



ADMINISTRATIVE PROCEDURE

LOTTERY AND AUDITION ADMINISTRATION AND SELECTION PROCEDURES

6148
Procedure No.
December 31, 2014
Date

I. PURPOSE: The purpose of this procedure is to provide a comprehensive framework for the operation of the Prince George's County Public Schools lottery and audition selection process. The primary purpose of the lottery and audition process is to provide an equitable and efficient means of providing access to specialty programs where the number of applicants potentially exceeds the available seats in the program. This procedure is created to ensure equal access and equity for acceptance into these programs. At the discretion of the Chief Executive Officer this administrative procedure may be applied to other programs.

II. INFORMATION: The Board of Education is dedicated to supporting programs of choice that offer a unique or specialized curriculum or instructional approach. These programs are designed to meet the needs of a diverse student population and to accommodate parental preference where possible. Entry into programs of choice is generally managed through a computerized, random selection process called the lottery.

The entry grade differs for each program. For the Montessori, French Immersion, or Spanish Immersion programs, applicants who are beyond the entry grade must be currently participating in a comparable program or have a demonstrated skill level in the immersion language to be considered for entry. Preferential entry consideration will be given to applicants at the entry grade who have a sibling continuing in the same program. This preferential consideration is only available at the entry grade for applicants meeting the age and other entry requirements and does not guarantee placement. Siblings who have been previously admitted to a specialty program covered by these procedures are not eligible for preferential entry in another specialty program.

While entry into Grades K-5 of a Creative and Performing Arts (CPA) program is managed by the lottery, entry at grade 6 or above requires that students pass an audition in their area of concentration. Where admission is governed by audition, no preferential entry consideration is given to applicants who have a sibling continuing in the same program.

III. PROCEDURES:

A. TYPE OF PROGRAMS:

1. CREATIVE AND PERFORMING ARTS (CPA) - The Creative and Performing Arts program is designed to develop the interests and talents of students in the arts while enhancing their academic discipline, through an interdisciplinary approach stressing creativity, artistic expression, and culture. The enhanced disciplinary academic program encourages creative and artistic expression, as well as self-discipline, focus and critical thinking skills. Experiences and training are designed to challenge and develop artistic skills - and 21st century skills - of all students as well as to provide exceptional opportunities for the artistically talented child.



ADMINISTRATIVE PROCEDURE

LOTTERY AND AUDITION ADMINISTRATION AND SELECTION PROCEDURES

6148

Procedure No.

December 31, 2014

Date

2. **FRENCH IMMERSION** - The French Immersion program is a full immersion model where all academic subjects are taught in the French language in kindergarten through grade eight. French speaking teachers immerse students totally in French as they learn the Prince George's County Public Schools curriculum in mathematics, science, social studies, and language arts. English reading/language arts instruction begins in second grade. Admission is by lottery and the entry level is kindergarten.
3. **MONTESSORI** - Montessori schools provide an interdisciplinary discovery-based approach to learning presented sequentially over the years a child spends in the program. Children are placed in multi-age classrooms. Three to five year olds are guided in developing coordination, concentration, a sense of order, and independence. Six to nine year olds and nine to twelve year olds learn through interdisciplinary, hands on learning activities. Middle school students are offered experiences designed to help them delve into the interconnections of ideas and events. Admission is by lottery and the entry level is PreKindergarten age three or four. Pre-Kindergarten students are accepted on a probationary status for the first eight weeks, beginning with the day they become active participants in the class. All three and four years old must be fully independent in dressing and use of toilets and available every school day or risk withdrawal from the program.
4. **SPANISH IMMERSION** - Language Immersion is an educational approach in which students are taught the curriculum content through the medium of a second language, Spanish. Children learn their core subjects (reading, writing, mathematics, social studies, and science) in Spanish. Spanish speaking teachers immerse students completely in Spanish as they learn the Prince George's County Public Schools curriculum. In this way, immersion students not only learn the content, but also gain knowledge of the language in which it is taught. Admission is by lottery and the entry level is kindergarten.
5. **DUAL LANGUAGE SPANISH** - Dual Language Education is also known as Two Way Immersion. The Spanish Dual Language Program gives equal emphasis to English and non-English language speakers. Students learn Spanish and English through content based instruction in selected core subjects with a cross cultural understanding for both native and non-native speakers. Students read, write, listen and speak in both languages, becoming bilingual, bi-literate and bicultural.

