

I missed the open enrollment deadline. Can I still apply?

Yes. After the first lottery round selection you can apply and be placed in our general application pool for any future lottery selections.

How do I check the status of my application?



To check the status of your application: Visit Pinecrest Academy website, click on apply. Enter email and select check application status then click continue. You will be emailed a link that can be used to check application status.

How do I change information or add a sibling to current application?

To change the information on an application: Visit Pinecrest Academy website, click on apply. Enter email then select add a sibling or edit/update application. An email will be sent to you with a link to edit your current application. . **Do not** submit a new application for each student in your family. **All students in the same family need to be on one application.**

What do the follow terms mean when I check my students status?

Definitions of status are as follows:

- ★ **Applied** Not yet accepted into Pinecrest Academy through the random lottery process.
- ★ **Accepted** Accepted into Pinecrest Academy, but registration paperwork is not complete.
- ★ **Confirmed** A transfer or returning student.
- ★ **Registered** Accepted and completed registration paperwork.
- ★ **Declined** Accepted into Pinecrest Academy and you did not complete registration paperwork before the deadline or, changed your mind about wanting to be considered for Pinecrest Academy.

How old must my child be to attend school?

State law requires that a student entering *Kindergarten must be 5 years old by September 30th. A first-grader must be 6 years old by September 30th.* There is no testing for early admission; no exceptions—NRS 392.040 (2)(5).

Is there an age waiver for students from other states?

A child who becomes a resident of this state after completing kindergarten or beginning first grade in another state in accordance with the laws of that state may be admitted to the grade he/she was attending or would be attending had he/she remained a resident of the other state regardless of his/her age, unless it is determined by Pinecrest Academy Board that the requirements of this section are being deliberately circumvented— NRS 392.040(8).



Is there a fee for full-day Kindergarten?

No.

The Kindergarten Application allows me to select am/pm or full-day. Will I be automatically given the session I select?

Parents may request a specific session on their application, however; session placement is based on lottery selection. Should the session your student is accepted for not be acceptable for your family situation, the student may remain on the waitlist in the order of their lottery selection until the required session comes available. Registered students will receive priority for session requests over waitlisted student.

Why does the application ask for my child's current school?

This information is to assist our office staff in transferring records, should your child be drawn. Transfer of record requests will not happen until you have completed your registration documents.

My student has an IEP. Will this affect my acceptance?

All IEP's must be reviewed prior to your student completing the registration process.

Our school's Special Education program includes direct instruction service in the regular education classroom and resource room. Instructional service in the regular education classroom is provided during guided instruction. Instructional service in the Resource Room setting depends on the student's educational needs. Your child's direct instructional services may be changed from the services they receive at CCSD. Services are decided by the IEP team during the first month of school at an IEP revision meeting. Pincrest Academy also offers other related services including but not limited to Speech and Language Therapy and Occupational Therapy. Per the Nevada Administrative Code, if it is determined by Pincrest Academy that an appropriate special education program and related services are not available, Pincrest Academy will notify the parent.

“If the governing body of a charter school determines that the charter school is unable to provide an appropriate special education program and related services for a particular disability of a pupil who is enrolled in the charter school, the governing body may request that the board of trustees of Pincrest Academy district of the county in which the pupil resides transfer that pupil to an appropriate school.”

NRS 386.580

Below is a list of Special Education paperwork that you would need to provide from your child's previous school should your student receive an offer of acceptance. All the paperwork is found in your child's confidential folder at their school.

- Consent for Placement



- Multidisciplinary Team Meeting Report (current)
- Speech and Occupational Therapy Annual Reports (if your child has related services)
- Eligibility Form
- Current Annual IEP and any Revisions to that IEP

You will need to send Special Education Paperwork for review upon your student's acceptance to:

Dr. Nancy Fitzgerald
Director of Special Education

Email: Nancy.Fitzgerald@sessnv.com

Address: 1378 Paseo Verde Pkwy, Ste 200, Henderson, NV 89012

My student has been expelled from his previous school. What must take place prior to my student attending your school?

