



**Work Plan Build Dream**

*Shauna Bellen  
Principal*

2025-2026 Lottery Procedures  
Read by: Shauna Bellen

In accordance with federal laws, no student will be denied admission to Providence Englewood Charter School (PECS) based on race, ethnicity, national origin, gender, disability, aptitude, or athletic ability. The school shall be open to any child who is eligible under the laws of Illinois for admission to a public school. New students will be admitted each year without regard to prior measures of achievement or aptitude, athletic ability, disability, handicapped condition, ethnicity, race, creed, gender, national origin, religion, or ancestry.

Providence Englewood Charter School (PECS) holds an open application period beginning December 28, 2024 through March 6, 2025 for its incoming class of kindergarteners and any open positions in the other grades to enroll for the following fall term. To be permissible for consideration to apply to the school, the application must be completed and signed by the student's parent or legal guardian and it must be submitted to the school online, or postmarked, within the open application period.

If, after the application period has ended and the number of applications received exceeds the number of open student positions, the school will hold an open, public lottery to select students for admission on March 7, 2025 at 9:00 a.m. at Providence Englewood Charter School (6515 S. Ashland Ave, Main Office). Names will be drawn after all available spaces have been filled in order to form a priority-ranked, enrollment waiting list. This waiting list will be the only official, legal document identifying the names of eligible students with applications to Providence Englewood Charter School (PECS) pending acceptance for the subsequent school year, or when vacancies arise, based upon the order of random selection from the lottery following a recruitment period. If applications were received after March 6th at 9:01 am, they have been placed on a waiting list in the order they were received. This waiting list will become active after all students placed in the lottery have been admitted into PECS.

First preference will be given to returning students, who will automatically be assigned a space within the school. The next preference will be given to siblings of students already enrolled in PECS. For definition purposes, "siblings" are two or more children that are related either by 1) birth, by means of the same father or mother, or by 2) legal adoption. Siblings also must show

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proof of living at the same address to be considered for sibling status. All students who live in Chicago, Illinois and surrounding areas are eligible to apply and enroll in Providence Englewood Charter School (PECS).

Providence Englewood Charter School (PECS) offers no preferences in admissions to children of particular needs or abilities. The school has made sure that all marketing efforts give students with special needs every opportunity to enroll in the School.

The lottery process is computerized through PowerSchool. The process is as follows... (Taken from PowerSchool) - Complete Open Seat Setup (The budgeted column is the only column that needs to be edited on the open seat setup to allow students to be accepted. You can manually type in the number of open seats for a school and grade.) -Confirm your lottery configuration with a PowerSchool representative. -Run the lottery. (To run a lottery, open the Lottery Dashboard. To run a Lottery for a school, click the RUN Lottery button. This opens the page to officially run your lottery. You will need to press "Run Lottery" separately for each school and grade for which you are running the lottery.) -Click the "Run Lottery" button for the grade whose lottery you wish to run. If a child's name is drawn who has younger siblings in the lottery, the names of the younger sibling shall be immediately placed on the enrollment list provided there is space available in the appropriate grade level. This process shall be open for all applicants and community members to witness. The lottery will be video-taped and a copy will be provided to CPS through the Epicenter per the agreement within our Charter. This process shall be used each year for all grades. If a child in a younger grade is selected for admission, and a sibling of that child remains on the waiting list for his/her grade level, that sibling will be placed at the top of the waiting list for admission in accordance with the sibling preference statute in the law.

Formal notices will be e-mailed to the parent(s)/guardian of the student through PowerSchool immediately, notifying them of the lottery results. The email will also include a link for parents to accept or decline admission or waitlist status that must be returned to Providence Englewood Charter School (PECS) within two weeks of notification to hold the student's admission position. The school will make one phone call to each family that has not accepted or denied admission or waitlist status in the timeframe required. If no commitment can be secured from the family in a reasonable timeframe, the school has the right to remove the student from the admit list and pursue other students in order from the established waitlist.

Upon enrollment or withdrawal, the student's parent/guardian must complete all paperwork online through the PowerSchool system as required by the Chicago Public Schools to enable all records to be properly transferred and to provide the school with necessary information, such as address and immunization records. It shall then be the duty of Providence Englewood Charter School (PECS) to immediately contact the school last attended by the child to obtain relevant academic and other records.

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At any time that a space becomes available in a given grade level, PECS will utilize its waiting list to select the next student to attend. There will be no additional lotteries held.

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