The benefits of bilingualism are numerous, including greater flexibility in thinking, high rates of academic achievement, and cross-cultural learning and communication. Students will be prepared to compete within the context of the Global Society. The model targets 50% of its seats to native English speakers and 50% to native Spanish speakers. Admission is by lottery and the entry level is kindergarten.



ADMINISTRATIVE PROCEDURE

LOTTERY AND AUDITION ADMINISTRATION AND SELECTION PROCEDURES

6148

Procedure No.

December 31, 2014

Date

6. **TALENTED AND GIFTED CENTERS (TAG)** - Talented and Gifted Centers provide a full-day, intensive educational program appropriate for identified Talented and Gifted students in Grades 2 through 8. Each school center offers a full day of enriched and accelerated educational experiences for TAG identified students admitted through the lottery or residing within the school's comprehensive attendance area. TAG identified students not assigned to a TAG center program receive TAG services in their neighborhood elementary or middle school. An approved transfer into a neighborhood school which hosts a TAG Center Program does not grant admission into that TAG Center Program.
7. **OTHER PROGRAMS OF CHOICE** - At the discretion of the Chief Executive Officer other programs may be covered under these same provisions. Information applicable to Charter Schools is provided in Administrative Procedure 3506.

B. ACCESS REQUIREMENTS:

1. The Department of Pupil Accounting and School Boundaries will organize and maintain lottery databases to include applications, placements, and wait lists.
2. Information about specialty programs will be made available by the Division of Academics. Information about application procedures will be made available by Pupil Accounting and School Boundaries. These offices will jointly organize program information sessions, and address parent/guardian program inquiries prior to conducting the lottery. Schools of choice may also conduct independent promotional and informational events regarding their programs but may not make representations regarding access which are inconsistent with this administrative procedure. Applications must be submitted to the appropriate office depending on if the application is for an audition or lottery program. Specialty schools may not commit, secure or hold spaces in a specialty program and are specifically prohibited from making placements.
3. Enrollment in Prince George's County Public Schools Specialty Programs is limited to bona fide residents of Prince George's County and students placed in a foster home or residential facility in Prince George's County by an out-of-county agency which is financially responsible for the student's education. Applicants must be residents of Prince George's County or residing in the County in an approved informal kinship care or foster care relationship at the time of application. No exceptions are permitted.
4. In keeping with the Board of Education's non-discrimination policies, student's having special needs as documented by an Individualized Education Program will be afforded the same access to specialty programs as students without special needs if their needs can be met by the specialty school with



ADMINISTRATIVE PROCEDURE

LOTTERY AND AUDITION ADMINISTRATION AND SELECTION PROCEDURES

6148

Procedure No.

December 31, 2014

Date

the current staff and facilities. In general, students whose special needs allow them to fully participate in the general education settings sixty percent or more of the time and are not medically fragile may be presumed capable of participation in a specialty program.

