

**The Bronx Charter School for Children  
Lottery Process 2023-2024**

***Collection of Lottery Applications***

TBCSC Lottery Application Forms are available in the Main Office and online ([www.tbcs.org](http://www.tbcs.org) and <http://www.nyccharterschools.org/>). In order to be eligible for the 2023-2024 lottery, online applications must be entered by 11:59 pm on April 1, 2023 and TBCSC Lottery Application Forms must be submitted to the TBCSC Office or postmarked by April 1, 2023. Submitted Lottery Application Forms are received by the office and the date received is recorded on the form by an office staff member. The online applications are received and stored by the New York City Charter Center and can be exported into a Microsoft Excel document.

***Enrollment Policy***

As a public charter school, The Bronx Charter School for Children is open to all New York City students and **will not** limit admission of any student on the basis of disability, race, gender, national origin, religion, ancestry, athletic ability, intellectual aptitude or achievement, proficiency in English, or any other basis prohibited by law.

TBCSC is committed to serving a high-need, “at-risk” student population. To support this commitment, each In addition, TBCSC will utilize 3 admission preferences in admitting students:

- (1) Returning students are automatically granted admission for the subsequent academic year.
- (2) Any sibling(s) of a student already enrolled at TBCSC who applies to TBCSC by the application deadline will, enter into the admission lottery with preference. A “sibling” is defined as a student who shares a biological parent or a legal guardian with a current TBCSC student.
- (3) All students residing in NYC Community School District 7 will also be given an admission preference in TBCSC admission lottery. A student is considered an In-District student if the student’s primary residence, as indicated in the student’s application, is located in NYC Community School District 7.

***Process***

The lottery randomization will create a waitlist that reflects the preferences in the following order:

- 1) sibling
- 2) district

***Finding the Applicants District of Residence:***

**Paper Forms:** Upon receipt, a TBCSC staff member enters the student address that is listed on the Lottery Registration Form into the Address Information page of the NYC School website (<https://schoolsearch.schools.nyc/>) to find the student’s school district of residence. The zoned district for the student’s address is then recorded on the upper right hand corner of the Lottery Registration Form and then entered in the “CSD Verified” column of the spreadsheet.

**Online Applications:** Applicants are asked to enter their District of Residence on the online form. A TBCSC staff member will verify if the district the applicant entered is correct. The school district verified by a TBCSC staff member is corrected in the “CSD Verified” column of the spreadsheet if necessary.

**Categorization of Lottery Registration Forms**

***Order of Preference:***

1. Zone S
2. Zone A

3. Zone B
4. Zone C

### ***Categorization-Sibling Preference (Zone S):***

The second question on the Lottery Application Form reads:

- Do you have a child that currently attends the Bronx Charter School for Children? (yes/no)
  - If yes, name of child: \_\_\_\_\_

The online application asks families if the child has any siblings currently attending this school. If yes, they must provide the first name, last name, grade, and DOB of the sibling.

A TBCSC staff member verifies that the sibling is in fact currently enrolled at TBCSC by checking TBCSC student records. A TBCSC staff member will also verify that the applicant has the same parent/guardian as the child listed. If there is any question in regard to if the applicant is a sibling of the enrolled child, a TBCSC staff member will call the number on the application and/or the number in the enrolled student's file to verify the information. **If the child is deemed a sibling of a currently enrolled student, s/he will be categorized as Zone S.**

***Categorization-District Preference (Zone A):*** TBCSC is located in District 7 and in accordance with New York Charter School Law students that reside in District 7 will receive preference for enrollment at the BCSC. District preference is secondary to sibling preference. **If the student's address of residence is located in District 7, s/he will be categorized as Zone A.**

***Categorization-Outside of District 7 but within NYC (Zone B):*** If the student's address is located within New York City but outside of District 7, s/he will be categorized as Zone B. Zone B follows Zone A in regards to order of preference.

***Categorization-Outside of NYC (Zone C):*** If a student's address is located outside of New York City, s/he will be categorized as Zone C. Zone C follows Zone B in regards to order of preference.

### **Data Entry of Lottery Application Forms**

The Lottery Application Forms are entered in to an Excel spreadsheet. This data is then combined with the excel table exported from the online database.

### **Preparation of Excel Sheets**

The data will be separated into the following groups for each grade through the use of color coding and numbers:

- Siblings of currently enrolled students (1 blue)
- District 7 Residents (2 green)
- Reside in NYC but outside of District 7 (3 orange)
- Reside outside of NYC (4 purple)

A column will be added to for the purpose of implementing the =RAND() function. There will be a total of six excel tabs, one for each grade.

### **Lottery Randomization**

**A lottery randomization will be conducted for grade levels where the number of applications in categories Zone S and A exceed the number of available spaces.** When the numbers in Zone S and A do not exceed available spaces, TBCSC will offer enrollment to all applicants (for all Zones).

When required, the lottery randomization will be scheduled for the 2nd week of April. It will be held at 388 Willis Avenue and will be open to the public. It will also be available via Zoom for the public to view. The date,

time and Zoom meeting info will be posted on our website. A financial auditor will witness the process via Zoom and will receive PDF versions of the completed lottery lists immediately after they have been formulated. The Head of School and members of the BCSC Board of Trustees will observe. District 7 Representatives and members of the NYSED have been invited. We will record the process on Zoom as an extra precaution.

We will start with the kindergarten excel sheet and then continue in order until we reach the fifth grade excel sheet. For each spreadsheet, we will:

- Sort by category
- Highlight all applicants in one group
- Apply the RANDOM function to the group by entering =RAND() Excel and then pressing CTRL+ Enter
- Copy the random numbers
- Paste Special > Values
- Sort the random numbers by Ascending order
- Determine lottery order by applying sequential numbers, beginning with 1 and ending with the final applicant

Process will be repeated for grades 1 through 8.