



# CSP NEWS



NEWSLETTER OF THE FLORIDA CHARTER SCHOOLS GRANT PROGRAM

May 2012

FLORIDA DEPARTMENT OF EDUCATION

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OFFICE OF INDEPENDENT EDUCATION AND PARENTAL CHOICE

## SPECIAL POINTS OF INTEREST

### All Schools

- **Due June 1:** Next Quarterly Itemized Expenditure Report and updated inventory.

### 2011–2014 Grants

- **To move to Imp. II,** submit budget draft by May 1.
- **To move to Imp. I,** prepare Draft DOE 150/DOE 101S, and send to grant specialist by May 1.
- Send documentation for all Phase I or Phase II Attachment J objectives (depending on grant stage) to grant specialist for review by June 1, 2012, prior to mailing your signed project or budget amendments.

### 2010–2013 Grants

- Schools that have not yet moved to Imp. II should contact their grant specialist immediately.

### 2009–2012 Grants

- Grant ends June 30, 2012. Schools not yet in Imp. II should contact their grant specialist immediately.

## CHARTER SCHOOL OFFICE

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## Lottery and Admissions Guidelines

### Outreach & Recruitment

Charter schools receiving CSP funds are required by the Elementary and Secondary Education Act (ESEA) to inform students in the community about the charter school and to give each student an equal opportunity to attend the charter school, as described in [Title V, Part B Non-Regulatory Guidance](#). Further, federal law requires that parents and other members of the community be involved in the planning, program design, and implementation of the charter school.

### Application & Lottery Process

All interested students must complete an application to attend the charter school. Schools must maintain records of all applications, available for inspection if requested.

If more students apply than can be admitted, federal law requires that a lottery process be implemented. The lottery must include all eligible applicants. Only the following categories of students may be exempted from the lottery: (a) students who are enrolled in the public school at the time it is converted into a public charter school; (b) siblings of students already enrolled or accepted in the same charter school; (c) children of a charter school's founders and teachers; and (d) children of employees in a work-site charter school.

The school should not send out acceptance letters prior to the application deadline; they must first determine whether a lottery

process must be implemented.

As a practical matter, if the school receives fewer applications than needed by the application deadline, the school may accept the current applicants, and then establish rolling application deadlines until the school receives the needed number of applicants.

When the number of applicants exceeds the cap, the applicants in that application period must undergo the lottery process to determine who may be admitted. Remaining students would be wait-listed in the order determined by the lottery.

### Selection

A charter school funded under the CSP may set minimum qualifications for admission only to the extent that such qualifications are: (a) consistent with the statutory purposes of the CSP; (b) reasonably necessary to achieve the educational mission of the charter school; and (c) consistent with civil rights laws and Part B of the Individuals with Disabilities Education Act.

During a site visit, the monitoring team will request to see the school's Lottery Policy.