C. **ACADEMIC OR RELATED ELIGIBILITY CRITERIA:**

1. Placement into Talented and Gifted (TAG) centers is only available to applicants meeting the Talented and Gifted identification criteria established by Administrative Procedure 6142.2. Students who attain said identification may attain entry to the centers via submission of a lottery application and subsequent placement into a center. TAG identified students, who reside within the comprehensive boundary of a school which hosts a TAG center, are automatically eligible for participation in the TAG classes held at that TAG center. Continuity will be offered to in-boundary TAG students who are in their last year and have one or more years of participation in the TAG center. Access to this program by transfer into the school is not permitted.
2. Access to language immersion programs at grades other than the entry grade (kindergarten) requires that the applicant have a level of language proficiency equivalent to the grade in which they are seeking entry and a level of English language proficiency suitable for the grade level.
3. To request admission to a language immersion program at other than the entry grade, the parent/guardian must be a resident of Prince George's County and submit a request to Pupil Accounting and School Boundaries between January and May for admission in the next school year. The Department of Pupil Accounting and School Boundaries will determine if seats are expected to be available for the requested grade/assigned program location and, if so, request that the World Languages Department assess the student's language proficiency. If no seats are expected to be available, no language testing will be conducted and those requesting admission will be advised. Similar to the lottery process, if more students are tested and judged competent than there are seats available, a random lottery will be used to determine to whom seats are offered. Placement is not guaranteed to those requesting admission or demonstrating the needed language competence.
4. Access to Montessori programs at other than the entry grades (Prekindergarten age three or four) requires that the applicant be a current participant in an all day certified Montessori program.
5. Depending on the academic or educational theme or focus, or other programs of choice may have specific, predetermined, prerequisites for entry above kindergarten. The Division of Academics shall determine if the student meets the eligibility requirements. A determination that the eligibility criteria have been met does not guarantee placement.



ADMINISTRATIVE PROCEDURE

LOTTERY AND AUDITION ADMINISTRATION AND SELECTION PROCEDURES

6148

Procedure No.

December 31, 2014

Date

6. Early admission procedures do not apply to specialty programs. (Administrative Procedure 5111.1)
7. Entry into the high school Visual and Performing Arts program and the 6-8 Creative and Performing Arts (CPA) program for new students is through audition only; this includes the CPA schools that are K-8. Audition information will be available online, at each Creative and Performing Arts school, and the Visual and Performing Arts schools. Information on the audition and application process will be made available at all Prince George's County Public Schools, in the public libraries, and select offices throughout Prince George's County. Audition applications should be submitted to the specialty school which serves the principal residence of the parent/legal guardian.
8. Assignments to programs of choice are determined on a space available basis. Annually, for each program location, the Department of Pupil Accounting and School Boundaries will establish the authorized enrollment level by grade and location after consulting with the Department of Human Resources and the Division of Academics. Openings made available through the lottery and auditions will be limited to those spaces by grade not occupied by previously admitted students who are continuing in the program.
9. Lottery applications will be available and can be submitted electronically online through the Prince George's County Public Schools' web site. Applications will be available in January of each school year. Each application will be date stamped and an email confirmation provided. Exceptions to the deadline will not be permitted. A separate lottery application must be submitted for each child in a family that desires entrance to a program. For the purposes of the lottery, family consideration is defined as assigning the same random lottery number to all applicants who are siblings and applying to the same program. In order to obtain family consideration for lottery applicants, each application must contain identical information regarding the responsible adult(s), residence, contact information, and program selection.
10. The application form for the lottery permits the selection of multiple programs of choice. Once the application has been submitted, no changes in program selection will be permitted.
11. Program placements are based upon the principal residence of the parent/legal guardian. Each program location serves a defined geographic area. Programs of choice available at multiple locations have complementary, non-overlapping service areas managed cooperatively by the Department of Pupil Accounting and School Boundaries, the Transportation Department and the program offices. Applicants are advised that the application to the lottery is for a particular specialty program and not for a specific location. The service area for a specific program location may be adjusted as needed to balance



ADMINISTRATIVE PROCEDURE

LOTTERY AND AUDITION ADMINISTRATION AND SELECTION PROCEDURES

6148

Procedure No.

December 31, 2014

Date

opportunity for placements and program enrollment; continuation in the specialty program may require assignment to a different location as boundaries and/or program locations are revised.