In accordance to **NRS 392.4675**, if your child has been expelled from school the Parent and student must meet with the Principal prior to completing Registration. Please bring your student records for suspension or expulsion to this meeting. After such meeting, it will be determined if your student is eligible for attendance.

Documents that you need to return to Pincrest Academy Registrar before your registration is complete:

1. Your ID. Personal identification of parent/guardian (driver's license, picture identification.) bearing your name
2. Child's ID/Proof of the child's identity -a *copy* of original birth certificate.
3. Immunization record. Up-to-date medical records indicating that your child has had, or at least started, the following series of immunizations:

- Minimum of 4 DTap/DTP doses: Final dose must be on or after the 4th birthday.
- Minimum of 3 Polio doses: Final dose must be on or after the 4th birthday.
- Two MMR doses: 1st dose must be on or after the 1st birthday. 1st and 2nd dose must be separated by at least 28 days.
- One Tdap dose: A child enrolling in 7th grade is required to have 1 Tdap (Bordetella Pertussis) regardless of when the last Tetanus (Td) was given. The < 5 year rule since the last Tetanus no longer applies.
- Two Hepatitis A doses: 2nd dose must be given at least 6 months after the 1st dose. (Required for students new to Nevada or District after July 1, 2002.)
- Three Hepatitis B doses: Must have a minimum of 4 months between 1st and 3rd dose and > 6 months old when 3rd dose was given. (Required for students new to Nevada or District after July 1, 2002.)



- Two Chicken Pox (Varicella) doses: 1st dose on or after 1st birthday. 1st and 2nd dose must be separated by at least 28 days if age 13 years of age or older. Minimum interval of 3 months between doses 1 and 2 if age is less than 13 years. (Required for students new to Nevada or District after July 2, 2011). Physician verification of past disease required for Varicella vaccine exemption.
4. Proof of address:
- One item proving your address, such as a recent utility bill, rent receipt, residential lease or sales contract. *Unacceptable forms* to document proof of address: driver's license, telephone bill or cable bill. Note: If you are living with a friend or relative due to economic hardship, you must bring:
 - A notarized statement signed by you and the owner/renter of the property indicating that it is your place of residence.
 - If you do not have the above documentation, please call the City of Las Vegas Homeless Education Program at 702-229-7529.
5. Copy of Transcript from previous school. Please provide the following:
- Previous records regarding placement in special programs, a copy of your child's IEP or 504 Plan. Must be given to Pinecrest Academy nurse prior to the first day of school. Parent should review this plan in person.
 - A recent report card or transfer document showing the name and address of your child's last school.
 - Information about any disabilities or special health problems, such as seizures, asthma, heart problems, health care procedures or medications.

Once accepted, how do I transfer my child from previous attended school?

The Registrar may request records from your current school once you complete the Transfer of Records Form in the registration packet. If your student is accepted after school is in session, you will need to go to your current school Registrar and withdraw your child. Bring the transfer documents from your current school and proper identification to Pinecrest Academy Registrar.

My student is currently attending this school does he/she have to go through the lottery selection again?

No. If your student is currently attending our school they do not need to reapply to for the next school year. Students will be sent a letter of recommitment in December of the current school year. Parents will have one week to respond and submit online registration for the next school year. Should you not complete the online recommitment paperwork, your student's spot will be returned to the lottery for the next Open Enrollment period.

Transfer of Campus Policy

NOTE: Students currently enrolled in Pinecrest Academy may request a transfer to another campus only during the period when Declarations of Intent are offered.



Transfer students, siblings, children of employees, and children of Board Members will be prioritized as stated below.

1. First Priority will be given to children of a member of the committee to form the charter school.
2. Second Priority will be given to the children of members of the governing body of the charter school.
3. Third Priority will be given to the child of a teacher employed by the charter school.
4. Fourth Priority will be given to the siblings of currently enrolled students. Should the number of siblings exceed the numbers of available spaces in any grade level; the students will be placed in a lottery to determine priority.
5. Fifth Priority will be given to students currently attending a Pinecrest Academy campus who wish to transfer to another Pinecrest Academy campus.
6. All remaining students will be placed in a lottery to determine priority.