

## New Emerson STEAM School

### K-5 Registration Process

New Emerson's incoming students are selected through a lottery process. All parents who are interested in having their child attend New Emerson must follow the registration process listed below.

- Parents are required to attend and be on-time for all events and meetings outlined in the Lottery Registration Process below. No make-up dates will be available so please plan accordingly. If a parent misses a scheduled event or meeting, their child's name will be withdrawn from the lottery process and automatically placed on the bottom of the wait list.
- Students with siblings already attending New Emerson will have priority enrollment. Sibling registration takes place in December of the current school year. Parents who miss sibling registration in December will be required to participate in the lottery process.
- NO individual parent tour will be scheduled with staff prior to the lottery drawing in order to prevent the appearance of bias during the lottery process.
- It is recommended that you participate in the School of Choice process for the School District if you wish to have your child attend a school besides their area school (in case they are NOT drawn in the lottery).

#### Lottery Registration Process

1. **February 5<sup>th</sup> -February 9<sup>th</sup>** Open Registration for the lottery from 8:00am-4:00pm Monday thru Thursday. Friday 8:00am-11:00am.
  - a. You must complete the registration process in the main office if you wish to have your child's name in the lottery.
  - b. The order of registration will not secure a spot for the upcoming year nor does it provide any advantage in the lottery drawing. No need to line up early.
2. **First Friday of March**- Tour attendance is required. Meet in the front office (parents only please). Tour times are as follows: 11:00am, 1:00pm & 2:00pm
3. **March 5<sup>th</sup>**- Lottery Drawing
4. **March 12<sup>th</sup>**- A letter will be sent home to announce if your child was chosen in the lottery to register at New Emerson OR the position of your child on the wait list. This letter will also provide details about the next steps in the registration process. **Parents MUST call the school to confirm that their child will be attending if their student is chosen during the lottery.** Parents must call or leave message to confirm attendance by the 5<sup>th</sup> school day after the date on the letter (contact day).
5. **April (TBD)** Final registration week for incoming kindergarteners.