12. Program placements at a particular location will be made based on the service areas established for the program for the upcoming school year and the home/principal address on file in the student information system. Applicants are advised to ensure their address and contact information is correct in the student information system.
13. If an unanticipated change in address occurs after the lottery has been held, the parent/guardian may request in writing that the new address be used for placement consideration. If the new address is served by the same program location as the previous address, the previous placement/wait-list position for that program will be unchanged. If the new address is served by a different program location than the address used for the lottery application, the application may be added to the wait-list for the new program location. In the request to use a different address for placement consideration, the parent/guardian must update their address at the neighborhood school and must indicate the child's or children's name(s), school student identification number, old address used on the lottery application, the newly established address, old and new contact information, documentation regarding when the change of address occurred and provide a copy of their residency documentation in the written request. Requests for use of a different address for lottery placement must be submitted in writing to the Department of Pupil Accounting and School Boundaries.
14. Creative and Performing Arts and the Visual and Performing Arts (CPA/CVPA) programs students not continuing in the same program can only be admitted through audition beginning in Grade 6. No exceptions are permitted. Students must meet the age, residency, and academic eligibility requirement by registration time without exception. Additionally, students must maintain their academic eligibility through the completion of their application year in order to attend a CPA/CVPA program in the fall. Acceptance can be rescinded if they fail to maintain their eligibility.
15. For students who gained entry to a Specialty Program through the lottery, Prince George's County Public Schools provides special consideration for the entry of a sibling into the same program at the entry level only. Entry level is defined as PreKindergarten, Kindergarten, or Grade 2 depending on the program. Early entrance options do not apply to Specialty program placements. If parents have children not at the entry level that they wish to participate in a Specialty Program, they must apply through the regular lottery application process. Siblings who are currently participating in a Specialty Program are not eligible for sibling placement preference and any acceptance removes options for future sibling placements.



ADMINISTRATIVE PROCEDURE

LOTTERY AND AUDITION ADMINISTRATION AND SELECTION PROCEDURES

6148

Procedure No.

December 31, 2014

Date

A sibling is a brother or sister by blood, marriage, or adoption living in the same household. Friends, cousins or two separate families living under the same roof do not qualify as siblings. The older sibling must continue attending the same Specialty Program for the upcoming school year for which a sibling placement is being requested. A current Specialty program student who is in the terminal grade of a program at a school cannot bring in a sibling.

Sibling applicants must complete a sibling application, which can only be obtained by contacting the specialty school of the already enrolled student. This consideration is made on a space available basis and only under certain conditions.

D. LOTTERY PLACEMENTS:

1. Specialty program assignments are based on the principal residence of the parent/guardian and the student and the grade to which the student would be assigned. Program location assignments are not made based on the address of before and after school care providers. No transfers are permitted into specialty programs.
2. Students who gain admittance through the lottery or audition process will receive a placement letter indicating the program and location for which a placement is being made. Parents are required to indicate acceptance or refusal of the placement offer by returning the confirmation notice to the Department of Pupil Accounting and School Boundaries by the date indicated in the placement letter. Failure to accept the placement within the allotted time will be considered a refusal of the placement. Acceptance of a placement in one specialty program is considered a refusal of other placement offer(s) or position(s) on a wait list. Instructions for completing the registration at the program location are included upon receipt of a placement. If registration at the assigned program location has not occurred by the specified date, the lottery or audition placement will automatically be rescinded and the placement will be assigned to the next student on the waiting list. A change in address, grade, or inability to meet the entry requirements of a specialty program invalidates any placement offer.
3. The Department of Pupil Accounting and School Boundaries will provide each program location (“receiving” school) with a list of accepted student placements. The “receiving” school staff must closely monitor this list for completion of the registration requirements. Each program location is responsible for immediately notifying the Department of Pupil Accounting and School Boundaries of registrations which have not been completed by the date indicated in the memorandum.

E. ENROLLMENT/REGISTRATION PROCEDURES:



ADMINISTRATIVE PROCEDURE

LOTTERY AND AUDITION ADMINISTRATION AND SELECTION PROCEDURES

6148

Procedure No.

December 31, 2014

Date

1. PLACEMENTS –

- a. At the end of June, the Department of Pupil Accounting and School Boundaries will make available a list of students who have accepted a specialty program placement to the assigned program location (“receiving” school).
- b. Parents/guardians of students receiving a lottery or audition placement must register their student at the program school no later than the specified date on the placement letter.
- c. Parents/guardians must provide a copy of their placement letter and the following documents: proof of residence, the student’s original certificate of birth, most recent report card and the student’s immunization record. Registration will not be accepted if the student’s grade, address, or proof of residence is inconsistent with the information reflected on the placement letter. If registration has not occurred by the indicated date on the placement/offer letter, the placement will automatically be rescinded and the position will be assigned to the next student on the waiting list.

2. WAITING LIST PLACEMENTS –

- a. All eligible students who submit a valid lottery application or auditioned and do not receive an initial program placement will be placed on a waiting list. The waiting list is both grade and location specific.
- b. The Department of Pupil Accounting and School Boundaries will maintain the waiting list for all programs of choice except for the secondary grades of the Creative and Performing Arts Programs and the Visual and Performing Arts programs. The wait-lists for programs governed by audition are maintained by the school.
- c. Waiting lists are maintained through September 30 and do not carry over to the following school year. Parents are only notified of a change in their status on waiting lists only when/if placement becomes available.

3. CHANGE OF ADDRESS PROCEDURES AFTER PLACEMENT –

- a. If a change in residence occurs after registering with the school but less than one full year of attending a specialty program, no special permission is needed to continue enrollment at the current program location if the new residence is within that program location’s service area. The parent/guardian must provide proof of the new residence to the school.



ADMINISTRATIVE PROCEDURE

LOTTERY AND AUDITION ADMINISTRATION AND SELECTION PROCEDURES

6148

Procedure No.

December 31, 2014

Date

- b. If the change in principal residence occurs after less than one full year of attendance in a specialty program and the new residence is served by a different program location, the parent/guardian must obtain permission from Pupil Accounting and School Boundaries to continue participating in the specialty program at the newly assigned program location. There is no assurance that permission will be given.
- c. If students move from their attendance area after one full year of attending a specialty program and have continued to meet the requirements to participate in the program, no special permission is needed to enroll at the program location serving the new residence within the County. The student will be assigned to attend the program location serving the new residence.
- d. The parent/guardian must provide to the new program location proof of their primary residence. School staff should verify that the residence is within their service area for the specialty program and there has been no break in the student's enrollment in the specialty program. Upon review by the school of the proof of residence and the pupil's eligibility for continuation in the program, the school may complete the standard registration process. The school may contact Pupil Accounting and School Boundaries for assistance if there are questions or problems completing the registration.

F. CONTINUOUS ENROLLMENT/CONTINUITY PROCEDURES:

1. CONTINUOUS ENROLLMENT –

- a. All students admitted by lottery or audition currently enrolled in a specialty program at a given program location will automatically continue in the school, at the end of the school year, if they continue to meet the eligibility criteria and elect to do so.

2. CONTINUITY PROCEDURES –

- a. Students who gained admission by lottery to a specialty program may be offered admission to the entry grade for the next educational level. Continuity is provided for students enrolled in the Talented and Gifted program and the French Immersion program. Continuity will be offered to in-boundary TAG students who are in their terminal year at a school hosting a TAG center and have one or more years of participation in the TAG center.
- b. Students wishing to continue in the Visual and Performing Arts specialty school at the next educational level will be required to audition.



ADMINISTRATIVE PROCEDURE

LOTTERY AND AUDITION ADMINISTRATION AND SELECTION PROCEDURES

6148

Procedure No.

December 31, 2014

Date

Continuity will be determined based on principal residence and space availability. Students are given their continuing enrollment options through a notification letter that is disseminated at each specialty school.

- c. Students currently enrolled in a program of choice who wish to participate in a different program for the next school year must apply under the general lottery application or audition procedures. Submitting an application for a different program is considered a statement of intent not to continue in the current program so no sibling application may be submitted which names the student as a continuing participant in the program.

3. TRANSFERS –

- a. Transfers are not available from one program of choice to another program of choice. If a student wishes to participate in a different program of choice, the student must apply through the application process for that program and gain acceptance based on established procedures for admission to the specialty program.
- b. Transfers within a program of choice between program locations may be permitted only in the case that the requested program location has unfilled seats at the grade level after considering placements for all eligible, in boundary lottery applicants. Requests must be made in writing to the Department of Pupil Accounting and School Boundaries after the first round of lottery placements. If approved, it will be the parent's responsibility to ensure reliable on time arrival for school and the student's availability for after hour events. Failure to meet time and attendance expectations may lead to removal from the program as reassignment to the boundary program location is not assured.

4. RECIPROCITY –

- a. When a student first enters Prince George's County from outside the county after attending a public school specialty program in the jurisdiction where the parents/guardians were residents, the student may apply for reciprocity placement in a comparable specialty program where admission to the program is governed by lottery. Reciprocity is not available to students from private schools. For those grades and programs where admission is governed by audition, reciprocity is not available. Students may be offered an opportunity to audition on a space-available basis.
- b. In order to request reciprocity, the parents must submit a written request to the Department of Pupil Accounting and School Boundaries within thirty days of establishing residence in the county. The written request must include a written program description of the program and school the student previously attended, the most recent report card for the student,



ADMINISTRATIVE PROCEDURE

LOTTERY AND AUDITION ADMINISTRATION AND SELECTION PROCEDURES

6148

Procedure No.

December 31, 2014

Date

contact information for the school previously attended, and documentation validating the recent establishment of a Prince George’s County residence. The Department of Pupil Accounting and School Boundaries will request the Division of Academics to make a determination regarding the comparability of the program previously attended to the program being requested. Should the Division of Academics determine that the programs are not comparable, no offer of reciprocity will be made. Should the Department of Pupil Accounting and School Boundaries make a determination that space is not available, no offer of reciprocity will be made. The decision to offer reciprocity will be made on a case by case basis jointly by the Department of Pupil Accounting and School Boundaries and the Division of Academics considering all pending requests and relevant factors. There is no assurance that reciprocity will be made available.

5. WITHDRAWAL FROM SPECIALTY SCHOOL –

- a. A student who is withdrawn from school while a participant in a specialty program forfeits their place in the program. Re-entry to the program within ten school days may be permitted on application to the Department of Pupil Accounting and School Boundaries and if space is still available. Only in extraordinary circumstances will re-entry be permitted more than ten school days after a withdrawal.

G. APPEAL PROCEDURES:

1. Determinations regarding eligibility and placements under this administrative procedure shall be made by the Department of Pupil Accounting and Schools Boundaries. However, a person adversely affected by such a decision may appeal the decision to the Office of Appeals, acting as designee of the Superintendent. The Office of Appeals must receive in writing any appeal within ten calendar days of the date of the decision letter. The appellant should indicate the reason for seeking review of the decision and may include additional information for consideration.
2. The Office of Appeals will determine if there was a material departure from the policies and procedures by the Department of Pupil Accounting and School Boundaries which adversely impacted the appellant. In addition, the Office of Appeals should determine if the appellant’s circumstances are sufficiently unique to justify deviating from the adopted rules and procedures for the lottery without injury to the principles of equity and fairness.
3. The Appeal may be approved if either of these circumstances are found to exist or at the discretion of the Chief Executive Officer.
4. An appeal from the decision by the Office of Appeals to the Board of Education must be made in writing and received by the Board Office



ADMINISTRATIVE PROCEDURE

LOTTERY AND AUDITION ADMINISTRATION AND SELECTION PROCEDURES

6148

Procedure No.

December 31, 2014

Date

within ten days of the date on the decision letter by the Office of Appeals, acting as the Chief Executive Officer's designee. If there is additional information in the appeal to the Board, the Office of Appeals will be given an opportunity to respond in writing, and shall provide a copy of its response to the appellant before the Board considers the appeal. The Board's decision shall be final and rendered in writing.

- IV. **RELATED PROCEDURES:** Administrative Procedure 5111.1, Admission to Pre-Kindergarten, Kindergarten, and First Grade; Administrative Procedure 3506, Public Charter Schools; and Administrative Procedure 6142.2, Talented and Gifted Student Program.
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** The Department of Pupil Accounting and School Boundaries is responsible for the maintenance and update of this procedure.
- VI. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 6148, dated February 15, 2012.
- VII. **EFFECTIVE DATE:** December 31, 2014.

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11